



The European Law Students' Association

Proudly Presents

THE XLVII INTERNATIONAL COUNCIL MEETING



VILNIUS, LITHUANIA
3RD – 10TH APRIL 2005

CORPORATE PARTNERS:



THOMSON



WEBSITE DEVELOPMENT PARTNER:



IT PARTNER:



PATRON OF THE XLVII INTERNATIONAL
COUNCIL MEETING:

A. ZUOKAS
MAYOR OF VILNIUS

GENERAL INFORMATION**FOREWORD**

Dear All,

On behalf of the International Board 2004/2005 I am proud to present you with the Working Materials for the XLVII International Council Meeting. Four months have passed quickly, and we are very excited with the upcoming ICM, as it means another chance to share with you the work taken place in ELSA all over the Network, and another unforgettable event, this time in Vilnius, Lithuania.

We trust that within these pages you will find the inspiration and information needed to prepare for the upcoming ICM. The agendas, input papers and proposals are sure to be of assistance while preparing for the ICM discussions. Likewise, filling in the Area Inquiries will provide your National Group with a tool to gain an overview of the work you have accomplished this winter, and come prepared to present your National Group in the Workshops. Furthermore, you will find the Statutes and Standing Orders, the Council Meeting Decision Book and the Minutes from the Bucharest ICM in the ELSA ONLINE Archive.

We would also like to take this opportunity to thank all the members of the Organising Committee in Vilnius, and in particular the Head of OC Vytautas Zabulis, for putting all their efforts into giving us the opportunity to spend a fantastic week in Lithuania.

Looking forward to meeting you all soon in Vilnius,



Johanna Lindblad
Secretary General
ELSA International

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REMINDERS**General**

If you really want to enjoy this ICM,
DO NOT FORGET THE FOLLOWING:

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

To be prepared for Workshops...

- ✓ Read these Working Materials from cover to cover;
- ✓ Read the minutes of at least the two last ICMs (you will find them in the ELSA ONLINE Archive);
- ✓ Read the Statutes and Standing Orders of ELSA International carefully;
- ✓ Read and bring with you a copy of the latest edition of the Decision Book (you will find it, as well, in the ELSA ONLINE Archive);
- ✓ Before you leave for the ICM, interrogate your predecessor for advice;
- ✓ Bring your Activity Report;
- ✓ Bring your Marketing Materials so that you can show off in the Marketing Workshop.

To be prepared for the stay...

- ✓ Make travel arrangements to be in Vilnius in time for the opening of the ICM at 15:00 of Sunday 3rd of April;
- ✓ Bring smart clothes for the Plenary and Sponsors' Fair;
- ✓ Rehearse your performance for the ELSA VISION CONTEST!

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

- ✓ Decide to be a Workshop secretary;
- ✓ Consider being a Plenary hero;
- ✓ Consider hosting the ICM in Autumn 2006;
- ✓ Consider running for the International Board 2005/06.

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

- ✓ No need to mention your NATIONAL DRINKS!
- ✓ Good mood and sunny smiles!

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

Then please visit the ICM Website at:

www.icm-online.org/

Or write an e-mail to the Organising Committee:

info_icm@elsa.lt

Autumn ICM 2006

AUTUMN ICM 2006

Do you dream of organising an ICM, but don't know when?

This is your big opportunity:

we have the date ready to satisfy your wishes!!!

Have you:

- enjoyed the ELSA spirit at ICMs**
- spent hours in workshops**
- danced all night at the Gala Ball...**

...and now started to feel it's time to give something back?

**Make a difference for ELSA:
APPLY FOR HOSTING AN ICM!!!**



The European Law Students' Association

The Council Meeting Guide for Newcomers and Experienced Users

What is an International Council Meeting?

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

What is a Workshop?

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

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 with in it. Therefore, you have the following Workshops:

Academic Activities (AA) -- normally supervised by the Vice President Academic Activities of ELSA International and attended by National AA officers.

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

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

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

Internal Management (IM) - normally supervised by the Secretary General of ELSA International and attended by National Internal Management officers.

Financial Management (FM) - normally supervised by the Treasurer of ELSA International and attended by National Financial Management officers.

Marketing (MAR) - normally supervised by the Vice President Marketing of ELSA International and attended by National Marketing officers.

What is a Workshop officer?

There are four workshop 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 WS officer, contact the relevant member of ELSA International as soon as possible to volunteer. You are expected to attend the Training provided by ELSA International on Sunday evening to acknowledge the detailed guidelines for your task.

What is a Council Meeting officer?

There are from 7 to 9 Council Meetings officers. One Chair, one Vice Chair, two to four secretaries, two tellers, and three members of the nominations committee. The Council Meeting officers ensure that some of the most important tasks at a Council Meeting 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 International 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 her in case of difficulty.

What is the role of the tellers?

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

What is the role of the nominations committee?

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

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 needed, wake them up);
- Delegates are informed about all practicalities;
- Delegates are summoned during the reporting time to discuss important issues raised in the workshops and in plenary.

After the daily Workshop session is over, the National Groups will be granted reporting time (check the ICM's and the Workshops' timetables). The Head of Delegation is responsible for gathering the National Group. This is the moment when the delegation meets and discusses important matters brought up in the Workshops and in Plenary. This is also the right moment to create a good spirit in your delegation, since you are supposed to work together in ELSA for one year and an ICM is the right place to create friendship inside your National team.

ELSA Vision Contest

We expect you to prepare a presentation of your country or if you decide a sketch about anything funny that happened during the year. So, why don't you come up with something thrilling and enthusiastic? The imagination is yours and the spotlight as well. Once again, we will have a performance of The ELSA Vision Contest. So strike a pose and grab the limelight!

Workshops

Remember that unless you have fulfilled all obligations to vote in Plenary, your National Group will not have voting rights in Workshop. Only delegates, who have been authorised by their National Group, will be able to vote in Workshop.

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.

Elections of Host for the Autumn 2006 International Council Meeting

The hosts for the forthcoming ICMs have been elected and will be ELSA Malta, event which will take place in November 2005, and ELSA UK, event which will take place in March 2006. Therefore, if you are thinking about organising an ICM in your country in October 2006, 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 will have the opportunity to make 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.

Elections for the International Board 2005/2006

At the Spring International Council Meeting, the seven members of the International Board for the upcoming year are elected. A year on the International Board is an unforgettable experience; both on a professional and personal level the members of the International Board develop their skills. Besides working together, the seven International Board members live with their team mates in the ELSA House in Brussels, putting them through the ultimate test of cultural understanding.

During their term in office, the International Board members will prepare and coordinate the work of the ELSA Network through the daily running of the Association, and also during International Council Meetings. Furthermore, the International Board members travel to National Council Meetings and sponsors' meetings, organise the EMC², and get to meet and work with motivated ELSA members from all over Europe. While devoting themselves to our organisation, they acquire top management experience, and project management skills.

We know there are plenty of competent candidates out there - perhaps you are thinking of running yourself?

AGENDAS AND TIMETABLES

ICM TIMETABLE

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday		
07:00	Arrival and Registration	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast	Breakfast		
07:30										
08:00										
08:30										
09:00										
09:30										
10:00		Workshop	Plenary	Open Cerem	Workshop	Workshop	Final Plenary Session	Departure of the Participants		
10:30				Conference 'Public Private Partnership'						
11:00										
11:30										
12:00										
12:30										
13:00				Lunch						
13:30				Lunch		Lunch			Rep Time	Lunch
14:00	Workshop	Workshop	Sightseeing							
14:30					Opening Plenary		Workshop		Workshop	
15:00										
15:30										
16:00										
16:30	Intro WS	Workshop	Free Time	Free / Rep Time	Final Plenary Session					
17:00										
17:30										
18:00										
18:30	Officers Training	Rep Time	Rep Time	Sponsors' Fair	Dinner					
19:00										
19:30										
20:00										
20:30	Free Time	National Party	Trip to Eurocentre and Europark	Lawyer's Day	Gala Ball	Pub Crawling & Hawaii Party	Final Plenary Session ...			
21:00										
21:30										
22:00										
22:30										
23:00										
23:30										
00:00										

PLENARY**Draft Agenda**

Sunday, 3rd of April 2005 (Morning; 15:00 – 17:00)

Morning	Arrival and registration of the participants
Morning	Payments due to ELSA International and delivery of Letters of Authorisation
15:00	Introduction of the members of the International Board by the President of ELSA Lithuania Tadas Milasius
15:05	Opening of the Council Meeting by the President of ELSA International Maria-Veronica Anton
15:10	Presentation of the Directors of ELSA International Maria-Veronica Anton
15:15	Welcoming of Council Guests and Externals Maria-Veronica Anton
15:20	Presentation of the Organising Committee of the Council Meeting Presentation of ELSA Lithuania Vytautas Zabulis
15:30	Announcement of the list of votes by the Secretary General of ELSA International Johanna Lindblad
15:40	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) Johanna Lindblad
15:45	Election of the Chair of the Plenary Johanna Lindblad
15:50	Election of the other Plenary officers: Vice Chair, two secretaries, two tellers, three members of the nominations committee Chair
16:00	Approval of the Council Meeting Agenda and presentation of the Council Meeting structure Chair
16:05	Welcome address by externals
16:30	Approval of the minutes of the Bucharest International Council Meeting

Chair

- 16:35 Presentation of each area of activity by the members of ELSA International
Chair and International Board
- 16:50 Report from the Rovaniemi International Presidents' Meeting
Josefin Björklund
- 17:00 End of the Plenary session
- 17:00 Introductory Workshops
- Academic Activities
Aleksandra Lakovic
 - Seminars and Conferences
Kirsti Jullum Jensen
 - Student Trainee Exchange Programme
Ana-Victoria Stoicescu-Florescu
 - Board Management, External Relations and Expansion
Maria-Veronica Anton
 - Internal Management
Johanna Lindblad
 - Financial Management
Pål Jakob Aasen
 - Marketing
Maria Litzell
- 18:00 Workshop Officers Training
ITP Trainer and Johanna Lindblad

**DEADLINE FOR NOMINATIONS FOR
THE INTERNATIONAL BOARD 2005/06,
AUDITORS AND VICE AUDITOR OF ELSA INTERNATIONAL 2005/06,
COUNCIL GUESTS AUTUMN ICM 2005
AND COUNCIL MEETING HOST AUTUMN 2006
IS MONDAY, APRIL 4TH AT MIDNIGHT**

Tuesday, 5th of April 2005 (10:00 – 13:30)

- 10:00 Revision of the List of Votes
Johanna Lindblad
- 10:05 Announcement of Nominations
Nominations Committee
- 10:10 Presentation of the Interim Accounts 2004/05
Auditors' Report
Opinion of the Financial Management Workshop
Chair, Auditors and the Financial Management Workshop Chair
- 11:00 Question and Answer Time
- 11:30 Presentation by ICM Host Candidates, Autumn 2006
Chair and Candidates
- 12:00 Presentation by ICM Host, Autumn 2005
ELSA Malta
- 12:30 Presentation by ICM Host, Spring 2006
ELSA UK
- 13:00 Presentation from the International STEP Meeting in Giessen
ELSA Giessen
- 13:30 End of the Plenary Session

Saturday, 9th of April 2005 (10:00 - ...)

- 10:00 Revision of the List of Votes
Johanna Lindblad
- 10:05 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 of ELS

Tolga Ismen

Presentation and Approval of the 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

Elections of the Host for the Autumn ICM 2006

Chair

Election of the Council Guests for the Autumn ICM 2005

Chair

Election for the International Board 2005/06 and Auditors and Vice Auditor of ELSA International 2005/06

Chair

Miscellaneous

Closing of the XLVII International Council Meeting

The International Board

ACADEMIC ACTIVITIES

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00		Agenda			EMC² Structure	Misc	
10:30		SOTN					
11:00		TYTP			EMC² Update	Closing WS	
11:30							
12:00		IFP and AA			ELSA NR Update		
12:30		Q&A					
13:00		Academ Public			ELSA RR		
13:30					Reporting Time		
14:00				SPEL			
14:30				JWS S&C Training on Teambuilding/ Communication	GLSE		
15:00		ELSA Law Web					
15:30		Training on SAP Implementation	AA + International Institutions	Free / Reporting Time			
16:00	AA Handbook						
16:30	Transition						
17:00	Intro WS	Reporting Time		Reporting Time			
17:30							
18:00							
18:30							
19:00							
19:30							
20:00							
20:30							
21:00							
21:30							
22:00							
22:30							
23:00							
23:30							
00:00							

Draft Agenda**Reminders**

Please do not forget to read and bring with you the Statutes and the Standing Orders, the Decision Book, the Two Year Tactical Plan (TYTP) and the One-Year Operational Plan (OYOP) of ELSA International. Furthermore, make sure to read the minutes from at least the two last two Council Meetings.

The above mentioned documents are highly important as we will be evaluating the TYTP and the OYOP, as well as amending the Decision Book.

Please prepare an Activity Report to present to the Workshop, as well as prepare and hand in the AA Inquiries with correct data.

Read this agenda carefully; should you need any clarifications, please do not hesitate to contact the International Board at elsa@brutele.be.

A possibility is to use the AA mailing list (elsa-aa@listserv.elsa.org) and start a discussion before the XLVII International Council Meeting in Vilnius.

Sunday April 3rd (17:00 – 19:00)

17:00 – 18:00

Introductory Workshop

Aim:

To give all participants a general insight to the Workshop and to elect the Workshop officers.

Means:

- Brief presentation by ELSA International;
- Round table discussion;
- Voting.

18:00 – 19:00

Officers Training

Aim:

To train the Workshop officers on their fundamental tasks and responsibilities during an ICM.

Monday April 4th (10:00 – 19:00)

10:00 – 10:30

Approval of the Agenda

Aim:

To give a clear picture of the Agenda and its aims, as well as to approve it and allow all participants to get to know each other and acknowledge our expectations.

Means:

- Brief presentations and discussions;
- Round table;
- Voting.

Comments:

This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for the discussions.

10:30 - 11:30

State of the Network

Aim:

To analyse the information on the "Status Quo" of all the Groups present at the ICM.

Means:

- Compare the results from the present State of the Network with the results from the previous ICMs;
- Round table discussion;
- Evaluation.

Comments:

In order to get a clear overview of the situation in the Network, we will analyse the results and compare them with the ones from previous ICMs. This will enable us to see in what direction we are heading, and give us a basis for our evaluation of the Two Year Tactical Plan 2003/2005.

ELSA International would like to stress the importance of each National Board filling in all the Inquiries to be found in this Package and handing them in to ELSA International in Vilnius. In case your Group will not be present, please submit your Group's Inquiries beforehand by e-mail to the International Board, so your Group's data can be taken into consideration. Do not forget to submit your Activity Reports as well.

11:30 - 12:00

Two Year Tactical Plan (TYTP) Evaluation

Aim:

To examine what aims set in the TYTP 2003/2005 were fulfilled and which were not.

Means:

- Presentation by ELSA International;
- Round table discussion;
- Conclude on recommendations for the next TYTP.

Comments:

At the Autumn ICM in Malta 2005 we will approve a new TYTP 2005/2007. In order to set realistic goals for the next TYTP, we need to evaluate the TYTP 2003/2005.

12:00 - 13:00

International Focus Programme (IFP) and AA

Aim:

To give an update on the implementation of the IFP topic in AA.

Means:

- Activity reports;
- Round table discussion.

Comments:

At the ICM in Alanya, two and a half years ago, the Council approved a new topic for the International Focus Programme to be implemented by the National and Local Groups in all the key areas. Time has come to evaluate the implementation of the decision taken and to see how many Groups actually organised AA activities in the field of International Trade Law.

13:00 - 13:30

Question and Answer Time

Aim:

To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding AA.

13:30 - 14:00

Academic Publications at a National Level

Aim:

To raise awareness on the Academic Publications at a National Level.

Means:

- Presentations by National Groups.

Comments:

Exchanging ideas and experiences is one of the best ways to improve projects organised in the Network. Through presentations by National Groups we will emphasize the benefits of publishing Academic Publications at a National Level.

15:30 - 16:00

ELSA Law Web

Aim:

To create awareness on the ELSA Law Web.

Means:

- Presentation by ELSA International;
- Round table discussion.

Comments:

The ELSA Law Web is a collection of law-related links divided in different categories in order to facilitate finding information on other countries' laws and legal systems. During this session we will discuss how the ELSA Law Web is used in the Network, as well as how we should move forward regarding updating the database.

16:00 - 19:00

Implementation of the Studies Abroad Programme (SAP)

Aim:

To improve the implementation of the Studies Abroad Programme in the Network.

Means:

- Training session.

Comments:

The Studies Abroad Programme has as objective to encourage students to study in foreign countries. As the GLSE is an important part of the SAP, the implementation of the SAP in the Network follows necessarily on the updating process of the GLSE.

Tuesday April 5th (15:00 – 19:00)

15:00 – 17:00

Joint Workshop with Seminars & Conferences – Training on Project Management/ Teambuilding and Communication

Aim:

To create awareness on the importance of Teambuilding and Communication.

Means:

- Training by the ITP.

Comments:

As Project Managers, Teambuilding and Communication are of high importance. We will spend this session together with the S&C officers for a fun and informal training.

17:00 – 18:00

AA Handbook

Aim:

To update the AA Handbook.

Means:

- Working Groups;
- Conclusions.

Comment:

Updating the AA Handbook is a good test for us to see how well we know our area. This session will also prepare us for the next session on transition.

18:00 – 19:00

Transition

Aim:

To acquire knowledge on how to carry out individual transition.

Means:

- Presentation by ELSA International;
- Case study;
- Open discussions.

Comments:

Transition is the period of time when the 'old' and 'new' board of any ELSA Group come together to transfer knowledge and experience. This session is meant to prepare us for the transition period. We will acquire knowledge on how to structure and plan the individual transition, as well as discuss the tools available. Please refer to the Input Paper on transition by ELSA International.

Wednesday April 6th (14:30 – 17:30)

14:00 - 15:00

The Guide to Legal Studies in Europe (GLSE)

Aim:

To evaluate the co-operation between the Local, National and International AA officers regarding GLSE.

Means:

- Presentation by ELSA International;
- Round table discussion.

Comments:

The updating process of the GLSE is a complex task, which the Network is facing this year. We will during this session evaluate the updating process as well as discuss the possibilities of developing the concept behind the GLSE.

15:00 - 16:00

Selected Papers on European Law (SPEL)

Aim:

To give an update on the status of SPEL.

Means:

- Presentation by ELSA International;
- Open discussion

Comments:

At the previous ICM in Bucharest, we discussed a policy for SPEL. As Academic Publications are one of the priorities set in this year's OYOP, we need to evaluate if the goals were achieved.

16:00 - 17:00

AA, the UN Bodies and the European Institutions

Aim:

To create awareness on the opportunities of organising AA projects by taking advantage of ELSA's co-operation with various UN Bodies and the European Institutions.

Means:

- Presentation by ELSA International;
- Update on the ILRG by ELSA International;
- Round table discussion.

Comments:

We will during this session discuss the possibilities of implementing the opportunities that follow ELSA's co-operation with various International Institutions, as well as examine how the field of AA could benefit from this. Furthermore, the International Legal Research Group on Human Rights, set up this winter in co-operation with members of the Sub-Commission on Human Rights, will be presented.

Thursday April 7th (10:00 – 11:00)

10:00 – 11:00

Structure of the EMC²

Aim:

To raise awareness on the structure of the EMC², and on the role of the National Groups.

Means:

- Presentation by ELSA International;
- Open discussion.

Comments:

EMC² is the only world-spread project of ELSA International. A high level of knowledge in the Network regarding its structure and the role of the National Groups is essential for the further development of the EMC².

11:00 - 12:00

Update on the EMC² 2004/2005

Aim:

To give an update on the situation of the EMC² 2004/2005.

Means:

- Presentation by ELSA International;
- Question & answer time.

Comments:

The EMC² will be taking place in Geneva at the end of April. This presentation aims at providing the Workshop with the latest updates regarding this edition of the Competition.

12:00 – 13:00

ELSA National Rounds Update**Aim:**

To create awareness on and to increase the number of ELSA National Rounds.

Means:

- Presentation by National Groups organising ELSA National Rounds.

Comments:

The deadline for submitting applications for ELSA National Rounds for the EMC² 2005/2006 is approaching. During this session, organisers of ELSA National Rounds will present their projects and experiences.

13:00 – 14:00

ELSA Regional Rounds**Aim:**

To discuss the possibilities of developing co-operations regarding the organisation of ELSA Regional Rounds.

Means:

- Presentation by ELSA International;
- Open discussion.

Comments:

The purpose of this session is to acquire an overview of the concept ELSA Regional Rounds as well as to discuss the possibilities of developing ELSA Regional Rounds in the Network.

15:00 – 17:00

Joint Workshop with Financial Management on budgeting ELSA National Rounds**Aim:**

To obtain knowledge on how to budget ELSA National Rounds.

Means:

- Presentation by ELSA International;
- Interactive training.

Comments:

Training on budgeting is one important step to the successful organisation of an ELSA National Round of the EMC². During this session, we will examine the best way to budget such an event, and we will present useful tools facilitating the budgeting process. Combining the knowledge of both FM and AA officers and their different perspectives on the project, this Joint Workshop aims to ensure a resourceful and constructive training session.

Friday April 8th (10:00 – 12:00)

10:00 – 11:00

Miscellaneous

Comments:

This part of the Workshop is dedicated to the issues unresolved during other sessions.

11:00 – 12:00

Closing Workshop

Aim:

To make the evaluation of the Workshop and to approve the minutes.

SEMINARS AND CONFERENCES

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00		Agenda			Study Visits Guide Implementation	Upcoming	
10:30		Annual and International Events				Misc	
11:00						Closing WS	
11:30							
12:00		DB Amendments			Training on Risk Management - Perfect plan B		
12:30							
13:00		Q&A					
13:30							
14:00				Reporting Time			
14:30				Joint WS FM Fav/Non Fav			
15:00			JWS AA Training on Teambuilding/ Communication		Transition		
15:30		SOTN		Training of an OC	JWS MAR		
16:00		TYTP			ELSA Man		
16:30							
17:00	Intro WS	JWS BEE	HR in S&C	Free Time	Free / Reporting Time		
17:30							
18:00	Officers Training	IFP	UN and EI				
18:30							
19:00		Reporting Time	Reporting Time				
19:30							
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Draft Agenda**Reminders**

Please do not forget to read and bring with you the Statutes and the Standing Orders, the Decision Book, the Two Year Tactical Plan (TYTP) and the One-Year Operational Plan (OYOP) of ELSA International. Furthermore, make sure to read the minutes from at least the two last two Council Meetings.

The above mentioned documents are highly important as we will be evaluating the TYTP and the OYOP, as well as amending the Decision Book.

Please prepare an Activity Report to present to the Workshop, as well as prepare and hand in the S&C Inquiries with correct data. In addition, you will be asked to present your upcoming events, so please bring any marketing materials you might have.

Read this agenda carefully; should you need any clarifications, please do not hesitate to contact the International Board at elsa@brutele.be

A possibility is to use the S&C mailing list (elsa-sc@listserv.elsa.org) and start a discussion before the XLVII International Council Meeting in Vilnius.

Sunday April 3rd (17:00 – 19:00)

17:00 – 18:00

Introductory Workshop

Aim:

To give all participants a general insight to the WS and elect the WS officers.

Means:

- Brief presentation by ELSA International;
- Round table discussions;
- Voting.

18:00 – 19:00

Officers Training

Aim:

To train the Workshop officers on their fundamental tasks and responsibilities during an ICM.

Monday April 4th (10:00 – 19:00)

10:00 – 10:30

Approval of the Agenda

Aim:

To give a clear picture of the Agenda and its aims, as well as to approve it and allow all participants to get to know each other and acknowledge our expectations.

Means:

- Brief presentations and discussions;
- Round table;
- Voting.

Comments:

This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for the discussions. Please remember to have your S&C Inquiries ready to be handed in during this session.

10:30 – 12:00

Annual and International Events**Aim:**

To continue the focus on the advantages which can be obtained by turning National Events International and International Events Annual.

Means:

- Presentation of the S&C tools;
- Evaluation;
- Open discussion.

Comments:

As stated during the ICM in Bucharest, the Network realises the importance of International and Annual Events. It is vital to continue the focus, by taking advantage of the S&C Tools available, to raise the number of International Events in the Network.

12:00 – 13:30

Decision Book Amendments session**Aim:**

To analyse and amend the S&C part of the Decision Book.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comments:

It is important that the Decision Book is in accordance with the needs of the Network, and corresponds with the actual situation. Please refer to the proposals by the International Board to be found in these Working Materials.

13:30 – 14:00

Question and Answer time

Aim:

To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding S&C.

15:30 – 16:30

State of the Network**Aim:**

To analyse the information on the “Status Quo” of all the Groups present at the ICM.

Means:

- Compare the results from the present State of the Network with the results from the previous ICMs;
- Round table discussion;
- Evaluation.

Comments:

In order to get a clear overview of the situation in the Network, we will analyse the results and compare them with the ones from previous ICMs. This will enable us to see in what direction we are heading, and give us a basis for our evaluation of the Two Year Tactical Plan 2003/2005.

ELSA International would like to stress the importance of each National Board filling in all the Inquiries to be found in this Package and handing them in to ELSA International in Vilnius. In case your Group will not be present, please submit your Group’s Inquiries beforehand by e-mail to the International Board, so your Group’s data can be taken into consideration. Do not forget to submit your Activity Reports as well.

16:30 – 17:00

Two Year Tactical Plan (TYTP) Evaluation**Aim:**

To examine what aims set in the TYTP 2003/2005 were fulfilled and which were not.

Means:

- Presentation by ELSA International;
- Round table discussion;
- Conclude on recommendations for the next TYTP.

Comments:

At the Autumn ICM in Malta 2005 we will approve a new TYTP 2005/2007. In order to set realistic goals for the next TYTP, we need to evaluate the TYTP 2003/2005.

17:00 – 19:00

Joint Workshop with Board Management, External Relations and Expansion on the International Focus Programme (IFP)**Aim:**

To discuss and vote upon the proposal by the International Board regarding the IFP.

Means:

- Presentation by ELSA International;
- Input Paper;
- Open discussion;
- Voting.

Comments:

The International Focus Programme has been facing serious difficulties during the past years. The current topic has not been implemented sufficiently and the entire programme is not functioning as it was aimed when initiated. The number of events with an IFP topic has decreased with every new topic. The International Board therefore finds it necessary for the Council to consider the future existence of the IFP. For the Input Paper and the proposal of the International Board, please refer to these Working Materials.

Tuesday April 5th (15:00 – 19:00)

15:00 - 17:00

**Joint Workshop with Academic Activities - Training on Project Management/
Teambuilding and Communication**

Aim:

To create awareness on the importance of Teambuilding and Communication.

Means:

- Training by the ITP.

Comments:

As Project Managers, Teambuilding and Communication are of high importance. We will spend this session together with the AA officers for a fun and informal training.

17:00 – 18:00

Human Rights in S&C

Aim:

To raise awareness on the possibilities of implementing the Human Rights Focus in S&C Events.

Means:

- Presentation of the Human Rights Handbook;
- Presentation by National Directors for Human Rights;
- Brainstorming;
- Working Groups.

Comments:

Human Rights, being one of ELSA's main commitments, should always be a focus when organising events. We will during this session examine the opportunities of implementing the Human Rights topic in S&C events.

18:00 – 19:00**United Nations and European Institutions****Aim:**

To get an overview of the different opportunities and benefits we are granted in accordance with ELSA's co-operation with the UN Bodies and the European Institutions, as well as a brief presentation of the ECOSOC Quadrennial Report.

Means:

- Presentation by ELSA International;
- Open discussion.

Comments:

ELSA has through its activities and commitment within the international community gained a special status with several international institutions. Following the session at the ICM in Bucharest, the aim for this session is to give a presentation on the current situation, as well as present the ECOSOC Quadrennial Report.

Wednesday April 6th (14:30 – 17:30)

14:30 – 15:30

Joint Workshop with Financial Management on the Participation Fee in S&C Events**Aim:**

To discuss and vote upon the proposal by the International Board regarding the maximum Participation Fee for Favoured Countries.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comments:

In comparison with the fees for our internal meetings, for which there is a given separation between Favoured and Non Favoured Countries, it is just a recommendation to separate the fees for events.

The International Board therefore, in accordance with the purpose of a separation of the fees for participants from Favoured and Non Favoured Countries, proposes to make the separation mandatory for S&C Events, as for the internal meetings. ELSA International sees the need, not only for a consistent policy, but also for fully implementing the idea behind a separation between participants from Favoured and Non Favoured countries. Such a change will be for the benefit of the entire Network, as it will enable more participants taking advantage of the opportunities in the Network.

15:30 – 17:30

Training of an Organising Committee**Aim:**

To raise awareness on the importance of OC trainings connecting to S&C Events.

Means:

- Presentation by ELSA International;
- Interactive Training.

Comments:

Training of an OC is one important step in order to organise a successful S&C event, both for the organisers involved, and for the participants. During this session, we will discuss the different possibilities of OC trainings, as well as how to ensure quality trainings of an OC.

Thursday April 7th (10:00 – 11:00)

10:00 – 12:00

Implementation of the Study Visits Guide

Aim:

To ensure that each National Group creates a Study Visit Guide.

Means:

- Presentation by ELSA International;
- Presentation by National Groups;
- Round table discussion.

Comments:

In accordance with the Decision Book, every National Group is supposed to create a Study Visits Guide. We will during this session examine the different SVGs, as well as create a strategy on how to implement this decision more actively.

12:00 – 14:00

Training on Risk Management – How to make a perfect Plan B

Aim:

To create awareness on the importance of back up planning.

Means:

- Training by the ITP.

Comments:

The number of International S&C Events is still not satisfactory and many Events are cancelled for various reasons. This training is meant to provide the Workshop participants with knowledge on Risk Management and with tips on how to deal with the “risks” of Project Management.

15:00 – 16:00

Transition

Aim:

To acquire knowledge on how to carry out individual transition.

Means:

- Presentation by ELSA International;
- Case study;
- Open discussion.

Comments:

Transition is the period of time when the 'old' and 'new' board of any ELSA Group come together to transfer knowledge and experience. This session is meant to prepare us for the transition period. We will acquire knowledge on how to structure and plan the individual transition, as well as discuss the tools available. Please refer to the Input Paper on transition by ELSA International.

16:00 – 17:30

Joint Workshop with Marketing on the “ELSA Man of the Year” Competition

Aim:

To revive the “ELSA Man of the Year” Competition.

Means:

- Teams.

Comments:

The “ELSA Man of the Year” Competition has previously and successfully been organised during ICMs. Unfortunately, the Competition disappeared under mysterious circumstances. During the Joint Workshop, the S&Cers and Marketers will work closely on reviving this spectacular and prestigious event. The Grand Final of the Event will be taking place during Friday evening.

Friday April 8th (10:00 – 12:00)

10:00 – 10:30

Presentation of upcoming International Events

Aim:

To promote the upcoming International S&C Events.

Means:

- Presentations;
- Marketing Materials.

Comments:

Many S&C Events will be taking place during 2005. During this session, National and Local Groups will get the chance to present their future International projects and convince the participants to apply for and to promote these events in their National and Local Groups.

10:30 – 11:00

Miscellaneous

Comments:

This part of the Workshop is dedicated to the issues unresolved during the other sessions.

11.00 – 12.00

Closing of the Workshop

Aim:

To evaluate the Workshop and to approve the minutes.

STUDENT TRAINEE EXCHANGE PROGRAMME

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday					
07:00												
07:30												
08:00												
08:30												
09:00												
09:30												
10:00		Agenda			Student-Hunting	Misc						
10:30		SOTN			Review Board	Closing WS						
11:00		TYTP										
11:30					Re-integration of the STEP trainees							
12:00												
12:30												
13:00												
13:30												
14:00				Reporting Time								
14:30				STEP tools in EO								
15:00		Reception	Job-Hunting									
15:30	JWS MAR STEP logo	Training on Reception team		Transition								
16:00			Free Time									
16:30				Free / Reporting Time								
17:00			Intro WS									
17:30	Officers Training											
18:00												
18:30												
19:00	Reporting Time							Reporting Time				
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Draft Agenda**Reminders**

Please do not forget to read and bring the Statutes and Standing Orders, the Decision Book, the STEP Manual, the Two Year Tactical Plan (TYTP) and the One-Year Operational Plan (OYOP) of ELSA International. Furthermore, make sure to read the minutes from at least the last two Council Meetings.

Prepare an Activity Report to present to the Workshop, as well prepare the STEP Inquiries with correct data to present it in the Workshop.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the International Board at elsa@brutele.be.

Another possibility is to use the STEP mailing list (elsa-step@listserv.elsa.org) and start a discussion before the XLVII International Council Meeting in Vilnius.

Sunday April 3rd (17:00 – 19:00)

17:00 – 18:00

Introductory Workshop

Aim:

To give all participants a general insight to the Workshop and to elect the Workshop officers.

Means:

- Brief presentation by ELSA International;
- Round table;
- Voting.

18:00 – 19:00

Officers Training

Aim:

To train the Workshop officers on their fundamental tasks and responsibilities during an ICM.

Monday April 4th (10:00 – 19:00)

10:00 – 10:30

Approval of the Agenda

Aim:

To give a clear picture of the Agenda and its aims, as well as to approve it and to allow all participants to get to know each other and acknowledge our expectations.

Means:

- Brief presentation and discussion;
- Round table discussion;
- Voting.

Comments:

This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for the discussions.

10:30 – 11:30

State of the Network

Aim:

To analyse the information on the “Status Quo” of all the Groups present at the ICM.

Means:

- Compare the results from the present State of the Network with the results from the previous ICMs.

Comments:

In order to get a clear overview of the situation in the Network, we will analyze the results and compare them with the ones from previous ICMs. This will enable us to see in what direction we are heading, and give us a basis for our evaluation of the Two Year Tactical Plan 2003/2005.

ELSA International would like to stress the importance of each National Board filling in all the Inquiries to be found in this package and handing them in to ELSA International in Vilnius. In case your Group will not be present, please submit your Group’s Inquiries beforehand by e-mail to the International Board, so your Group’s data can be taken into consideration. Do not forget to submit your Activity Reports as well.

11:30 – 12:30

Two Year Tactical Plan (TYTP) Evaluation

Aim:

To examine what aims set in the TYTP 2003/2005 were fulfilled and which were not.

Means:

- Presentation by ELSA International;
- Round table discussion;
- Conclude on recommendations for the next TYTP.

Comments:

At the Autumn ICM in Malta 2005 we will approve a new TYTP 2005/2007. In order to set realistic goals for the next TYTP, we need to evaluate the TYTP 2003/2005.

12:30 – 13:00

International Focus Programme (IFP) and STEP

Aim:

To get an update on the implementation of the IFP topic in STEP.

Means:

- Activity reports;
- Round table discussion.

Comments:

At the ICM in Alanya, two and a half years ago, the Council approved a new topic for the International Focus Programme to be implemented by the National and Local Groups in all the key areas. Time has come to evaluate the implementation of the decision taken and to see how many Groups actually job-hunted in the field of International Trade Law.

13:00 – 13:30

Question and Answer Time

Aim:

To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding STEP.

13:30 – 14:00

Decision Book Amendment Session

Aim:

To analyse and update the STEP part of the Decision Book.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comments:

It is important that the Decision Book is up-to-date and corresponds to reality. For the Decision Book amendments please refer to the proposals made by the International Board.

15:30 – 19:00

Joint Workshop with Marketing on the STEP Logo Proposals

Aim:

To discuss and vote upon the STEP Logo Proposals.

Means:

- Presentation of the work of the STEP Logo Working Group;
- Presentations of the Proposals by National Groups;
- Open discussion;
- Voting.

Comments:

The existence of a STEP Logo has been a recurring topic for discussion during previous ICMs. At the ICM in Bucharest, a STEP Logo Working Group was established, with the purpose of discussing and evaluating STEP Logos created by ELSA Groups in the Network.

The STEP Logo Proposals arose from the work of the STEP Logo Working Group and are meant to become the image of the Student Trainee Exchange Programme in the ELSA Network. Please prepare for this session through analysing the STEP Logo Proposals, to be found in these Working Materials, together with your National Board.

Tuesday April 5th (15:00 – 19:00)

15:00 – 16:30

Reception**Aim:**

To brief the participants on reception and its implications and to prepare the Reception Team training.

Means:

- Presentation by ELSA International;
- Open discussion.

Comments:

The reception is a very important phase in student-hunting, which distinguishes STEP from a regular traineeship programme. The reception is meant to facilitate the contact between the student and the local environment, as well as the contact between the student and the hosting ELSA Group. Since most of the traineeships take place during summer, we need to examine what kind of STEP team is needed for this activity as well as what reception activities are required.

16:30 – 19:00

Training on Reception Team (recruitment, training and motivation)**Aim:**

To improve our skills in recruiting and training our STEP Team for reception.

Means:

- Training session.

Comments:

The STEP Officers have to act as co-ordinators and not as simple executives, in order to have a successful programme. For this, they need to gain skills regarding training and motivating their STEP Team. Furthermore, the Reception Team is a team of STEP members that are located in the ELSA Group and are able to take care of the incoming trainees, which makes it more difficult to find suitable candidates.

Wednesday April 6th (14:30 – 17:30)

14:30 – 16:30

STEP tools in ELSA ONLINE**Aim:**

To create awareness on and to evaluate the existing STEP tools in ELSA ONLINE.

Means:

- Presentation by ELSA International;
- Working Groups;
- Open discussion.

Comments:

During this session we will discuss briefly all the existing STEP tools in ELSA ONLINE, with a special focus on the STEP Calendar. The Working Groups will have the task to analyse the deadlines in the STEP Calendar 2005-2006 and to add to or remove tasks from it.

16:30 – 17:30

Transition

Aim:

To acquire knowledge on how to carry out individual transition.

Means:

- Presentation by ELSA International;
- Case study;
- Open discussion.

Comments:

Transition is the period of time when the 'old' and 'new' board of any ELSA Group come together to transfer knowledge and experience. This session is meant to prepare us for the transition period. We will acquire knowledge on how to structure and plan the individual transition, as well as discuss the tools available. Please refer to the Input Paper on transition by ELSA International.

Thursday April 7th (10:00 – 11:00)

10:00 – 11:00

Student-hunting

Aim:

To evaluate the current status of student-hunting.

Means:

- Input Paper by ELSA International;
- Presentation by ELSA International;
- Open discussion.

Comments:

Student-hunting is one of the main priorities in STEP this year. Since spring is the most appropriate time for it, we need to evaluate what has been done so far regarding this issue and what aspects we still need to work on.

11:00 – 12:30

Review Board**Aim:**

To present the concept and function of a review board.

Means:

- Presentation of the Input Paper by ELSA UK;
- Open discussion.

Comments:

In addition to the number of applicants, one aspect which has been evaluated, and debated in student-hunting is the quality standards. The task of a review board is to select the members to be in the system, in order to ensure the quality of the outgoing trainee. This is a way to ensure that they are serious, want to go abroad for the right reasons, have the right attitude and approach towards the idea of STEP and the necessary ELSA knowledge. It is an idea to be discussed and implemented in the Local and National Groups over time.

12:30 – 14:00

Re-integration of the former STEP trainees**Aim:**

To stress out the importance of this phase in the process of student-hunting.

Means:

- Presentation of the Input Paper by ELSA UK;
- Round table discussion.

Comments:

This phase of student-hunting is often skipped by Local STEP Officers. The re-integration of the STEP trainees ensures quality evaluation, follow-up and constitutes a good tool for recruiting new STEP applicants and preparing them for their traineeship abroad. It is a must, given the current situation and the importance of this phase for STEP and ELSA's image, to re-implement it throughout the Network.

15:00 – 17:30

Job-hunting**Aim:**

To evaluate the current status of job-hunting and give solutions to the problems the STEPers are facing during job-hunting.

Means:

- Problem solving session;
- Mock session;
- Open discussion.

Comments:

Job-hunting in STEP relies on the skills of the Local and National STEPers. We need to learn how to identify and solve the problems we are facing when job-hunting, as well as to evaluate and improve our skills through mock sessions. Furthermore, these mock sessions

should be encouraged especially at a Local level, since they are the basis for job-hunting in most of the National Groups.

Friday April 8th (10:00 – 12:00)

10:00 – 11:00

Miscellaneous

Comments:

This part of the Workshop is dedicated to the issues unresolved during other sessions.

11:00 – 12:00

Closing Workshop

Aim:

To make the evaluation of the Workshop and to approve the minutes.

BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00		Agenda				Misc	
10:30		CP Update			JWS IM	Closing WS	
11:00					Organisational Management		
11:30		EO Update					
12:00							
12:30							
13:00					Expansion		
13:30		Q&A					
14:00				Reporting Time			
14:30							
15:00			Analysis SOTN	JWS MAR			
15:30		DB Amendments		Fundraising	TYTP		
16:00			Transition				
16:30		SOTN					
17:00	Intro WS	JWS S&C	JWS FM				
17:30				Free Time			
18:00	Officers Training	IFP	EDF Reporting System		Free / Reporting Time		
18:30							
19:00		Reporting Time	Reporting Time				
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Draft Agenda**Reminders**

Please do not forget to read and bring the Statutes and Standing Orders, the Decision Book, the Two Years Tactical Plan (TYTP) and the One-Year Operational Plan (OYOP) of ELSA International. Furthermore, make sure to read the minutes from at least the last two International Council Meetings.

Prepare an Activity Report to present to the Workshop and also prepare the BEE Inquiry with correct data to present to the Workshop.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the International Board at elsa@brutele.be.

Another possibility is to use the BEE mailing list (elsa-bee@listserv.elsa.org) and start a discussion before the XLVII International Council Meeting in Vilnius.

Sunday April 3rd (17:00 – 19:00)

17:00 – 18:00

Introductory Workshop

Aim:

To give all participants a general insight to the Workshop and to elect the Workshop officers.

Means:

- Brief presentation by ELSA International;
- Round table;
- Voting.

18:00 – 19:00

Officers Training

Aim:

To train the Workshop officers on their fundamental tasks and responsibilities during an ICM.

Monday April 4th (10:00 – 19:00)

10:00 – 10:30

Approval of the Agenda

Aim:

To give a clear picture of the Agenda and its aims, as well as to approve it and to allow all participants to get to know each other and acknowledge our expectations.

Means:

- Brief presentations and discussions;
- Round table;
- Voting.

Comments

This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for all the discussions.

10:30 – 11:00

Corporate Partners Update

Aim:

To update the Network on the Status of the co-operation with the Corporate Partners of ELSA International.

Means:

- Presentation by ELSA International.

Comments:

The Corporate Partners of ELSA International represent an important part of the existence of ELSA International. Consequently, a constant update on the development of the relations with them is necessary.

11:00 – 13:30

ELSA ONLINE and the New Online System

Aim:

To present and discuss the Organisations Menu in the current and new ELSA ONLINE Systems and to discuss the co-operation with Microsoft.

Means:

- Presentation by ELSA International;
- Open discussion.

Comments:

At the Bucharest ICM, the BEE Workshop agreed on the necessary updates to be made for the New Online System regarding the Organisations Menu. During this Workshop we will review the current situation of the Organisations Menu, as well as discuss how the function will work in the future system. Furthermore, we will discuss the co-operation between ELSA and Microsoft regarding the New Online System.

13:30 – 14:00

Question and Answer Time

Aim:

To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding BEE.

15:30 – 16:30

Decision Book Amendment Session

Aim:

To analyse and amend the BEE part of the Decision Book.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comments:

It is important that the Decision Book is up-to-date and corresponds to reality. For the Decision Book amendments please refer to the proposals made by the International Board.

16:30 – 17:00

State of the Network

Aim:

To collect information on the “Status Quo” of all the Groups present at the ICM, to be analysed and discussed further on during this week.

Means:

- Handing in the BEE Inquiries to be found in these Working Materials.

Comments:

ELSA International would like to stress the importance of each National Board filling in all the inquiries to be found in this package and handing them to ELSA International in Vilnius. In case your Group will not be present, please submit your Group’s inquiries beforehand by e-mail to the International Board, so your Group’s data can also be taken into consideration. Do not forget to submit your activity reports as well.

17:00 – 19:00

Joint Workshop with Seminars & Conferences on the International Focus Programme (IFP)

Aim:

To discuss and vote upon the proposal by the International Board regarding the IFP.

Means:

- Presentation by ELSA International;
- Input Paper;
- Open discussion;
- Voting.

Comments:

The International Focus Programme has been facing serious difficulties during the past years. The current topic has not been implemented sufficiently and the entire programme is not functioning as it was aimed when initiated. The number of events with an IFP topic has decreased with every new topic. The International Board therefore finds it necessary for the

Council to consider the future existence of the IFP. For the Input Paper and the proposal of the International Board, please refer to these Working Materials.

Tuesday April 5th (15:00 – 19:00)

15:00 - 16:00

Analysis State of the Network

Aim:

To obtain a clear general picture of the status quo of our Association.

Means:

- To compare the results from the current State of the Network with the results from previous ICMs.

Comments:

In order to get a clear overview of the situation in the Network, we will analyse the results and compare them with the ones from the previous four ICMs. This will enable us to see in what direction we are heading and will constitute a basis for the Evaluation of the TYTP 2003/2005.

16:00 - 17:00

Transition

Aim:

To acquire knowledge on how to carry out individual transition.

Means:

- Presentation by ELSA International;
- Case study;
- Open discussions.

Comments:

Transition is the period of time when the 'old' and 'new' board of any ELSA Group come together to transfer knowledge and experience. This session is meant to prepare us for the transition period. We will acquire knowledge on how to structure and plan the individual transition, as well as discuss the tools available. Please refer to the Input Paper on transition by ELSA International.

17:00 - 19:00

Joint Workshop with Financial Management on the EDF Reporting System

Aim:

To analyse, discuss and vote upon the proposal regarding the EDF Reporting System.

Means:

- Presentation of the proposal by ELSA Norway and ELSA Finland;
- Open discussion;
- Voting.

Comments:

The funding source of the EDF is based on the sponsorships raised by the National Groups and ELSA International. At the moment, the reporting to ELSA International of the amounts received is not functioning. At the IPM in Rovaniemi, the situation of the EDF Reporting System was discussed based on a proposal by ELSA Finland and ELSA Norway.

The discussion resulted in several options for solving the current situation, which are reflected in the Input Paper included in these Working Materials. The proposal by ELSA Norway and ELSA Finland on this matter will be brought to discussion and to a vote. Please, read, analyse and discuss beforehand with your fellow board members the relevant proposal enclosed in these Working Materials.

Wednesday April 6th (14:30 – 17:30)

14:30 – 17:30

Joint Workshop with Marketing on Fundraising

Aim:

To improve our fundraising skills.

Means:

- Training by the ITP.

Comments:

Fundraising is essential within any Students' Association. Since this task generally lies under the responsibility of the President and the Marketer, we will have this training session together, examining different possibilities of co-operation.

Thursday April 7th (10:00 – 17:30)

10:00 – 13:00

Joint Workshop with Internal Management on Organisational Management

Aim:

To thoroughly evaluate the Status Quo of the ELSA Network.

Means:

- Presentation by ELSA International;
- Open discussion;
- Conclusions.

Comment:

At the Bucharest ICM, the Secretary Generals together with the Presidents participated in a training session on Organisational Management. Now, it is time to take a step further and thoroughly analyse the state of our Network and to conclude on the level at which the ELSA Network finds itself 24 years after its creation.

13:00 – 14:00

Expansion

Aim:

To obtain an overview of the situation ELSA faces regarding Expansion.

Means:

- Presentation by ELSA International;
- Open discussions;
- Conclusions.

Comment:

Obtaining an overview of our Network during the Joint Workshop with the Secretary Generals, the discussion will continue regarding the potential expansion of the ELSA Network and its possible effects on the Association.

15:00 – 17:30

Two Year Tactical Plan (TYTP) Evaluation

Aim:

To evaluate and assess the level of implementation of the TYTP 2003/2005, both for the BEE part and for the other areas.

Means:

- Presentation by ELSA International;
- Presentation by the Chairmen of the Workshop for each area;
- Evaluation;
- Conclusion.

Comments:

Planning in an Association of the size of ELSA is vital. At the ICM Malta, in the Autumn 2005, a new TYTP, for the period 2005/2007 will be drafted and approved. Therefore, it is necessary for us to analyse the final evaluation of the current TYTP and give our inputs for the next one.

Friday April 8th (10:00 – 12:00)

10:00 – 11:00

Miscellaneous

Comments:

This part of the Workshop is dedicated to the issues unresolved during other sessions.

11:00 – 12:00

Closing Workshop

Aim:

To make the evaluation of the Workshop and to approve the minutes.

INTERNAL MANAGEMENT

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday						
07:00													
07:30													
08:00													
08:30													
09:00													
09:30													
10:00		Agenda			JWS BEE Organisational Management	Misc							
10:30		EO Update				Closing WS							
11:00													
11:30		DB Amendments											
12:00					Discussion on Transition								
12:30		Q&A											
13:00		Reporting Time											
13:30								Reporting Time					
14:00		TYTP											
14:30			SOTN	JWS FM Fav Countries + EDF	Training on Transition								
15:00		JWS MAR Member- hunting		Training									
15:30			Training on Communication / Teambuilding					Free / Reporting Time					
16:00													
16:30	Intro WS												
17:00													
17:30													
18:00	Officers Training												
18:30													
19:00		Reporting Time	Reporting Time										
19:30													
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Draft Agenda**Reminders**

Please do not forget to read and bring the Statutes and Standing Orders, the Decision Book, the Two Year Tactical Plan (TYTP) and the One-Year Operational Plan (OYOP) of ELSA International. Furthermore, make sure to read the minutes from at least the last two International Council Meetings.

Prepare an Activity Report to present to the Workshop, as well prepare the IM Inquiries with correct data to present it in the Workshop.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the International Board at elsa@brutele.be.

Another possibility is to use the IM mailing list (elsa-im@listserv.elsa.org) and start a discussion before the XLVII International Council Meeting in Vilnius.

Sunday April 3rd (17:00 – 19:00)

17:00 – 18:00

Introductory Workshop

Aim:

To give all participants a general insight to the Workshop and to elect the Workshop officers.

Means:

- Brief presentation by ELSA International;
- Round table;
- Voting.

18:00 – 19:00

Officers Training

Aim:

To train the Workshop officers on their fundamental tasks and responsibilities during an ICM.

Monday April 4th (10:00 – 19:00)

10:00 – 10:30

Approval of the Agenda

Aim:

To give a clear picture of the Agenda and its aims, as well as to approve it and to allow all participants to get to know each other and acknowledge our expectations.

Means:

- Brief presentations;
- Round table discussion;
- Voting.

Comments

This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for the discussions. Please remember to bring your filled in IM Inquiries to hand in during this session.

10:30 – 12:00

ELSA ONLINE and the New Online System

Aim:

To clarify possible existing doubts regarding the running of ELSA ONLINE, as well as to present and discuss the situation of the New Online System.

Means:

- Question and Answer time;
- Errors' reporting time;
- Presentation by ELSA International;
- Open discussion.

Comments:

The continued implementation of ELSA ONLINE is essential, as its enhanced use facilitates our Network administration. A well implemented and functional ELSA ONLINE will also contribute to the implementation of a New Online System. Furthermore, the development of a New Online System is progressing. This session will provide an update on the developments up until the ICM in Vilnius.

12:00 – 13:30

Decision Book and Standing Orders Amendment Session

Aim:

To amend the Standing Orders and the IM part of the Decision Book.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comment:

It is important that the Decision Book and the Standing Orders are up-to-date and correspond to reality. Please refer to the proposals by the International Board included in these Working Materials.

13:30 – 14:00

Question and Answer Time

Aim:

To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding Internal Management.

15:30 – 16:30

State of the Network

Aim:

To analyse the information on the “Status Quo” of all the Groups present at the ICM.

Means:

- Compare the results from the present State of the Network with the results from the previous ICMs;
- Round table discussion;
- Evaluation.

Comments:

In order to get a clear overview of the situation in the Network, we will analyse the results and compare them with the ones from previous ICMs. This will enable us to see in what direction we are heading, and give us a basis for our evaluation of the Two Year Tactical Plan 2003/2005.

ELSA International would like to stress the importance of each National Board filling in all the Inquiries to be found in this Package and handing them in to ELSA International in Vilnius. In case your Group will not be present, please submit your Group’s Inquiries beforehand by e-mail to the International Board, so your Group’s data can be taken into consideration. Do not forget to submit your Activity Reports as well.

16:30 – 19:00

Training on Communication/Teambuilding

Aim:

To create awareness on the importance of Teambuilding and Communication.

Means:

- Training session.

Comments:

Secretary Generals are responsible for making sure that the communication within the Board, as well as between the Board and the outside world, runs smoothly. Consequently, Teambuilding and Communication skills are of high importance in our daily work.

Tuesday April 5th (15:00 – 19:00)

15:00 – 16:30

Joint Workshop with Financial Management on the key to the list of Favoured Countries and EDF Payment Procedure

Aim:

To discuss and vote upon the proposal by ELSA Russia and ELSA Turkey related to the payment procedure of EDF, as well as to decide upon a new solution for the key to the list of Favoured Countries.

Means:

- Presentation by ELSA International;
- Presentation by ELSA Russia and ELSA Turkey;
- Open discussion;
- Voting.

Comments:

At the Bucharest ICM, the Council adopted a temporary solution for the key to the list of Favoured Countries, as the existing key was outdated due to the expansion of the European Union. Therefore, at this ICM, it is crucial that we agree upon a stable long-term solution for a new key.

Furthermore, this Joint Workshop will discuss the proposal by ELSA Russia seconded by ELSA Turkey on the EDF payment procedure when sending ITP trainers to On-Site Assistance. Please, read, analyse and discuss beforehand with your fellow Board members the relevant proposals enclosed in these Working Materials.

16:30 – 19:00

Joint Workshop with Marketing on Member-hunting

Aim:

To improve our skills in Member-hunting and marketing towards Members.

Means:

- Case studies in Groups;
- Presentations;
- Conclusions.

Comment:

Being an International Association, we often face problems regarding Member-hunting. During this session, we will discuss how the Marketers and Secretary Generals can co-operate when hunting for new Members and marketing towards Members. To prepare for the session, please consider the following:

- How do you hunt for new Members?
- How do you keep your Members interested?

Wednesday April 6th (14:30 – 18:00)

14:30 – 15:30

Two Year Tactical Plan Evaluation

Aim:

To examine what aims set in the TYTP 2003/2005 were fulfilled and which were not.

Means:

- Presentation by ELSA International;
- Round table discussion;
- Conclude on recommendations for the next TYTP.

Comments:

At the Autumn ICM in Malta 2005 we will approve a new TYTP 2005/2007. In order to set realistic goals for the next TYTP, we need to evaluate the TYTP 2003/2005.

15:30 – 18:00

Training in the Network**Aim:**

To create awareness on the International Trainers' Pool and the benefits of training.

Means:

- Presentation by ELSA International on the International Trainers' Pool;
- Presentation by National Groups on training events;
- Open discussion.

Comments:

Since the Bucharest ICM, the number of training requests submitted to ELSA International has increased. As the ones responsible for training, it is essential that we are aware of the training tools available on International level, and how to use them. Furthermore, we will get the opportunity to exchange experiences on training events and receive inspiration from each other.

Thursday April 7th (10:00 – 17:30)

10:00 – 13:00

Joint Workshop with Board Management, External Relations and Expansion on Organisational Management**Aim:**

To thoroughly evaluate the Status Quo of the ELSA Network.

Means:

- Presentation by ELSA International;
- Open discussion;
- Conclusions.

Comment:

At the Bucharest ICM, the Presidents together with the Secretary Generals participated in a training session on Organisational Management. Now, it is time to take a step further and thoroughly analyse the state of our Network and to conclude on the level at which the ELSA Network finds itself 24 years after its creation.

13:00 – 14:00

Discussion on Transition

Aim:

To share and exchange experiences on Transition in the Network.

Means:

- Presentation by National Groups;
- Round table discussion.

Comments:

We are approaching a period of the year where many ELSA Groups will be having transition between the old and the new Boards. During this session, we will discuss transition in ELSA Groups, and get the opportunity to exchange ideas and experiences with each other. Finally, we will receive training on transition, in order to improve our understanding of some of the problems related to transition, and how to deal with these issues.

15:00 – 17:30

Training on Transition**Aim:**

To acquire knowledge on how to carry out general as well as individual transition.

Means:

- Training by the ITP.

Comments:

Transition is the period of time when the ‘old’ and ‘new’ board of any ELSA Group come together to transfer knowledge and experience. As Secretary Generals, we are responsible for planning and ensuring a high quality transition between the two boards. This session is meant to prepare us for the transition period. We will acquire knowledge on how to structure and plan the individual and general transition, as well discuss the tools available. Please refer to the Input Paper on transition by ELSA International.

Friday April 8th (10:00 – 12:00)

10:00 – 11:00

Miscellaneous**Comments:**

This part of the Workshop is dedicated to the issues unresolved during other sessions.

11:00 – 12:00

Closing Workshop**Aim:**

To evaluate the Workshop and to approve the minutes.

FINANCIAL MANAGEMENT

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
07:00							
07:30							
08:00							
08:30							
09:00							
09:30							
10:00		Agenda			Transition	Misc	
10:30		SOTN			TYTP		
11:00		Q&A			Closing WS		
11:30		Interim Accounts 04/05				Revision of the Budget EI 04/05	
12:00							
12:30						DB Amendments	
13:00							
13:30						Reporting Time	
14:00		JWS S&C Fav/Non Fav					
14:30		JWS AA					
15:00			Budgeting ELSA NR				
15:30		JWS IM Fav Countries + EDF		Budget EI 05/06			
16:00	EDF - Report						
16:30	FM Training Session	JWS BEE	Free Time				
17:00		EDF Reporting System		Free / Reporting Time			
17:30			Intro WS				
18:00		Officers' Training					
18:30							
19:00	Reporting Time	Reporting Time					
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Draft Agenda**Reminders**

Please do not forget to read and bring the Statutes and Standing Orders, the Decision Book, the Two Year Tactical Plan, (TYTP) and the One-Year Tactical Plan (OYOP) of ELSA International. Furthermore, make sure to read the minutes from the last two International Council Meetings.

Prepare an Activity Report to present to the Workshop, as well prepare the FM Inquiries with correct data to present it in the Workshop.

Read the Agenda carefully; should you need any clarifications, please do not hesitate to contact the International Board at elsa@brutele.be.

Another possibility is to use the FM mailing list (elsa-fm@listserv.org) and start a discussion before the XLVII International Council Meeting in Vilnius.

Sunday April 3rd (17:00 – 19:00)

17:00 – 18:00

Introductory Workshop

Aim:

To give all participants a general insight to the Workshop and to elect the Workshop officers.

Means:

- Brief presentation by ELSA International;
- Round table;
- Voting.

18:00 – 19:00

Officers Training

Aim:

To train the Workshop officers on their fundamental tasks and responsibilities during an ICM.

Monday April 4th (10:00 – 19:00)

10:00 – 10:30

Approval of the Agenda

Aim:

To give a clear picture of the Agenda and its aims, as well as to approve it and to allow all participants to get to know each other and acknowledge our expectations.

Means:

- Brief presentations and discussions;
- Round table;
- Voting.

Comments

This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for the discussions.

10:30 – 11:00

State of the Network

Aim:

To analyse the information on the “Status Quo” of all the Groups present at the ICM.

Means:

- Compare the results from the present State of the Network with the results from the previous ICMs;
- Round table discussion;
- Evaluation.

Comments:

In order to get a clear overview of the situation in the Network, we will analyse the results and compare them with the ones from previous ICMs. This will enable us to see in what direction we are heading, and give us a basis for our evaluation of the Two Year Tactical Plan 2003/2005.

ELSA International would like to stress the importance of each National Board filling in all the Inquiries to be found in this Package and handing them in to ELSA International in Vilnius. In case your Group will not be present, please submit your Group’s Inquiries beforehand by e-mail to the International Board, so your Group’s data can be taken into consideration. Do not forget to submit your Activity Reports as well.

11:00 – 11:30

Question and Answer time

Aim:

To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding Financial Management.

11:30 – 14:00

Interim Accounts 2004/2005 – Auditors’ Report

Aim:

To approve the Interim Accounts for the financial year 2004/2005.

Means:

- Presentation of the audited Interim Accounts 2004/2005;
- Presentation of the Auditors’ Report;

- Voting.

Comments:

The interim accounts provide an overview of the financial status of the ELSA International mid year at the 31st of January 2005. Half way in the financial year it is vital for the members to be able to review the actual financial situation of ELSA International in order to analyse and take appropriate measures. Please refer to the Interim Accounts and the Auditors' Report to be found in these Working Materials.

15:30 - 19:00

Training on Financial Management

Aim:

To provide general skills regarding Financial Management.

Means:

- Training session.

Comments:

In order to enhance our skills regarding Financial Management, we will receive a general training on Financial Management.

Tuesday April 5th (15:00 – 19:00)

15:00 - 16:30

Joint Workshop with Internal Management on the key to the list of Favoured Countries and EDF Payment Procedure

Aim:

To discuss and vote upon the proposal by ELSA Russia and ELSA Turkey related to the payment procedure of EDF, as well as to decide upon a new solution for the key to the list of Favoured countries.

Means:

- Presentation by ELSA International;
- Presentation by ELSA Russia and ELSA Turkey;
- Open discussion;
- Voting.

Comments:

At the Bucharest ICM, the Council adopted a temporary solution for the key to the list of Favoured Countries, as the existing key was outdated due to the expansion of the European Union. Therefore, at this ICM, it is crucial that we agree upon a stabile long-term solution for a new key.

Furthermore, this Joint Workshop will discuss the proposal by ELSA Russia seconded by ELSA Turkey on the EDF payment procedure when sending ITP trainers to On-Site Assistance. Please, read analyse and discuss beforehand with your fellow Board members the relevant proposals enclosed in these Working Materials.

16:30 - 17:00**ELSA Development Fund Report****Aim:**

To give an overview of the structure, latest alterations and the current financial status of the ELSA Development Fund.

Means:

- Presentation by ELSA International on the latest alteration of the ELSA Development Fund;
- Report to be distributed.

Comments:

According to the Financial Management Policies, ELSA International will distribute a written detailed report to be discussed in the FM WS. This report contains the latest alteration and the balance of the ELSA Development Fund.

17:00 - 19:00

Joint Workshop with Board Management, External Relations and Expansion on the EDF Reporting System**Aim:**

To analyse, discuss and vote upon the proposal regarding the EDF Reporting System.

Means:

- Presentation of the proposal by ELSA Norway and ELSA Finland;
- Open discussion;
- Voting.

Comments:

The funding source of the EDF is based on the sponsorships raised by the National Groups and ELSA International. At the moment, the reporting to ELSA International of the amounts received is not functioning. At the IPM in Rovaniemi, the situation of the EDF Reporting System was discussed based on a proposal by ELSA Finland and ELSA Norway.

The discussion resulted in several options for solving the current situation, which are reflected in the Input Paper included in these Working Materials. The proposal by ELSA Norway and ELSA Finland on this matter will be brought to discussion and to a vote. Please, read, analyse and discuss beforehand with your fellow board members the relevant proposal enclosed in these Working Materials.

Wednesday April 6th (14:30 – 19:00)

14:30 – 15:30

Joint Workshop with Seminars & Conferences on the Participation Fees in S&C Events**Aim:**

To discuss and vote upon the proposal by the International Board regarding the maximum Participation Fee for Favoured Countries.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comments:

In comparison with the fees for our internal meetings, for which there is a given separation between Favoured and Non Favoured Countries, it is just a recommendation to separate the fees for events.

The International Board therefore, in accordance with the purpose of a separation of the fees for participants from Favoured and Non Favoured Countries, proposes to make the separation mandatory for S&C Events, as for the internal meetings. ELSA International sees the need, not only for a consistent policy, but also for fully implementing the idea behind a separation between participants from Favoured and Non Favoured countries. Such a change will be for the benefit of the entire Network, as it will enable more participants taking advantage of the opportunities in the Network.

15:30 - 17:30

Budget of ELSA International 2005/2006

Aim:

To approve the Budget for the financial year 2005/2006.

Means:

- Presentation of the Budget proposed by the International Board;
- Analysis and discussion;
- Voting.

Comments:

The Budget states the financial strategy for the relevant period. As sound financial planning is essential for achieving a successful result finance wise, the importance of analysing and developing the Budget can not be stressed out enough.

Thursday April 7th (10:00 – 17:30)

10:00 - 10:30

Transition

Aim:

To acquire knowledge on how to carry out individual transition.

Means:

- Presentation by ELSA International;
- Case study;
- Open discussions.

Comments:

Transition is the period of time when the 'old' and 'new' board of any ELSA group come together to transfer knowledge and experience. This session is meant to prepare us for the transition period. We will acquire knowledge on how to structure and plan the individual transition, as well as discuss the tools available. Please refer to the Input Paper on transition by ELSA International.

10:30 - 11:30

Two Year Tactical Plan (TYTP) Evaluation**Aim:**

To examine what aims set in the Two Year Tactical Plan (TYTP) 2003/2005 were fulfilled and which were not.

Means:

- Presentation by ELSA International;
- Round table discussion;
- Conclude on recommendations for the next TYTP.

Comments:

At the Autumn ICM in Malta 2005 we will approve a new TYTP 2005/2007. In order to set realistic goals for the next TYTP, we need to evaluate the TYTP 2003/2005.

11:30 - 13:00

Revision of the Budget 2004/2005**Aim:**

To revise the Budget according to the up-to-date financial situation.

Means:

- Presentation of the budget proposed by the International Board;
- Analysis and discussion;
- Voting.

Comments:

The budget needs to be revised in order to reflect the true financial situation.

13:00 - 14:00

Decision Book Amendment Session**Aim:**

To update the FM part of the Decision Book.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comment:

It is important that the Decision Book is in accordance with the needs of the Network, and corresponds with the actual situation. Please refer to the proposals by the International Board to be found in these Working Materials.

15:00 – 18:00

Joint Workshop with Academic Activities on budgeting ELSA National Rounds

Aim:

To acquire knowledge on how to budget ELSA National Rounds.

Means:

- Presentation by ELSA International;
- Interactive training.

Comments:

Training on budgeting is one important step to the successful organisation of an ELSA National Round of the EMC². During this session, we will examine the best way to budget such an event, and we will present useful tools facilitating the budgeting process. Combining the knowledge of both FM and AA officers and their different perspectives on the project, this Joint Workshop aims to ensure a resourceful and constructive training session.

Friday April 8th (10:00 – 12:00)

10:00 – 11:00

Miscellaneous

Comments:

This part of the Workshop is dedicated to the issues unresolved during other sessions.

11:00 – 12:00

Closing Workshop

Aim:

To make the evaluation of the Workshop and to approve the minutes.

MARKETING

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday		
07:00									
07:30									
08:00									
08:30									
09:00									
09:30									
10:00		Agenda			Marketing Materials	Misc			
10:30		New Online System							
11:00		DB ELSA Identity Handbook						Training on Communication /Teambuilding	Closing WS
11:30									
12:00									
12:30									
13:00		Transition							
13:30		Q&A							
14:00				Reporting Time					
14:30									
15:00	JWS STEP	SOTN	JWS BEE	Advertisement hunting					
15:30		TYTP		Fundraising	JWS S&C				
16:00					JWS IM	ELSA Man			
16:30		Member-hunting		Free Time		Free / Reporting Time			
17:00	Intro WS		STEP Logo						
17:30	Officers' Training								
18:00		Reporting Time	Reporting Time						
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Draft Agenda**Reminders**

Please do not forget to read and bring the Statutes and Standing Orders, the Decision Book, the ELSA Identity Handbook, the Two Year Tactical Plan (TYTP) and the One-Year Operational Plan (OYOP) of ELSA International. Furthermore, make sure to read the minutes from at least the last two Council Meetings. Please also remember to bring all your Promotional Materials, including Posters, Brochures and Power Point Presentations etc. to present to the Workshop.

Prepare an Activity Report to present to the Workshop, as well prepare the Marketing Inquiries with correct data to present it in the Workshop.

Read this Agenda carefully; should you need any clarifications, please do not hesitate to contact the International Board at elsa@brutele.be.

Another possibility is to use the Marketing mailing list (elsa-marketing@listserv.elsa.org) and start a discussion before the XLVII International Council Meeting in Vilnius.

Sunday April 3rd (17:00 – 19:00)

17:00 – 18:00

Introductory Workshop

Aim:

To give all participants a general insight to the Workshop and to elect the Workshop officers.

Means:

- Brief presentation by ELSA International;
- Round table discussion;
- Voting.

18:00 – 19:00

Officers Training

Aim:

To train the Workshop officers on their fundamental tasks and responsibilities during an ICM.

Monday April 4th (10:00 – 19:00)

10:00 – 10:30

Approval of the Agenda

Aim:

To give a clear picture of the Agenda and its aims, as well as to approve it and to allow all participants to get to know each other and acknowledge our expectations.

Means:

- Brief presentation and discussion;
- Round table;
- Voting.

Comments:

This point is essential to ensure that all participants have a clear picture of the Agenda, allowing a more common starting point among all delegates for the discussions. Please remember to have your Marketing Inquiries ready to hand in during this session.

10:30 – 11:30

New Online System

Aim:

To present and to discuss the situation of the New Online System.

Means:

- Presentation by ELSA International;
- Open discussion.

Comments:

ELSA International is, since one year back, developing a New Online System in co-operation with our Corporate Partner Microsoft. This session will provide an update on the developments up until the Vilnius ICM.

11:30 – 12:30

Decision Book and ELSA Identity Handbook Amendment Session

Aim:

To analyse and amend the Marketing part of the Decision Book as well as the regulations in the ELSA Identity Handbook.

Means:

- Presentation by ELSA International;
- Open discussion;
- Voting.

Comments:

It is important that the Decision Book and the ELSA Identity Handbook are up-to-date and correspond to reality. For the Decision Book amendments please refer to the proposals made by the International Board, to be found in these Working Materials.

12.30-13.30

Transition

Aim:

To acquire knowledge on how to carry out individual transition.

Means:

- Presentation by ELSA International;
- Case study;
- Open discussions.

Comments:

Transition is the period of time when the 'old' and 'new' board of any ELSA Group come together to transfer knowledge and experience. This session is meant to prepare us for the transition period. We will acquire knowledge on how to structure and plan the individual transition, as well as discuss the tools available. Please refer to the Input Paper on transition by ELSA International.

13:30-14.00

Question and Answer Time

Aim:

To give the opportunity to the Workshop participants to clarify issues not included in the Workshop Agenda regarding Marketing.

15:30 – 19:00

Joint Workshop with STEP on the STEP Logo Proposals

Aim:

To discuss and vote upon the STEP Logo Proposals.

Means:

- Presentation of the work of the STEP Logo Working Group;
- Presentations of the Proposals by National Groups;
- Open discussion;
- Voting.

Comments:

The existence of a STEP Logo has been a recurring topic for discussion during previous ICMs. At the ICM in Bucharest, a STEP Logo Working Group was established, with the purpose of discussing and evaluating STEP Logos created by ELSA Groups in the Network. The STEP Logo Proposals arose from the work of the STEP Logo Working Group and are meant to become the image of the Student Trainee Exchange Programme in the ELSA Network. Please prepare for this session through analysing the STEP Logo Proposals, to be found in these Working Materials, together with your National Board.

Tuesday April 5th (15:00 – 19:00)

15:00 – 16:00

State of the Network

Aim:

To analyse the information on the "Status Quo" of all the Groups present at the ICM.

Means:

- Compare the results from the present State of the Network with the results from the previous ICMs.

Comments:

In order to get a clear overview of the situation in the Network, we will analyse the results and compare them with the ones from previous ICMs. This will enable us to see in what direction we are heading, and give us a basis for our evaluation of the Two Year Tactical Plan 2003/2005.

ELSA International would like to stress the importance of each National Board filling in all the Inquiries to be found in this Package and handing them in to ELSA International in Vilnius. In case your Group will not be present, please submit your Group's Inquiries beforehand by e-mail to the International Board, so your Group's data can be taken into consideration. Do not forget to submit your Activity Reports as well.

16:00 – 16:30

Two Year Tactical Plan (TYTP) Evaluation

Aim:

To examine what aims set in the TYTP 2003/2005 were fulfilled and which were not.

Means:

- Presentation by ELSA International;
- Round table discussion;
- Conclude on recommendations for the next TYTP.

Comments:

At the Autumn ICM in Malta 2005 we will approve a new TYTP 2005/2007. In order to set realistic goals for the next TYTP, we need to evaluate the TYTP 2003/2005.

16:30 – 19:00

Joint Workshop with Internal Management on Member-hunting

Aim:

To improve our skills in Member-hunting and marketing towards Members.

Means:

- Case studies in Groups;
- Presentations;
- Conclusions.

Comments:

Being an International Association, we often face problems regarding Member-hunting. During this session, we will discuss how the Secretary Generals and Marketers can co-operate when hunting for new Members and marketing towards Members. To prepare for this session, please consider the following:

- How do you hunt for new Members?
- How do you keep your Members interested?

Wednesday April 6th (14:30 – 17:30)

14:30 – 17:30

Joint Workshop with Board Management, External Relations and Expansion on Fundraising

Aim:

To improve our fundraising skills.

Means:

- Training by the ITP.

Comments:

Fundraising is essential within any Students' Association. Since this task generally lies under the responsibility of the President and the Marketer, we will have this training session together, examining different possibilities of co-operation.

Thursday April 7th (10:00 – 11:00)

10.00 – 11.00

Marketing Materials

Aim:

To get inspiration and ideas from each other!

Means:

- Presentation of Marketing materials in the National Groups.

Comments:

Please bring your Group's Marketing materials to this session, and be prepared to present them to the Workshop.

11.00 – 14.00

Training on Communication/Teambuilding

Aim:

To create awareness on the importance of Teambuilding and Communication.

Means:

- Training by the ITP.

Comments:

Marketing as a supporting area implies co-operating closely with all Members of the Board. Consequently, Teambuilding and Communication skills are of high importance in our daily work.

15:00 – 16:00

Training on advertisement hunting

Aim:

To obtain skills on how to advertisement hunt for National and Local Members' Magazines.

Means:

- Training by Torgeir Willumsen, Director for Synergy ELSA International.

Comments:

During the past years, the number of National and Local Members' Magazines have increased in the Network. During this session we will acquire knowledge on how to hunt for advertisements for our magazines and how to co-ordinate our advertisement hunting efforts Locally, Nationally and Internationally.

16.00 – 17.30

Joint Workshop with Seminars & Conferences on the "ELSA Man of the Year" Competition**Aim:**

To revive the "ELSA Man of the Year" Competition.

Means:

- Teams.

Comments:

The "ELSA Man of the Year" Competition has previously and successfully been organised during ICMs. Unfortunately, the Competition disappeared under mysterious circumstances. During the Joint Workshop, the S&Cers and Marketers will work closely on reviving this spectacular and prestigious event. The Grand Final of the Event will be taking place during Friday evening.

Friday April 8th (10:00 – 12:00)

10:00 – 11:00

Miscellaneous**Comments:**

This part of the Workshop is dedicated to the issues unresolved during other sessions.

11:00 – 12:00

Closing Workshop**Aim:**

To make the evaluation of the Workshop and to approve the minutes.

ACTIVITY REPORTS**INTERNATIONAL BOARD 2004/05****Aleksandra Lakovic, Vice President Academic Activities**

Although I have participated in many ICMs before, the ICM in Bucharest was a unique experience. It was a great surprise to see so many participants in the AA Workshop who were filled with optimism and willingness to improve our State of the Network. After a week of Workshops we came up with new ideas to be implemented soon after the ICM.

The week of the ICM passed quickly and just a few months after I am again writing my Activity Report, preparing for another ICM.

Communication

At the previous ICM we reached the conclusion that communication between the National and International level can be improved, but also that the communication between the National Groups on the AA mailing list almost does not exist. As stated in the Decision Book, the AA mailing list is set up to enable VP AA's to gain clarity on Academic Activities and it shall be used as a forum of discussion for exchanging information and knowledge. This is an article which is breached by almost 90% of the National Groups. I have to admit the communication is improving little by little but it is still rare that VP AA's use the mailing list. In order to improve the situation, we will have a training on communication at the ICM in Vilnius.

SPEL

Due to technical problems the 01/04 edition of SPEL is still not published. For the 02/04 edition of SPEL with the topic of Human Rights, we faced the problem of finding a new Editor for the publication. We are happy to introduce the new SPEL Editor Mr Joakim Swedenborg to the Network. Mr. Joakim Swedenborg holds a degree in Master of Laws (LL.M.) in Swedish and International law and is currently working as Course Director at the Academy for European Law. He is also a free-lance translator (German and English to Swedish) at the European Court of Justice.

GLSE

As one of the goals of this year's International Board is to publish a new edition of the GLSE, we started to work on the updating process immediately after the previous ICM. The updating process is a complex task, combining many different aspects, such as teamwork and commitment, and communication between the National and Local officers. At the end of January I sent e-mails to 34 National Groups, using the contacts available in ELSA ONLINE. The deadline was set for the 1st of March 2005. A detailed update on the collection of information will be presented at the ICM in Vilnius.

We have received lots of e-mails from members, expressing their interest in the GLSE. We have also received e-mails from National Groups asking us for help and advice on how to collect the information from their Local Groups. Meanwhile, many National Groups are successfully working on collecting the information. I would like to take this opportunity to thank all of you for the effort you are putting in to the GLSE Updating process.

ILRG

In co-operation with members from the Sub-Commission on Human Rights, we set up the International Legal Research Group in the field of Economic and Social Rights with a special Focus on Discrimination based on work and descent.

Furthermore, three members from ELSA Finland are establishing an ILRG on Procurement of Goods.

EMC²

Just a few weeks after the ICM in Vilnius, the third edition of the EMC² on WTO Law will take place in Geneva, Switzerland. From the 26th of April - the 1st of May, 18 teams from all over the world will gather in Geneva to compete.

In the ELSA Network five National Rounds are taking place, organized by ELSA Norway, ELSA UK, ELSA Romania, ELSA Italy and ELSA Malta. The winner of each National Round will compete in the Final Oral Round in Geneva.

ELSA International received 52 applications altogether for the Selection Round of the EMC². The EMC² is the only world-spread event organized by ELSA International. The entire International Board, together with the International Organizing Committee and the Director for Moot Court Competitions Ieva Zebryte, is involved in the preparations for the Final Oral Round.

During February, Veronica and I contacted the Missions to the countries to the WTO, regarding potential co-operation for the EMC².

Delegations

From the 1st of March till the 11th of March I will participate in the 49th Commission on Status of Women at the Headquarters of the United Nations in New York as Head of the ELSA Delegation.

Other

In January, on behalf of the International Board, I met with the Local Group of ELSA Banja Luka, where the members are trying to find a way to re-establish the National Board. I also attended a meeting with the Advisory Board together with the entire International Board.

Kirsti Jullum Jensen, Vice President Seminars and Conferences

Events and News on the ELSA International Website

Together with Maria, I have updated the ELSA International Website with News Items regarding events and delegations, as well as added new Events in the events part. During this period, approximately 30 new events have been added.

ELSA ONLINE Archive

The ELSA ONLINE Archive has been updated in order to make it more complete and useful. The S&C Forms have been updated, and new Certificates of Participation have been added from the Joint S&C /Marketing Workshop in Bucharest. I would like to thank the Groups which contributed with Evaluation Forms from their events, and the ELSA Delegations which submitted their reports. These are now accessible in the Archive. In addition, the "Guidelines on the Selection of ELSA Delegations", the Input Paper in the Working Materials of the Bucharest ICM, can now be found in the Archive.

ELSA International Speakers' Database

In co-operation with participants from Delegations, we have invited experts in different fields of law to join the Speakers' Database. We received 3 filled in Speakers' Forms and Speakers' Consent Forms. Furthermore, I have contacted experts in fields of law which are not entirely covered already by members of the Database.

Communication – S&C Mailing List

Unfortunately, the activity on the S&C Mailing List has not been too good. The response on e-mails sent on the mailing list by ELSA International, where comments and response has been specifically asked for, has been lacking more or less completely.

ELSA International Delegations

Eleven ELSA International Delegations were sent or will be sent within the next months to different UN Working Groups, Commissions, and participation in CoE Training Courses. E-mails, News Items, Website posting, Visa Invitations and Recommendation Letters, Delegations' Mailing Lists, Requests of Accreditation and other necessary information are just a few of the tasks of the VP S&C of ELSA International. Please find a short summary of the Delegations below;

- CoE – Training Trainers in Human Rights Education – Budapest 2-11 Nov 2004;
- CoE – Training Course on Introduction to Organising International Youth Activities – Strasbourg 16-27 November 2004;
- UNCITRAL Working Group on Electronic Commerce 11-22 October 2004;
- CoE - Training on developing leadership skills and interaction with public authorities 8-14 November 2004;
- UNCITRAL Working Group III on Transport Law 29 November – 10 December 2004;
- UNCITRAL Working Group on Arbitration and Conciliation 10 – 14 January 2004;
- UNCITRAL Working Group on Security Interests 24 – 28 January 2005;
- UN Commission for Social Development 9 – 18 February 2005;
- UN Commission on the Status of Women 28 February – 11 March 2005;
- UNCITRAL Working Group on Procurement 4-8 April 2005;
- CoE - 2nd European Youth Forum 14 – 17 May 2005.

Institutional Relations

My main tasks for this period have been to collect and compile the information which should be submitted in the obligatory Quadrennial Report to UN ECOSOC. The task was focused on and stressed out at the Bucharest ICM. However, and very disappointingly, many of the National Groups did not submit their reports. The work on drafting the report and tracking down as much information as possible was therefore very time consuming. It required lots of e-mails on the mailing lists, personal e-mails and phone calls to obtain the information. The report is now finalised, and will be submitted shortly.

After the resignation of the Director for Human Rights, I have been responsible for selecting the participants for the International Legal Research Group on Human Rights, as well as for setting it up. The ILRG consists of 15 highly qualified members, who will start their work shortly, after finalising the agreement with the Members of the Sub-Commission on Human Rights.

In addition, we have kept contact with the Institutions and the different UN bodies.

Institutional Visits

Our co-operation with the Directorate General for Justice, Freedom and Security at the European Commission has been very good, and ELSA International is truly grateful for their help and co-operation. I have arranged two visits to this Directorate General: ELSA Bayreuth, Germany, and ELSA Uppsala, Sweden.

Travels

In the period 7th – 13th of December, Maria and I went to visit the National Group of ELSA Malta, with the purpose of attending and providing trainings at their International Training Event – ELSA Goes to Gozo. We were very friendly welcomed, and we were happy to see such a fantastic atmosphere among the 130 participants. We would like to take the opportunity to thank the amazing and sweet Board of ELSA Malta and the OC for welcoming and taking care of us. LAU!

S&C Brochure and Poster

The 1st issue 2005 of the S&C Brochure was created and published at the end of January for the International Presidents' Meeting. The content was 22 upcoming International ELSA Events.

Help and Support

Together with Maria and Johanna, I have been co-operating with ELSA Belgium regarding the upcoming edition of the ELSA House Training Week.

Furthermore, I have, together with Veronica and Aleksandra assisted Ms Josefin Björklund, responsible for the Conference on GMO at the EMC2, in her work. I would like to thank Josefin for her great dedication and effort in organising the conference.

In addition, I participated together with the rest of the International Board, in the first Advisory Board meeting in February.

Ana-Victoria Stoicescu-Florescu, Vice President Student Trainee Exchange Programme

Writing the second Activity Report, I realise how fast the time has passed during the last months. Time has come to meet you for the second and last time during an International Council Meeting as the VP STEP of ELSA International and to tell you what has changed in STEP's "life" because you decided to elect me, one year ago, as the person responsible on the international level for the development of this programme.

Job-hunting

I have updated the STEP Proposal of ELSA International and sent it to a number of firms that showed interest in STEP or were contacted for general partnership with ELSA International. We are still waiting for results. Hopefully, we will be able to provide the Network with a number of traineeships during this summer and for the next year.

Several STEP jobs were promoted through their Short TSFs on the STEP and sometimes ELSA INFO mailing lists. We occasionally used the Website for this purpose, when the situation of the traineeship was more delicate.

ELSA International offered a traineeship in Detroit, USA. Because the traineeship reached the deadline without applicants in ELSA ONLINE, we decided to make a call for applicants on the mailing list and to receive the applications directly to elsa@brutele.be. Although only four applicants were 100% matched, we decided to send the employer all applications received on time. The employer was impressed with the quality of the applications.

The same method of launching a call for applicants on the mailing list was used for a traineeship in Madrid which had the deadline during the ELSA ONLINE problem we had in November-December. Call for applicants on mailing lists in case of the traineeships reaching the deadline without applications in ELSA ONLINE is a solution we encourage in order to decrease the number of STEP jobs cancelled due to lack of applicants.

Student-hunting

The use of the mailing lists to promote the STEP jobs of the National Groups proved to be a useful tool. Furthermore, the Website brought quite a few e-mails from persons interested in getting involved with STEP that we referred to the respective National Groups.

However, the number of available application forms in ELSA ONLINE decreased with 43 from the 1st of August. The number of STEP applications waiting to be accepted in the system for more than 2 weeks increased (with 5). The number of blocked applications decreased from 74 to 35. We hope that, given the fact that spring is the usual time for student-hunting, the numbers will increase.

International STEP Meeting

The ISM this year was held in Giessen, Germany, gathering 14 participants from 5 countries. We focused on student-hunting, since this is one of the main problems STEP is facing at the moment. Most of the participants were freshers in STEP, so we decided not to split the Workshop according to the knowledge level. The feedback was positive and the participants wrote in the evaluation that they are very motivated to get involved with STEP after the Meeting and that the ISM also helped them in identifying a number of problems and solutions they were not aware of.

STEP Logo Working Group

As decided during the Joint Workshop with Marketing at the Bucharest ICM, a STEP Logo Working Group was created in order to analyse STEP Logo suggestions by National Groups. The work led to several STEP Logo Proposals to be discussed and voted upon in the Joint Workshop with Marketing at the ICM in Vilnius.

ELSA ONLINE Archive

I have created a STEP folder in the ELSA ONLINE Archive, containing all the information related to STEP previously spread in different folders. I have uploaded the ICM Bucharest handouts and some of the PowerPoint presentations as well, as promised during the last ICM.

The New Online System

After presenting the STEP part of the New Online System at the Bucharest ICM, I have uploaded it in the ELSA ONLINE Archive together with some other presentations from the ICM, for you to be able to go through it and give more input or ask for further clarification. However, we did not receive any inputs or questions after the ICM.

Furthermore, I have supported my fellow Board Members in submitting their parts for the system, since I already had the experience of making the STEP part. I also got involved with researching into possibilities for obtaining the servers for the system (server farms).

Joint National Council Meeting ELSA Czech Republic - ELSA Slovakia

I was invited to the joint NCM of ELSA Czech Republic and ELSA Slovakia, where I held a training on Leadership and Communication Skills and a general presentation on STEP for the STEP Workshop. The hosts were terrific, the atmosphere great (beware of Czechs and Slovaks dancing, they do not really have competition) and...I just felt like home. Thank you!

Others

I have updated the STEP statistics, prepared the Working Materials and the handouts for the ISM and ICM Workshops, as well as the trainings for the NCM. I kept the STEP archives updated and took care of general board tasks such as communication, board meetings and contacting people for Synergy articles on STEP.

Maria-Veronica Anton, President

Corporate Partners

Since the ICM in Bucharest, the main focus has been to maintain the communication with the Corporate Partners of ELSA International and work on developing the current co-operations. A proposal for developing the co-operation was sent to C'M'S' Cameron McKenna; we are now waiting for feed-back and follow-up discussions. In September 2005 the current contract expires and it needs to be renewed.

The co-operation with Thomson Legal is continuing very well. We are discussing ways of developing our co-operation for the future. The partnership with LexisNexis has been renewed for one more year. The co-operation with Microsoft depends on the development of the New Online System. We have experienced serious difficulties in obtaining the servers, due to the current financial situation, which created delays.

Fundraising

At present ELSA International has three pending approaches for Corporate Partnerships. Two of them are international law firms and one is an international legal language service company.

Other External Relations

I have started working on renewing the communication with International Law-related organisations. Due to other priorities, during the first half of our term, there was no real focus on this type of external relations. However, we want to re-establish the co-operation with the American Bar Association (ABA), the International Bar Association (IBA), l'Association Internationale des Jeunes Avocats (AIJA) and the Council of the Bars and Law Societies of the European Union (CCBE). Consequently, I have sent a first e-mail and we are waiting for an answer. Furthermore, we would like to renew the communication with the European Law Faculties' Association (ELFA) and the International Development Association (IDLO).

London

In the beginning of December, Pål Jakob and I went to London for meetings with the Corporate Partners and potential sponsors.

EMC²

My main involvement in the organisation of the EMC² is related to fundraising and also to the relations with the WTO, the Missions of the Countries to the WTO, WTI and the University of Geneva. The co-operations settled until now are the ones with the WTO and the University of Geneva and they both are in-kind sponsorships. Furthermore, we have a co-operation with the World Trade Institute (WTI), which is sponsoring the project; they are also offering the main prize for the winning team – free participation at the Summer Course on International Trade and WTO Law organised by the WTI.

The fundraising has not gone well so far. Numerous International and Swiss based law-firms have been contacted regarding sponsoring the EMC². However, we have received very little feed-back from firms compared to the number contacted; moreover, so far we have received only negative answers. The reason given is the topic of the Moot Court, which, in the opinion of the respective law firms, is not feasible enough to invest money in. Besides the law firms,

we have also contacted many bio-tech companies, again unsuccessfully. We are considering a different fundraising strategy for the next edition of the EMC² in order to start the approaches already before the end of our term in office.

Geneva

In relation to the organisation of the EMC², I also made a trip to Geneva to meet with the representatives of the Geneva Office for Tourism, the Law Faculty of the University of Geneva, the WTO and Mr. Thomas Cottier, Director of the WTI in Berne.

The New Online System

I continued the work on fundraising for the servers necessary for the implementation. Besides follow-up on a sponsorship approach, I continued, together with Maria and Viviana, researching and contacting server companies across Europe and Universities from Belgium and Germany.

International Presidents' Meeting

At the end of January, I went to Rovaniemi, Finland for the IPM, during which eight countries participated. The discussions were very productive. The main topics discussed were the EDF Reporting System and the IFP.

A big thank you goes to ELSA Finland and to Josefin Björklund - Head of OC and President of ELSA Finland - for the excellent organisation of the event. Finally, a thank you to all the participants for your input and the great Workshops we had!

Advisory Board

The Advisory Board of ELSA International has not been active since the summer of 2002. The International Board decided to re-create this Institution. At present, we have three members and one meeting has already been held.

The ELSA House

The Landlord has repainted the entrance to the ELSA House and other repairs to the House have been realised.

NCM ELSA Germany

In January, together with Johanna, I participated at the NCM of ELSA Germany in Bielefeld, where Microsoft also was present and held a presentation of the System. I was present in the BEE and AA Workshop, giving presentations on ELSA International and I also answered questions in Plenary regarding the New Online System. I would like to thank ELSA Heidelberg for being my Local Group at this NCM. Thank you also to the National Board of ELSA Germany for inviting Microsoft at the NCM and also for having Johanna and me there.

Johanna Lindblad, Secretary General

International Council Meetings

When we returned from a well deserved rest after the Bucharest ICM, much of my time was devoted to preparing the minutes of the ICM and updating the Decision Book. Meanwhile, we started working closely with the OC in Vilnius on the Spring ICM. Before and after my pre-ICM visit to Lithuania, we have been preparing logistical and planning issues together.

In January, I spent an unforgettable weekend in Vilnius, visiting the ICM location while meeting and discussing with the OC. Finally, I got my share of winter weather (snow and -14 degrees), and even some sightseeing outside of the city – thank you guys! I know this was only a tempting preview of what is expecting us in April.

New Online System

After the Bucharest ICM, we kept working on specifying the last inputs for Microsoft. In November, there was a meeting between Microsoft and the International Board to discuss the developments so far, and to set a further timeline.

In January Veronica and I went to Bielefeld for the NCM of ELSA Germany, where we were kindly given the opportunity to present the New Online System to the German Local Groups in Plenary. I also attended the IM WS to present the work of ELSA International. Thank you so much for your hospitality, and especially to ELSA Gelsenkirchen for being my Local Group this weekend!

ELSA ONLINE

There are constantly administration issues to sort out in assisting National and Local Groups regarding ELSA ONLINE. Unfortunately, in November, we experienced a hard drive crash in one of our servers, rendering the system inaccessible for the Network for several weeks. I worked together with Maria in contacting our server host and Chord9 to solve the problems created.

In December, Pål Jakob and I met with Chord9 in London to inform them of our co-operation with Microsoft, and the implications of this on the current system provided by Chord9.

Network

One of the most interesting tasks of a Secretary General is providing National and Local Groups with support and information on all kinds of topics related to their work. This winter, we have been working especially close on supporting some National Groups on their way back to active ELSA life.

ELSA UK – Since its revival one year ago, ELSA UK is quickly expanding. Still, the International Board is in close contact with ELSA UK to ensure the level of ELSA knowledge. We have also had a meeting in preparation of the ICM in London Spring 2006. In December we were invited to the NCM of ELSA UK in London, which I visited together with Pål Jakob. For this training event, there was also an ITP trainer present. Thank you ELSA UK for a lovely Christmas Ball!

ELSA Georgia – For two years, the International Board has had no contact with ELSA Georgia. With great assistance from an ELS member we have established contact with law

students interested in reviving ELSA Georgia. They have made contact with the previous National Board, and are currently working on registration and elections for a new National Board.

ELSA Bosnia and Herzegovina – For a long time, there has been no contact between the International Board and the National Board of ELSA Bosnia and Herzegovina. In January, Aleksandra had the opportunity of meeting with the Local Group of ELSA Banja Luka, where the members are now working on finding a way to re-establish the National Board as well.

ELSA Belgium – Together with ELSA Belgium, the International Board will be organising the ELSA House Training Week in July 2005. The International Board will provide the academic programme and ELSA Belgium the logistics and social programme. For this purpose, Kirsti, Maria and I have had several meetings with the Organising Committee.

Training

Since the Bucharest ICM, the number of training requests has increased, as has the number of EDF applications to the International Board. Our efforts in this area are coordinated with Emma Psaila, Director for Training. We can only hope that this awareness of and interest in the ITP and EDF will remain and develop further.

Together with Emma, I am working on preparing the Refreshment Meeting for the ITP trainers. This meeting is essential in order to keep the trainers motivated and up-to-date with ELSA, as well as to provide them with the opportunity to exchange ideas and receive new inputs on training. I would like to take this opportunity to thank Emma for a great support and co-operation!

Internal Regulations

For the ICM in Vilnius, I have prepared some proposals on amending our Standing Orders, as there were some issues which the International Board feels should be regulated here in order for the rules to be clear as well as to ensure continuity.

Furthermore, together with Pål Jakob I have been working on finding a new key to the list of Favoured Countries, in order to re-establish a stabile situation between Favoured and Non Favoured Countries in the Network.

Communication

There has unfortunately been a lack of communication on the IM mailing list, and there has been few inputs and feed-back sent to the list.

Administration

Daily tasks such as answering e-mails, Board Meeting minutes, archiving are always present and due to take up a certain amount of time in the work of any Secretary General; this one being no exception.

Pål Jakob Aasen, Treasurer

Financial Management

As I explained during the Bucharest ICM, ELSA International is using a new accounting programme. Much time has been devoted to preparing the programme for the accounts of ELSA International. The programme is now fully installed and functioning. A Handbook tailored to facilitate the work of my successor and to ensure sound financial management in the future is on its way.

ELSA ONLINE Fee

The Council in Bucharest agreed on a new way of computing the Membership Fee and this also affected the way of calculating the ELSA ONLINE Fee. The calculation method for the ELSA ONLINE Fee has been updated accordingly and invoiced for.

Maximum Participation Fee for ICMs, IPMs and S&C Events

In accordance with the FM part of the Decision Book, the Participation Fees have been recalculated in accordance with the announced European Union inflation rate by the European Central Bank and communicated via the FM and IM mailing lists.

The list of Favoured and Non Favoured Countries

At the Bucharest ICM we discussed the key to the List of Favoured and Non Favoured Countries, which due to the expansion of the European Union was in need of update in order to keep the balance between Favoured and Non Favoured Countries in our Network.

Johanna and I have been working on finding a new formula in order to re-establish a stabile situation between Favoured and Non Favoured Countries in the Network, which also takes into consideration economical growth and recession among the countries. The final result became a proposal from the International Board which can be found in these Working Materials.

Drafting the Budget of 2005/2006 and revising the current one

I have drafted the Budget for 2005/2006 based on our current financial expectations, even though uncertainty is connected to many of the income headings. The reason is that ELSA International at the current stage has several pending approaches of which final results are expected during this term. Should these headings not be as budgeted, the Council will have the opportunity to revise the budget accordingly during the Autumn ICM in Malta.

Furthermore, there were reasons for revising the current Budget due to important changes in income and expenditures – see below.

EMC²

The financial part of organising the EMC² has proved to be a difficult task due to the lack of funding. The Budget has been cut to a minimum; however, money still needs to be taken from the general Budget for the organisation of the Competition. Since the status of the general Budget already has been calculated taking into consideration a minimum running of the Association, we are facing a serious lack of funding for our projects and administration. Hopefully, this will improve with current pending approaches.

Grants

A Grant application under the heading 15.07.01.02 "Support to bodies active at European level in the field of youth" has been prepared and submitted to the European Commission in December. We are expecting to receive the result of the application in April this year.

Grant applications for the upcoming edition of Synergy and the ELSA Moot Court Competition 2005/2006 are under preparation and will be sent accordingly to their deadlines.

The current financial situation

As I already have stated under the EMC² heading, ELSA International is going through a really tough time financially. This means that even more cuts need to be made in the general Budget in order to proceed with the organising of the EMC². Consequently, the International Board proposes to revise the Budget in order to face the current financial alterations. The proposal can be found in these Working Materials.

Other

Besides the above mentioned, my time has been devoted to supporting the others in the Board. Together with Maria, invoices for Synergy and financial planning for Synergy have been carried out. Synergy has proved to be a major source of income for ELSA International and this year the income has reached even new heights!

Together with Aleksandra and Ieva, preparations for the EMC² have been made, taking into consideration the continuing alterations such a project always consists of.

Together with Veronica and Johanna, time has been devoted to the administration of the ELSA House and to keep the costs to a minimum. I also attended Sponsors' Meetings together with Veronica in London in December, as well as the NCM of ELSA UK.

Maria Litzell, Vice President Marketing

The ELSA Website

After the ICM in Bucharest, I re-structured the Marketing part of the ELSA ONLINE Archive, and updated it with new documents from ELSA International and National Groups. I have continuously been working on updates on the Website during the year (such as requests from Corporate Partners, new Links in the Links Project and internal and external News items). During the month of November, we experienced a hard drive crash in one of our servers. Together with Johanna, I contacted our server host, Chord9 and Dell in order to solve the problems the hard drive failure created.

Synergy

I have been working on the follow-up of Synergy number 36/II 2004. This included distribution of the magazine to internal and external contacts, thank you e-mails and, in co-operation with Pål Jakob, sending out invoices and reminders to the advertisers.

Together with Torgeir, I have also been preparing for the next issue of Synergy, number 37/I 2005. We had a meeting with the designer of Synergy number 35/I 2004 and agreed on a plan of work. We also met with the printer of the two last issues of Synergy, and planned the printing in accordance with the new deadlines brought by the Decision Book amendment the Council decided upon at the Bucharest ICM.

Torgeir has been working hard on expanding the Synergy contact databases, to which we sent the Synergy Media Card, while I have been handling the contacts with all the advertisers. Call for articles were sent out, as well as reminders and we have been contacted by several National Groups interested in contributing to the next issue of the magazine, good work! We have also been working together with the designer on modifying and improving the layout, the colour theme as well as the structure in the magazine. Finally, I would like to thank Torgeir for his great work and professionalism. I am really looking forward to continuing our co-operation.

New Online Project

After the ICM in Bucharest, I have been working together with Veronica and Viviana on contacting Server Farms regarding renting and hosting of Servers for the New Online System. We have contacted several Companies in Belgium, UK as well as in other parts of Europe. Chord9 and ELSA Germany also offered to assist the International Board in finding solutions for renting and hosting servers for the new system.

Links Project

The Links Project has been promoted during the year through sending out information to databases of university contacts. It is also included in our new marketing proposals, which we send to universities and companies interested in co-operating with ELSA International. We have also established different lengths for participating in the Links Project, from one month up to a year, to different rates. So far, two links were added to the Website. Furthermore, Bond University's link was renegotiated for another year.

Communication

Unfortunately, there has not been much activity on the Marketing mailing list, and the amount of input and feed-back sent to the list has been limited.

Sister Associations

We have had contact with ALSA, ALPSA and AEGEE. We established a co-operation with ALPSA on their 2005 ALPSA Annual Publication, in which ELSA Members were invited to publish their essays on the topic of Legal Philosophy. We also congratulated AEGEE on their 20th Anniversary, through submitting an editorial on behalf of the International Board of ELSA to their Anniversary publication.

EMC²

I have been working on three issues of the EMC² Newsletter in co-operation with our Director for Moot Court Competitions, Ieva. I have also been taking care of the second round of the EMC² marketing materials, which are designed and distributed by our Corporate Partner Thomson Legal. I also created a Media Card for the Sponsors' fair of the Final Oral Round in Geneva, which was sent out to Universities and Law Firms with a special interest in International Trade Law.

World Grad School Tour

I handled the preparation for the autumn fairs as well as the evaluation. Most of the participating countries submitted very nice reports, and were very satisfied with the co-operation. I also established the co-operation for the upcoming autumn fairs 2005. The World Grad School Tour has been represented in both issues of Synergy during the year, through advertisements and editorials. ELSA also published an advertisement in the World Grad School Tour Guide.

Travels

During the period 7th - 13th of December, Kirsti and I went to visit the National Group of ELSA Malta, with the purpose of attending and providing trainings at their International Training Event - ELSA Goes to Gozo. We were welcomed in a very friendly way, and we were happy to see such a fantastic atmosphere among the 130 participants. We would like to take the opportunity to thank the OC and the sweet Board of ELSA Malta. LAU!

Marketing Materials and Proposals

I have updated our Marketing Proposals, Sponsor Proposals and Packages. I also created proposals for a possible co-operation on SPEL. Viviana and I also updated our STEP Proposal for Employers. Furthermore, a new general power point presentation on ELSA was created, which can be found in the ELSA ONLINE Archive. We sent out Christmas Cards to all ELSA Groups as well as to all external contacts. One issue of the Human Rights Newsletter was created in co-operation with Anna, our former Director for Human Rights.

Meetings

Besides the already mentioned Synergy Meetings, I attended several fundraising meetings with Veronica in Brussels. During January, Viviana and I met with our new Editor for SPEL. We also had a meeting with the Advisory Board. Furthermore, we met with representatives from Microsoft, discussing the developments of the New Online System. Kirsti, Johanna and I had several meetings with the Organising Committee of the ELSA House Training Week.

STEP Logo Working Group

As decided during the Joint Workshop with STEP at the Bucharest ICM, a STEP Logo Working Group was created in order to analyse STEP Logo suggestions by National Groups. The work led to several STEP Logo Proposals to be discussed and voted upon in the Joint Workshop with STEP at the Vilnius ICM.

DIRECTORS ELSA INTERNATIONAL 2004/05

Anna Protano-Biggs, Director for Human Rights

To be distributed at the International Council Meeting.

Ieva Zebryte, Director for Moot Court Competitions

Registration – December and January

The registration process was cumbersome because of Christmas holidays and misunderstandings the teams were having concerning the selection process. However, in the end 52 teams registered for the Selection Rounds. All financial matters were handled by the Treasurer of ELSA International Mr Pål Jakob Aasen and most of the correspondence with potential and, later, registered teams, was carried out by Ms Paula Calatan (the IOC responsible for participants). In the meanwhile, Ms Elizabeth Tohme and Mr Emiliano Nasti were helping me to interpret the Rules of the EMC² and plan memorial receipt, distribution and scoring procedures. The Judges' Pool did not expand too much this year though several attempts were made by Ms Elizabeth Tohme and myself to e-mail various candidates.

Memorial Receipt and Allocation

This was another busy stage of the Competition where Ms Elizabeth Tohme helped me out by revising the list of judges who agreed to correct memorials, preparing the excel sheets for scoring etc. Usual procedure of receipt, allocation and disbursement of the memorials took place with 52 teams participating, 104 memorials to be corrected by two judges individually and independently (total of 208 corrections).

Tracking and Planning the Regional Rounds

It again got a bit hectic around February 20th when both the Pacific and the Latin American Regional Rounds were taking place on two different corners of the globe. I was interpreting the Rules of the EMC², coordinating the answers of the Case Drafter and giving last minute instructions on scoring legal arguments. There was no time to relax as throughout the registration proceedings and later the IOC was receiving e-mails from various academic and governmental institutions asking for next year's plans to organise non-ELSA National or Regional Rounds. The answers to most of these requests were delayed pending the evaluation of ongoing Regional Oral (Selection) Rounds. The communication was resumed and the negotiations commenced in March.

Final Count Down

These are the final days before the Final Oral Round in Geneva (FOR), also the period right before the ICM in Vilnius. Thomson, WTI and Geneva University though being very supportive do not help us to ensure complete independence of the EMC² budget from the general ELSA one. However, the IB and the IOC are on the right path of making it happen. With improvements in the academic dimension and planning of the Competition we have so much potential we do not understand it to its fullest. ELSA Regional Rounds are being planned by ELSA Lithuania and ELSA Norway, and ELSA Malta and ELSA Italy. More teams from the Regional Rounds around the world are coming to Geneva to demonstrate their excellence. The Conference of the EMC² Final Oral Round, organised by IOC responsible Ms Josefin Björklund, will draw more attention of the wide legal public. I only hope that the Network is planning to come and enjoy as it is its success as well as ours.

Tiina Ojala, Director for Student Trainee Exchange Programme

Bucharest ICM

Once again ELSA people proved that our Association is going strong and is full of potential! I had pleasure to stay in Sinaia four days during which I assisted Viviana in the STEP Workshop.

Winter

In the beginning of the term in the International Board I had no idea of what would happen: soon after the Bucharest ICM I got a steady full time job as a corporate counsel in a Finnish company, which has totally changed my life. In February after a few weeks of no social life at all, I finally finished my studies and started to learn living without continuous stress. Partly that is why I have not been able to work for ELSA as much as I would have wanted to.

However, in addition to STEP related tasks, such as drafting Student Hunting Training material (Power Point presentation) and STEP Newsletters on available traineeships.

ELSA Meetings

In October, two weeks before the Bucharest ICM I had the chance to participate in the NCM of ELSA Norway in the unique city of Bergen. The event was magnificent and full of ELSA Spirit. At the end of November, I travelled up north to participate at the NCM of ELSA Finland in Rovaniemi. Two months later, I joined the participants of the IPM Rovaniemi for one weekend.

From now on

I will try to help the International Board in their work as much as possible. I hope that the ongoing job-hunting will result in a great number of STEP traineeships all over Europe and that all the STEPers are enjoying the work for our programme.

I wish you a pleasant stay at the ICM Vilnius!

Torgeir Willumsen, Director for Synergy

In November, after the ICM in Bucharest, I went to Brussels to start the work on the upcoming issue of Synergy. Maria and I made a time schedule for the magazine in accordance with the new regulations in the Decision Book. We met with the designer and the printer to ensure everything would be set for the spring edition of the magazine. We also spent some time improving the fundraising strategy for Synergy.

Before Christmas I started working on a database for advertisers which hopefully will be useful for future International Boards. A lot of time has also been spent on gathering contact information for new advertisers. Our aim is to leave an extensive compilation of information concerning this for the next International Board in order for them to further improve Synergy as a fundraising tool.

Maria and I have also worked with the designer to further improve the layout of the magazine. The next issue will contain more use of colours and a consistent design throughout the whole magazine. The aim is to have a set design that does not need much modification for future issues in order for the upcoming International Boards to focus on getting articles and advertisers.

Concerning articles, we are in the middle of collecting these while writing this Activity Report. In other words, there is still work to be done here. However, things are looking good so far. We seem to have more than enough articles for this issue and several members have on their own initiative offered to write for Synergy. I am confident that a sufficient amount of articles will have been handed in by the time we are gathered in Vilnius. A big thanks goes to all those who have contributed to Synergy! Without articles there will be no magazine.

As you all are aware of, the new regulations in the Decision Book say that ELSA International is to distribute Synergy to the member countries directly from Brussels. Hence, we have also worked on finding a good solution on how to do this. While writing this we have not reached any conclusion but we are currently in contact with several distribution companies.

After the ICM, I am going directly to Brussels with the International Board to finish the spring edition of Synergy. I hope you will like the result!

I would like to take this opportunity to thank the International Board 2004/2005 and especially Maria – the sunshine of a VP Marketing ☺ – for a truly excellent co-operation. Working with these people has been very stimulating and rewarding and I can highly recommend being a Director to everyone.

Emma Psaila, Director for Training

Since October 2004 my main task has been that of receiving training requests from various ELSA Groups, sending these to the International Trainers' Pool trainers and seeing who could give the training.

Communication with the Groups

The most important aspect of this was that of seeing to the various training needs of the Network. Pre-Training questionnaires were sent to the Groups interested in applying for an ITP trainer. When these were sent back to me I would pass them on to the ITP trainers in order to see who was interested in giving the training. I am very glad to say that since the Bucharest ICM there has been a positive attitude towards training in the Network. A number of training events using ITP trainers have taken place since then.

Trainings for ELSA Turkey, ELSA UK, ELSA Milan, the ISM and the IPM have all used ITP trainers. However, I would like to emphasize that given the vast number of ELSA Groups more training requests should be made and therefore I intend promoting training more in the upcoming months.

Communication with ITP

This involved informing the ITP about training requests; keeping them updated about anything concerning them; sending training materials when asked for and so on. There have been no problems in this respect. Two ITP trainers have resigned for personal reasons. Therefore there are currently 30 trainers from 16 countries.

Refreshment Meeting

Currently, Johanna, Secretary General ELSA International, and I are planning the Refreshment Meeting for the ITP trainers. The draft agenda has been drawn up. It will take place some time in June and we are currently communicating with the ITP to see when exactly most trainers would be able to attend.

ELSA House Training Week, Brussels

This event did not take place last year but it is back this year. ELSA Belgium will be taking care of the logistics and ELSA International of anything to do with the trainings themselves.

I would like to conclude by thanking all those who have cooperated in ensuring that these past months have proceeded smoothly in the training area. I would also like to thank the ITP trainers for their continuing support and dedication to ELSA.

PROPOSALS**INTERNATIONAL BOARD****AA Decision Book Amendments**

The International Board proposes to the Council the following:

The AA 01/02 I shall be amended as follows:

Quality in Academic Activities

1. Introduction

[...]

ELSA's commitment to human rights ~~and the theme of the International Focus Programme~~ shall be taken into account and imply awareness when organizing Academic Activities.

Comments:

In accordance with the proposal by the International Board to abolish the International Focus Programme, references to the IFP shall consequently be removed from the Decision Book.

The International Board proposes to the Council the following:

The AA 01/02 I shall be amended as follows:

Quality in Academic Activities

[...]

3. Responsibilities for Quality in Academic Activities

Responsibilities of the National Board

- Ensure that the AA inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.

Responsibilities of ELSA International

- Prepare and distribute the AA inquiry 28 days before each Council Meeting.

Comment:

To update our internal regulations on AA inquiries to the way we are carrying them out in reality.

S&C Decision Book Amendments

The International Board proposes to the Council the following:

The S&C 01/99 II shall be amended as follows:

Quality in Seminars & Conferences

Introduction

[...]

ELSA's commitment to human rights ~~and the theme of the International Focus Programme~~ shall be taken into account and imply awareness when organizing S&C events.

Comments:

In accordance with the proposal by the International Board to abolish the International Focus Programme, references to the IFP shall consequently be removed from the Decision Book.

~~By adapting S&C to ELSA ONLINE we go one step forward to prepare S&C for the new millennium, giving this key area the possibility to be even more effective and thus improve the legal education we offer our members.~~

Comments:

The aim of this amendment is only to update the Decision Book in accordance with time and Status Quo.

The International Board proposes to the Council the following:

The S&C 01/99 II shall be amended as follows:

S&C Policies

4. Lectures

4.1 A lecture is a discourse within a certain area of law given by a professional speaker. The topic is discussed in a plenary.

4.2 ~~Responsibilities of the Local Groups~~

- ~~• Should complete the S&C Events Specification Form for lectures and send it to ELSA International in due time prior to the event~~
- ~~• Complete the S&C Events Evaluation Form for lectures and send it to the national group and ELSA International not later than two weeks after the event~~
- ~~• Update the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons~~

4.3 ~~Responsibilities of the National Groups~~

- ~~• Provide necessary training material and information on how to organise lectures to the local groups~~
- ~~• Encourage the local groups to submit the S&C Events Specification Form for lectures to ELSA International in due time prior to the event~~
- ~~• Ensure that the local groups are submitting the S&C Events Evaluation Form for lectures not later than two weeks after the event~~
- ~~• Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons~~

4.5 ~~Responsibilities of ELSA International~~

- ~~• Provide necessary training material and information on how to organise lectures to the national and local groups and make it accessible through the ELSA ONLINE Archive~~
- ~~• Publish information about lectures on the website of ELSA International~~
- ~~• Collect and archive all information received about lectures~~

5. Panel Discussions

5.1 A panel discussion is an event when experts discuss issues of a specific legal topic in front of an audience.

5.2 ~~Responsibilities of the Local Groups~~

- ~~Should complete the S&C Events Specification Form for panel discussions and send it to ELSA International in due time prior to the event~~
- ~~Complete the S&C Events Evaluation Form for panel discussions and send it to the national group and ELSA International not later than two weeks after the event~~
- ~~Update the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons~~

5.3 ~~Responsibilities of the National Groups~~

- ~~Provide necessary training material and information on how to organise panel discussions to the local groups~~
- ~~Encourage the local groups to submit the S&C Events Specification Form for panel discussions to ELSA International in due time prior to the event~~
- ~~Ensure that the local groups are submitting the S&C Events Evaluation Form for panel discussions not later than two weeks after the event~~
- ~~Ensure that the local groups are updating the Organisations Menu in ELSA ONLINE with information about participating organisations and contact persons~~

5.4 ~~Responsibilities of ELSA International~~

- ~~Provide necessary training material and information on how to organise panel discussions to the national and local groups and make it accessible through the ELSA ONLINE Archive~~
- ~~Publish information about panel discussions on the website of ELSA International~~
- ~~Collect and archive all information received about panel discussions~~

Comments:

The aim of this proposal is to have a consistent system in the Decision Book. The responsibilities are set as a separate point in the S&C part of the Decision Book. Consequently, there are no reasons for having this mentioned twice.

The International Board proposes to the Council the following:

The S&C 01/99 II shall be amended as follows:

7. Study Visits

- 7.1 Study visits are the exchange of ELSA groups on international and national level. Study visits can be bilateral, multilateral or unilateral ~~or single~~.
- 7.3 An agreement should be concluded between the groups participating in the study visit. ~~In case of single study visit the agreement should be concluded between the hosting ELSA group and visiting individual.~~
- 7.6 In case an agreement is not concluded:
- Financial damage incurred during the visit – deposit and insurance
- a) The organising group may request a deposit from the visiting group(s) ~~or individual~~, which will not be fully refunded in case of:
- Withdrawal of the visit if the organising group already has had a proven financial loss. The organising group shall determine the latest date of canceling the visit without loss of deposit,
 - Damage incurred during the visit, for example financial loss (e.g the use of telephone), material damage, etc.,
 - The deposit and its use have been agreed on beforehand by the participating parties.
- b) The visiting party is responsible for their insurance.

Comments:

As stated by the S&C Workshop in Paris, single Study Visits are not something that should be regulated in the Decision Book, and thereby in the responsibilities of a Local or a National Group, as well as the International Board.

Single Study Visits must be considered as a personal trip and not a Study Visit within the responsibilities of ELSA.

The International Board fully supports the input from the Network, and accordingly proposes to remove the single study visits from the Decision Book.

The International Board proposes to the Council the following:

The S&C 01/99 II shall be amended as follows:

9. ELSA ONLINE Policies

(These policies apply only after the implementation of ELSA ONLINE for S&C Events)

9.1 Every S&C event shall be registered and updated in ELSA ONLINE. This means that every ~~S&C Application and~~ S&C Specification Form (SSF) shall be registered in ELSA ONLINE.

~~9.3 S&C events shall be considered realised once the status of both the S&C Application and SSF has been changed to "Realised" in ELSA ONLINE. This can only occur upon the arrival of the participants.~~

Comments:

The aim of this proposal is to update the Decision Book in accordance with the real situation of the ELSA ONLINE System. As the S&C Application and the "Realised" features do not exist, the International Board therefore proposes to remove it from the Decision Book.

The International Board proposes to the Council the following:

The S&C 01/99 II shall be amended as follows:

Responsibilities for Quality in S&C

5. Responsibilities of the Local Group

[...]

- ~~Submit the completed S&C questionnaires at least 30 days before the International Council Meeting to ELSA International.~~

6. Responsibilities of the National Group

[...]

- ~~Ensure that all local groups are submitting the completed S&C questionnaires at least 30 days before the Autumn International Council Meeting to ELSA International.~~
- Ensure that the S&C inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.

3. Responsibilities of ELSA International

- Prepare and distribute the S&C inquiry 28 days before each Council Meeting.

Comments:

To update our internal regulations on S&C Inquiries to the way we are carrying them out in reality.

STEP Decision Book Amendments

The International Board proposes to the Council the following:

The STEP DB 01/99 II shall be amended as follows:

Implementation of the STEP Policies and Quality Standards

[...]

The STEP Discussion List

The STEP Policies and Quality Standards should be implemented and referred when in doubt of how a case should be handled. If there are no policies that relate to a specific situation that arises, there are two steps that can be followed:

- I. Refer your case for advice to the STEP discussion list (~~all-of-elsa-step@yahoogroups.com~~).
- II. Try to reach a friendly agreement between the parties involved.

It is ONLY when the parties involved cannot reach a mutual agreement, that the case will be referred to ELSA International to propose a solution.

- I. Refer your case for advice to the STEP discussion list

This discussion list (~~all-of-elsa-step@yahoogroups.com~~) is a support mechanism that can be used to ensure that the minimum standards of activities are met, and to ensure that ELSA is capable of delivering quality learning experiences to our members.

Comments:

The name of the discussion list has changed. It is likely that it will change a couple of more times during ELSA's existence. The International Board therefore sees no point in specifying the name of the discussion list in the Decision Book.

The International Board proposes to the Council the following:

The STEP DB 01/99 II shall be amended as follows:

Responsibilities for Quality in STEP

[...]

5. Responsibilities of the National Group

- ~~Ensuring that all the local groups are submitting the completed STEP questionnaires at least 60 days before the Autumn Council Meeting and send them to ELSA International.~~
- Ensure that the STEP inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.

6. Responsibilities of ELSA International

- ☐ Prepare and distribute the STEP inquiry 28 days before each Council Meeting.

Comments:

To update our internal regulations on STEP Inquiries to the way we are carrying them out in reality.

International Focus Programme

The International Board proposes to the Council the following:

The BEE 08/01 II shall be amended as follows:

- (1) *The International Focus Programme to be abolished as an ELSA activity; and consequently*
- (2) *Remove all articles related to the International Focus Programme from the Decision Book of ELSA International.*

International Focus Programme

1. Introduction

The idea behind the International Focus Programme is to have a specific theme for whole ELSA over a fixed term. Therefore ELSA creates a forum where law students and young lawyers can gather and discuss a current theme.

The theme reflects a 'hot legal topic' in Europe and the world, thereby enabling ELSA as the largest law students' organisation in the world by using the unique ELSA network to create awareness amongst today's law students, young lawyers, society and the international community.

The chosen theme considers that we, as law students and young lawyers, can have an impact on the environment we are living in, on the development of our own countries, Europe and even the world by giving law students and young lawyers all over Europe a voice and gathering all their diverse opinions and ideas.

If we do not do so as students now we may one day do so as lawyers.

During a fixed term the whole network of ELSA should emphasis on the theme of the IFP, which directly involves all local and national groups in the same topic included in all key areas and ELSA activities. This will allow consolidating ELSA's work and producing concrete results of a high standard.

2. Implementation of the IFP

The IFP shall be implemented in all key area activities.

3. IFP Discussion List

The IFP discussion list has been set up to enable members of the association to gain information on the possibilities to implement the IFP, discuss issues amongst responsible officers and gather input to improve the current commitment to the topic.

4. Timeline & Duration

4.1 The duration of each 'focus' shall be 2 years 9 months.

4.2 The time line shall be as follows:

- ~~Spring CM, Year (x-1):~~ Feasibility study for IFP theme which shall be included in the working materials of the next council meeting;
 - ◊ ~~Council selects the topics for the investigation; the topics considered must have a legal base and be sufficiently broad to allow ELSA to have an impact on our legal environments.~~
- ~~Autumn CM, Year (x-1):~~ Adoption of IFP theme.
 - ◊ ~~Council based on an investigation adopts the theme.~~
- ~~Spring CM, Year 1:~~ Implementation of new IFP theme begins;
 - ◊ ~~ELSA International sends out detailed information on contents, suggested event topics and possible time lines for particular events, to all national groups.~~
- ~~Spring, Year 1:~~ Series of national and local events;
 - ◊ ~~Local and national groups organise events and activities on the 'focus'.~~
- ~~Spring CM, Year 2:~~ Host of the Final IFP Conference elected; evaluation of implementation of the chosen theme for the first year;
- ~~Spring/ Summer, Year 3:~~ Final IFP Conference;
 - ◊ ~~Preparatory work on comprehensive the IFP book;~~
 - ◊ ~~Leading authorities and institutions in the field will be approached and used for input in all areas;~~
- ~~Spring CM, Year 3:~~ Feasibility study for the next IFP theme begins; evaluation of implementation of the chosen theme for the second year;
- ~~Summer-Winter, Year 3:~~ Follow-up events;
 - ◊ ~~The second phase of events begins; post-conference events based on the outcome of the Final IFP Conference; local and national level events as follow-up to the Final IFP Conference;~~
 - ◊ ~~Completion of the IFP Book;~~
- ~~Autumn CM, Year 3:~~ Adoption of the next IFP theme;
- ~~December, Year 3:~~ End of IFP theme, publication of the IFP Book;
- ~~January – March, Year 3:~~ Distribution of the IFP Book; Substantive preparation for a new theme;
- ~~Spring CM, Year 3:~~ Implementation of the next IFP theme begins; evaluation of implementation of the previous theme.

5. Final IFP Conference

5.1. ELSA International shall prepare material and assist the selected host in organising the Final IFP Conference;

5.2. The Conference shall have duration of at least four working days and one social day. During the working days there will be lectures in plenary and sessions in workshops. English shall be the working language of the Conference.

~~5.3. The participants shall be law students or young lawyers, who have a good knowledge of the theme. A balance of geographical representation shall be sought in the conference and in all workshops.~~

6. IFP Book

~~6.1. A comprehensive book shall be published.~~

~~6.2. Work on the IFP Book shall begin at the Final IFP Conference based on the preparatory events and the Conference itself, and shall be completed after the Final IFP Conference and at special follow-up events.~~

Alanya 2nd-9th November 2002
BEE 02/02 II

In Force
IFP Topic

~~The new IFP Topic shall be the following:~~

~~*"Trade Law – a way for the sustainable development"*~~

Comments:

With few exceptions, the International Focus Programme has unfortunately not been functioning during the past years. There is a very low number of events organised on the current topic – "Trade Law – a way for a sustainable development", and also there has been a low interest from the members of ELSA in implementing this Programme in the past couple of years. Consequently, the International Board sees no reason in continuing to invest energy and time in a Programme that does not work.

BEE Decision Book Amendments

The International Board proposes to the Council the following:

The BEE 01/00 I, Warsaw March 2000 shall be removed from the Decision Book :

Warsaw, 20 th - 26 th March 2000	In Force
BEE 01/00 I	EXTERNAL RELATIONS DATABASE

~~All sponsorships of all ELSA groups shall be entered into the database, and this shall be done as soon as an agreement has been reached.~~

~~Contacts to international entities, institutions, and foundations shall be entered into the database as soon as contact is established.~~

~~Contacts to national entities, institutions, and foundations may be entered into the database. IFP related contacts shall be entered into the IFP part of the database.~~

6. Registration

All sponsorships of all ELSA groups shall be entered in ELSA ONLINE and this shall be done as soon as an agreement has been reached.

Contacts to international entities, institutions and foundations shall be entered into ELSA ONLINE as soon as contact is established.

Contacts to national entities, institutions, and foundations may be entered into ELSA ONLINE.

Comments:

In the BEE part of the Decision Book, *article 6 –Registration* from the Section *External Relations*, repeats the previous decision on External Relations Database. Both decisions refer to the same database, which is the Organisations Menu in the ELSA ONLINE System. Consequently, at present it is confusing and not useful to have two decisions related to the same issue and therefore, the International Board proposes to remove Decision *BEE 01/00 I, Warsaw March 2000* from the Decision Book.

The International Board proposes to the Council the following:

The BEE 08/01 II shall be amended as follows:

Responsibilities

Responsibilities of National Groups

- Ensure that the BEE inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.

Responsibilities of ELSA International

- Prepare and distribute the BEE inquiry 28 days before each Council Meeting.

Comments:

To update our internal regulations on BEE Inquiries to the way we are carrying them out in reality.

Standing Orders Amendments

The International Board proposes to the Council the following:

The Standing Orders shall be amended as follows:

Article 6 – General Council Meeting Procedure

[...]

- 6.6 Amendments to proposals sent to the Secretary General of ELSA International in accordance with Article 5.2 of these Standing Orders will be allowed to be submitted to Council by the Members and the International Board.
- 6.7 All proposals to Council by those referred to in article 9.3 of the Statutes, submitted in accordance with Article 5.2 of these Standing Orders, shall be presented and voted upon by Council.
- 6.8 ~~6.6~~ A revision of the list of votes shall be taken at the commencement of all sessions and adjournments of the Council Meeting. Should national groups subsequently leave/join the session, they shall inform the Chair of their absence/presence and this shall be recorded in the minutes.
- 6.9 ~~6.7~~ At the commencement of all sessions at the Council Meeting, the Chair shall inform delegates of these procedures and about the possibility for a Member to be represented by proxy according to article 8 of these Standing Orders.

Comments:

The International Board makes this proposal so that the same rules for voting on proposals are used at every Council Meeting. A consistent policy is important for all Members to know how the voting on proposals is done at a Council Meeting. Furthermore, including this regulation in the Standing Orders will ensure continuity and avoid obscurities and confusion as to what is allowed and what is not.

The International Board proposes to the Council the following:

The Standing Orders shall be amended as follows:

Article 7 – Council Meeting Voting Procedure

[...]

7.3 When voting, the Members shall be allowed to split their three (3) votes as referred to in Article 9.5 of the Statutes.

Comments:

The International Board makes this proposal so that the same rules for voting are used at every Council Meeting. A consistent policy is important for all Members to know how the voting is done at a Council Meeting. Furthermore, including this regulation in the Standing Orders will ensure continuity and avoid obscurities and confusion as to what is allowed and what is not.

IM Decision Book Amendments

The International Board proposes to the Council the following:

The IM 01/99 II shall be amended as follows:

Internal Management

[...]

2. List of Favoured Countries

- 2.1 The list of favoured countries is based on the real GDP per capita as published in the issue of the annual "Human Development Report" published by UNDP.
- 2.2 ~~The list of favoured countries consists of any countries with real GDP per capita less than the real GDP per of the EU country with the lowest GDP per capita.~~ The list of favoured countries consists of any countries with real GDP per capita equal to or lower than 18.000.
- 2.3 This demarcation number shall be indexed at the end of each year, with the average increase in real GDP per capita of all national ELSA groups. The average increase in real GDP per capita shall be based on the issue of the "Human Development Report" compared to the issue of the previous year.
- ~~2.4~~ 2.3 Any country not found in the list of the "Human Development Report" will be considered as having a real GDP per capita less than ~~the real GDP per capita of the EU country with the lowest GDP per capita~~ the country on the list of favoured countries with the highest real GDP per capita.
- ~~2.5~~ 2.4 The International Board is to publish the list of favoured countries by the end of each year.
- ~~2.5~~ ~~Until a decision is taken at the Spring ICM 2005, in the context of this article, the term EU countries shall mean those countries which were EU members before the 1st of May 2004.~~

Comments:

At the Bucharest ICM, the need for a new key to the list of Favoured Countries was discussed, due to the expansion of the European Union. A temporary solution was approved by the Council. The time has come to agree upon a stabile and long-term key. The International Board believes this proposal will take into consideration potential economic developments while maintaining the status quo and balance between the lists of Favoured and Non Favoured Countries in the Network.

The International Board proposes to the Council the following:

The IM 01/99 II shall be amended as follows:

Quality in Management

1. Consolidation of ELSA

We recognise the need to combine efforts of all levels of ELSA for the attainment of general objectives such as:

- Consolidation of ELSA with an aim to make the programmes of the Association serve better the needs of individual members.
- Consolidation of ELSA with an aim to provide all law students and young lawyers in Europe the opportunity to participate to the programmes and activities of ELSA.
- Promotion of the aims, vision and purposes of ELSA as defined in ~~article 4~~ article 2 of the Statutes and the Philosophy Statement.

Comments:

To update the Decision Book according to the Statutes and Standing Orders.

The International Board proposes to the Council the following:

The IM 01/99 II shall be amended as follows:

Council Meetings

3. Participation Fees for International Meetings

- 3.1 In each Council Meeting, the participation fee for nine members of ELSA International shall be covered by the Organising Committee.
- 3.2 In each Presidents' Meeting, the participation fee for the President of ELSA International shall be covered by the Organising Committee.
- 3.3 The Organising Committees of elected hosts of future Council Meetings and groups applying to host Council Meetings will be entitled to send three persons to Council Meetings with delegate fees.
- 3.4 Trainers from the International Trainers Pool, giving training at a Council Meeting, shall be entitled to attend the Council Meeting with delegate fees.
- 3.5 In each Council Meeting, the participation fee for three Council Guests, elected at the previous Council Meeting, shall be covered by the Organising Committee.
- ~~3.6~~ 3.5 In case the groups mentioned do not present their application to host a Council Meeting, they will be liable to pay the difference between the fee they were charged and the extra-delegate fee established by the Organising Committee.

Comments:

To ensure that the purpose of electing and inviting Council Guests to the following Council Meeting is properly carried out.

The International Board proposes to the Council the following:

The IM 01/99 II shall be amended as follows:

Responsibilities for Quality Management

1. Responsibilities of the Local Groups

- ~~Complete the questionnaires and submit them to the national board.~~

2. Responsibilities of the National Board

- ~~Ensure that the answered questionnaires from the local groups are submitted to ELSA International sixty (60) days prior to the International Council Meeting.~~
- Ensure that the IM inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.

3. Responsibilities of ELSA International

- ~~Prepare and distribute the IM questionnaire~~
- Prepare and distribute the IM inquiry 28 days before each Council Meeting.

Comments:

To update our internal regulations on IM Inquiries to the way we are carrying them out in reality.

Audited Interim Accounts – Financial Year 2004/2005

The International Board proposes to the Council the following:

“The audited Interim Accounts for the period from 1st of August 2004 to 31st of January 2005 shall be approved”.

Comments:

Please refer to the Interim Accounts for the Financial Year 2004/2005 included in these Working Materials together with the Auditors’ Report.

Revision of the Budget – ELSA International Financial Year 2004/2005

The International Board proposes to the Council the following:

The Budget for the Financial Year 2004/ 2005 shall be revised as follows:

Income	Budget:	Revision:	Difference:
Externals	54 000	79 000	25000
Membership and Administration Fee	18 100	18100	0
ELSA ONLINE Fee	10 000	10000	0
Income from Area (Saldo Area)	14 500	-165	-14665
Miscellaneous	2 000	300	-1700
General Income total	98 600	107235	8635
Expenditures			
ELSA ONLINE Administration	15 000	23000	8000
Allowance	8 400	8400	0
Representation	500	500	0
Directors	5 000	3000	-2000
International Trainers' Pool	2 000	2000	0
Auditing	1 500	1500	0
International Council Meetings	5 000	5000	0
International Presidents' Meeting	1 000	1000	0
Travels	8 000	9500	1500
The ELSA House	24 000	24000	0
Heating, Electricity, Water, Repairs	6 300	5745	-555
Office Equipment (incl. Depreciation)	2 600	1500	-1100
Communication	10 000	10000	0
Copying	660	300	-360
Bank Charges	800	800	0
Posters, Flyers	1 000	2000	1000
The ELSA Development Fund	3 240	4740	1500
Del Credere	2 800	3500	700
Miscellaneous	800	500	-300
Realised exchange loss	0	250	250
Expenditures total	98 600	107235	8635
SALDO	0	0	0
Area Income			
Synergy and the Links Project	35 000	40000	5000
ELSA GLSE	1 000	0	-1000
ELSA SPEL	1 000	0	-1000
EMC ²	79 000	30000	-49000
STEP Application Fee	2 000	1835	-165
Area Income total	118 000	71835	-46165

Area Expenditures

Synergy and the Links Project	22 500	24000	1500
ELSA GLSE	1 000	0	-1000
ELSA SPEL	1 000	0	-1000
EMC ²	79 000	48000	-31000
Area Expenditures total	103 500	72000	-31500
Area SALDO	14 500	-165	-14665

Comments**GENERAL**

In-kind support and donations are not included in the Budget. The Board Members (working full time) the Directors (working part time) and the persons involved in the projects and activities of ELSA **do not get any payments, but still contribute with a lot of effort and work for the Association.** Only the International Board gets allowance. We are of the opinion that an estimation of the value of this would be several times higher than this budget.

INCOME**Externals:**

These are the sponsorships planned:

CMS	20,000
European Commission	25,000
Thomson	15,000
LexisNexis	15,000
Microsoft	4,000
Total:	79,000

Membership & Administration Fee:

Membership Fee	17,950
Administration Fee for Observer Countries	150
Total	18,100

The Membership Fee has been calculated in accordance with the Membership Fee formula in the Decision Book. The Administrative Fee has been based on the number of Observers, at the moment three.

ELSA ONLINE Fee:

The ELSA ONLINE Fee has to be calculated according to its formula in the Decision Book. The amount is based on the estimation that the ELSA ONLINE Fee to be invoiced for this year is 10,000 Euro.

Area Saldo:

Profit from the Area Saldo. This amount is calculated on an estimation of the expenditures and the income from our projects, such as Synergy and EMC².

Area Saldo gives an income of -1,650 Euro. This is due to lack of financial income from the EMC² itself, so that money has to be taken from the general Budget.

Miscellaneous:

The cash flow situation of ELSA International, the capital reserves and the provisions give us a certain amount of income. For this year the estimation is 300 Euro.

EXPENDITURES**ELSA ONLINE Administration:**

ELSA ONLINE has to be administrated and updated continuously according to the needs of the Network. The Maintenance Agreement with Chord9 ensures that the current system functions properly. In addition, the cost of running the New Online Project has been taken into consideration.

The amount is set to 23,000.

Allowance:

In accordance with the Decision Book, every International Board member or Director filling a vacant position on the International Board shall be supported with an allowance of 100 euro per month. Having 12 months and 7 Board members the total amount is 8,400 Euros.

Representation:

During the year, a lot of efforts are devoted to representing our Association in front of externals, such as sister organisations, partners and others we continuously are in contact with on a professional level.

To have the possibility for presents when the International Board is visiting externals, and to be able to invite externals to the ELSA House, an amount of 500 Euro is calculated.

Directors:

Directors are appointed by the International Board and act from their respective home countries. Their travel costs and administration costs are dealt with under this heading. It is essential that the Directors can come to the International Council Meetings and to the ELSA House. Communication and regular updates are very important in order to have a constructive co-operation with the Directors.

The total amount is set to 3,000 Euro.

The International Trainers' Pool:

The International Trainers' Pool is an important tool for the Association and for the development of our Network.

This heading includes travel and administration costs for ITP Refreshment Meeting as well as for the Train the Trainers' Weekend.

The amount is calculated to 2,000 Euro.

Auditing:

The expenses for the auditors and the costs for their participation at the International Council Meetings are budgeted in this figure. The amount is set to 1,500 Euro.

International Council Meetings:

The travel expenses of the members of the International Board and the cost of their stay at the venue before the ICM are included in this heading. 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 co-operation with the Organising Committee. The costs of the participation are covered in the project budget of the Organising Committee.

The total amount is calculated to 5,000 Euros.

International Presidents' Meetings:

The President of ELSA International takes part in three International Presidents' Meetings, whereas one of them is during the transition with the new President. The participation costs are covered in the budget of the Organising Committee of the respective IPM.

The amount is set to 1,000 Euro.

Travels:

This heading includes travel expenses for the International Board. The board members have to travel back and forth to their respective home countries during the year.

The heading also includes their travels to sponsors meetings and other types of meetings they have in order to develop our external and institutional relations for our Association.

The amount is calculated to 9,500 Euro.

The ELSA House:

This figure includes the rent payable for the ELSA House, where the International Board works and lives. The monthly fee is about 2,000 Euro and therefore the amount calculated is 24,000 Euros for a period of twelve months.

Heating, Electricity and Water (repairs, etc):

All the running costs related to the ELSA House is estimated to 5,745 Euro this year. This heading includes water, heating, electricity and small repairs.

Office Equipment (including depreciation):

This heading contains equipment for the day to day running of the Office. The amount is set to 1,500 Euro and includes upgrading office facilities as well as other remedies for the ELSA House.

Communication:

This heading includes two phone lines, a fax line and a cable connection for the internet. Furthermore, the mail-related expenses of the International Board are covered under this heading.

The amount calculated is 10,000 Euro.

Copying:

This figure is budgeted for the cost of copying. During the year a lot of documents have to be copied, such as the ICM packages.

The amount is set to 300 Euros.

Bank Charges:

These are the costs for our bank accounts and the transfer costs we have. The amount is quite high, as most of our bank transactions are international.

The amount is set to 800 Euro.

Posters, flyers and other marketing materials:

This amount is to produce the Events posters, flyers and Christmas cards.

The amount is set to 2,000 Euro.

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 to the ELSA Development Fund. This fund aims at training and developing the Network.

6% of 79,000 as budgeted from our sponsors give the total amount of 4,740 Euro.

Del Credere:

This figure includes the credits that ELSA International is not going to receive for the upcoming year. The lost credits are usually caused by the unfortunate situation of some Member countries.

Since the debtor's list has increased for many years now it is essential to devote time in settling the outstanding overdue amounts. By writing off some debts that are very unlikely to be collected, plans of payments of remaining debts are easier to be settled.

The amount is set to 3,500 Euro.

Miscellaneous:

This heading includes small expenses not included in the main figures of the Budget, and is set to 500 Euro.

Realised exchange loss:

During the year many transactions between different currencies are made, and this is expected to result in a loss. An exact sum is hard to come up with, but based on previous year's costs, this heading is set to 250 Euro.

AREA**Income****Synergy and the Links Project:**

Advertisers in Synergy and on the Website give a certain amount of income.

The amount is calculated to 40,000 Euro.

ELSA GLSE:

ELSA Guide to Legal Studies in Europe is recalculated to not have any income this term.

The amount is therefore set to 0 Euro.

ELSA SPEL:

ELSA Selected Papers on European Law is recalculated to not have any income this term.

The amount is therefore set to 0 Euro.

The ELSA Moot Court Competition on WTO Law (EMC²):

The income of the project was aimed to cover the entire project itself. However, due to lack of results so far this heading has to be revised in accordance with the real situation.

Therefore, the amount is set to 30,000 Euro.

STEP Application Fee:

The STEP Application Fee is based on the number of Local Groups and the amount of the STEP Application Fee that was decided upon at the ICM in Malta (FM 02/99).

The total amount is calculated to 1,835 Euro.

Expenditures

Synergy and the Links Project:

For designing, printing and publishing Synergy and the cost of administrating the Links Project, a sum of 24,000 Euros is calculated.

ELSA GLSE:

ELSA Guide to Legal Studies in Europe is recalculated to not have any expenditure this term.

The amount is therefore set to 0 Euro.

ELSA SPEL:

ELSA Selected Papers on European Law is recalculated to not have any expenditure this term.

The amount is therefore set to 0 Euro.

The ELSA Moot Court Competition on WTO Law (EMC²):

In accordance with the lack of financial funding for the EMC², the budget of the EMC² needs to be revised by cutting on its expenditures.

The amount is set to the minimum of 48,000 Euro.

Budget - ELSA International Financial Year 2005/2006

The International Board proposes to the Council the following:

The Budget for the Financial Year 2005/2006 shall be as follows:

Income

Externals	79 000
Membership and Administration Fee	19 000
ELSA ONLINE Fee	10 000
Income from Area (Saldo Area)	16 850
Miscellaneous	700
Income total	125 550

Expenditures

ELSA ONLINE Administration	18 500
Allowance	8 400
Representation	2000
Directors	6 000
International Trainers' Pool	4 000
Auditing	1 500
International Council Meetings	6 000
International Presidents' Meetings	1 500
Travels	10 000
The ELSA House	24 500
Heating, Electricity, Water, Repairs	7 000
Office Equipment (incl. Depreciation)	5 000
Communication	12 500
Copying	460
Bank Charges	800
Posters, Flyers	2 500
The ELSA Development Fund	4 740
Del Credere	5 300
Savings	4 000
Miscellaneous	500
Realised exchange loss	350
Expenditures	125 550
SALDO	0

Area Income

Synergy and the Links Project	40 000
EMC ²	55 000
STEP Application Fee	1 850
Area Income total	96 850

Area Expenditures

Synergy and the Links Project	25 000
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EMC ²	55 000
Area Expenditures total	80 000
Area SALDO	16 850

Comments**GENERAL**

In-kind support and donations are not included in the Budget. The Board Members (working full time) the Directors (working part time) and the persons involved in the projects and activities of ELSA **do not get any payments, but still contribute with a lot of effort and work for the Association.** Only the International Board gets allowance. We are of the opinion that an estimation of the value of this would be several times higher than this budget.

INCOME**Externals:**

These are the sponsorships planned:

CMS	20,000
European Commission	25,000
Thomson	15,000
LexisNexis	15,000
Microsoft	4,000
Total:	79,000

Membership and Administration Fee

The Membership Fee 2005/2006 has been calculated on the basis of an averagely small increase in GDP among our Member Countries, and in accordance with the Membership Fee formula in the Decision Book. The Administrative Fee has been based on the number of Observers, at the moment three.

ELSA ONLINE Fee:

The ELSA ONLINE Fee has to be calculated according to its formula in the Decision Book. The amount is based on the estimation that the ELSA ONLINE Fee to be invoiced for this year is 10,000 Euro.

Area Saldo:

Profit from the Area Saldo. This amount is calculated on an estimation of the expenditures and the income from our projects, such as Synergy and EMC².

Area Saldo gives an income of 16,850 Euro.

Miscellaneous:

The cash flow situation of ELSA International, the capital reserves and the provisions give us a certain amount of income. For this year the estimation is 700 Euro.

EXPENDITURES**ELSA ONLINE Administration Fee:**

ELSA ONLINE has to be administrated and updated continuously according to the needs of the Network. The Maintenance Agreement with Chord9 ensures that the current system functions properly. In addition, the cost of running the New Online Project has been taken into consideration.

Our current agreement with Chord9 must continue at least throughout 2005 during the trial period of the New Online Project, in order to have sufficient backup before launching the new system.

The amount is set to 18,500.

Allowance:

In accordance with the Decision Book, every International Board member or Director filling a vacant position on the International Board shall be supported with an allowance of 100 euro per month. Having 12 months and 7 Board members the total amount is 8,400 Euros.

Representation:

During the year, a lot of efforts are devoted to representing our Association in front of externals, such as sister organisations, partners and others we continuously are in contact with on a professional level.

To have the possibility for presents when the International Board is visiting externals, and to be able to invite externals to the ELSA House, an amount of 2,000 Euro is calculated.

Directors:

Directors are appointed by the International Board and act from their respective home countries. Their travel costs and administration costs are dealt with under this heading. It is essential that the Directors can come to the International Council Meetings and to the ELSA House. Communication and regular updates are very important in order to have a constructive co-operation with the Directors.

The total amount is set to 6,000 Euro.

The International Trainers' Pool:

The International Trainers' Pool is an important tool for the Association and for the development of our Network.

This heading includes travel and administration costs for ITP Refreshment Meeting as well as for the Train the Trainers' Weekend.

The amount is calculated to 4,000 Euro.

Auditing:

The expenses for the auditors and the costs for their participation at the International Council Meetings are budgeted in this figure. The amount is set to 1,500 Euro.

International Council Meetings:

The travel expenses of the members of the International Board and the cost of their stay at the venue before the ICM are included in this heading. 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 co-operation with the Organising Committee. The costs of the participation are covered in the project budget of the Organising Committee.

The total amount is calculated to 6,000 Euros.

International Presidents' Meetings:

The President of ELSA International takes part in three International Presidents' Meetings, whereas one of them is during the transition with the new President. The participation costs are covered in the budget of the Organising Committee of the respective IPM.

The amount is set to 1,500 Euro.

Travels:

This heading includes travel expenses for the International Board. The board members have to travel back and forth to their respective home countries during the year.

The heading also includes their travels to sponsors meetings and other types of meetings they have in order to develop our external and institutional relations for our Association.

The amount is calculated to 10,000 Euro.

The ELSA House:

This figure includes the rent payable for the ELSA House, where the International Board works and lives. The monthly fee is about 2,000 Euro and therefore the amount calculated is 24,500 Euros for a period of twelve months.

Heating, Electricity, Water, Repairs:

All the running costs related to the ELSA House are approximately 7,000 Euro per year. This heading includes water, heating, electricity and small repairs.

Office Equipment (including depreciation):

This heading contains equipment for the day to day running of the Office. The amount is set to 5,000 Euro and includes upgrading office facilities as well as other remedies for the ELSA House.

Communication:

This heading includes two phone lines, a fax line and a cable connection for the internet. Furthermore, the mail-related expenses of the International Board are covered under this heading.

The amount calculated is 12,500 Euro.

Copying:

This figure is budgeted for the cost of copying. During the year a lot of documents have to be copied, such as the ICM packages.

The amount is set to 460 Euros.

Bank Charges:

These are the costs for our bank accounts and the transfer costs we have. The amount is quite high, as most of our bank transactions are international.

The amount is set to 800 Euro.

Posters, flyers and other marketing materials:

This amount is to produce the Events posters, flyers and Christmas cards.

The amount is set to 2,500 Euro.

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 to the ELSA Development Fund. This fund aims at training and developing the Network.

6% of 79,000 as budgeted from our sponsors give the total amount of 4,740 Euro.

Del Credere:

This figure includes the credits that ELSA International is not going to receive for the upcoming year. The lost credits are usually caused by the unfortunate situation of some Member countries.

Since the debtor's list has increased for many years now it is essential to devote time in settling the outstanding overdue amounts. By writing off some debts that are very unlikely to be collected, plans of payments of remaining debts are easier to be settled.

The amount is set to 5,300 Euro.

Savings:

As the running costs of ELSA International are depending on income from externals besides internal income such as Membership Fee, STEP Fee and ELSA Online Fee from our Member Groups, money should be set aside to facilitate going through tough financial periods in the future for the benefit of our Association.

The amount is set to 4,000 Euro.

Miscellaneous:

This heading includes small expenses not included in the main figures of the Budget, and is set to 500 Euro.

Realised exchange loss:

During the year many transactions between different currencies are made, and this is expected to result in a loss. An exact sum is hard to come up with, but based on previous year's costs, this heading is set to 350 Euro.

AREA**Income****Synergy and the Links Project:**

Advertisers in Synergy and on the Website give a certain amount of income.

The amount is calculated to 40,000 Euro.

The ELSA Moot Court Competition on WTO Law (EMC²):

The income of the project aims to cover the entire project itself and the amount budgeted is 55,000 Euro.

STEP Application Fee:

The STEP Application Fee is based on the number of Local Groups and the amount of the STEP Application Fee that was decided upon at the ICM in Malta (FM 02/99).

The total amount is calculated to 1,850 Euro.

Expenditures

Synergy and the Links Project:

For designing, printing and publishing Synergy and the cost of administrating the Links Project, a sum of 25,000 Euros is calculated.

The ELSA Moot Court Competition on WTO Law (EMC²):

The aim is to cover the expenses of the EMC² by the project itself. Therefore, the amount is set equal to the budgeted income of 55, 000 Euro.

FM Decision Book Amendments

The International Board proposes to the Council the following:

The FM 01/02 I shall be amended as follows:

Fees

1. Membership Fee

1.1 The Membership Fee calculation is based on the number of Local Groups with the status “active” in ELSA ONLINE at the time of invoicing which are members of a National Member Group of ELSA International (LG number) and the Gross Domestic Product (GDP) for the respective country.

[...]

Comments:

The wording creates confusion in the Network whether the rule is meant to cover the number of Local Groups or the number of “active” Local Groups registered in ELSA ONLINE at the time of invoicing.

To end this confusion the International Board proposes to clarify the rule to the “number of Local Groups with the status “active” in ELSA ONLINE at the time of invoicing”

The International Board proposes to the Council the following:

The FM 01/02 I shall be amended as follows:

3. Administration Fee for ELSA ONLINE ELSA ONLINE Fee

The annual ~~administration fee~~ ELSA ONLINE Fee is for the use and administration of ELSA ONLINE. ~~The administrative fee is fixed on the budget of ELSA International, and calculated according to the principle for the membership fee. The total amount of ELSA ONLINE Fee shall be determined when deciding upon the Budget of ELSA International. It shall be calculated by the same formula used to calculate the Membership Fee, only adjusted to the budgeted amount,~~

The maximum administration fee paid by the groups shall not exceed a total amount of 15,000 Euro.

Comments:

The heading “Administration Fee for ELSA ONLINE” is not in accordance with the term used by the Network, and it should therefore be changed in order to reflect the true picture and to avoid confusion about the term.

In the opinion of the International Board the second sentence is not clear enough when stating that the ELSA ONLINE Fee “shall be calculated according to the principle for the Membership Fee.”

There should be no doubt how to calculate the ELSA ONLINE Fee, and the International Board therefore proposes to change the definition into the more clear definition above.

The International Board proposes to the Council the following:

The FM 01/02 I shall be amended as follows:

Fees

4. STEP Application Fee

The STEP Fee calculation is based on the number of active LBs Local Groups (LGs) and the amount of the STEP application fee was set up at the ICM in Malta (FM 02/99 II) (see annexes III of FM DB)

The annual fee for every member group is calculated in the following way:

STEP Fee = (Number of active LBs LGs + 1) * STEP application Fee

The STEP application fee shall be annually adjusted by ELSA International and approved by the Council.

~~The payment to EI shall be done during the spring ICM for the period 1st Jan – 31st Dec of the previous year.~~ The payment to ELSA International is due 15th of February upon invoice from ELSA International. The period to be invoiced for is 1st of January to 31st of December of the previous year.

No STEP application fee shall be paid for the years 2002 and 2003. The STEP application fee for the years 2004 shall not be paid before the enforcement of this decision.

Comments:

During an ICM there is no time for the International Board to collect the STEP Fee from all National Groups. Past ICMs prove this, as collecting debts from a lower number of National Groups during previous ICMs has been a very difficult task for the International Board.

Therefore, in order to avoid a situation of not having enough time and maladministration when collecting the Fee, the International Board proposes to set a deadline prior to the ICM in order to have collected the Fee in due time before the ICM.

There is confusion in the Network whether the rule is meant to cover the number of Local Groups or the number of “active” Local Groups registered in ELSA ONLINE.

To end this confusion the International Board proposes to define the rule to the “number of active Local Groups”.

Responsibilities

Responsibilities of National Groups

- Pay the STEP application fee due ~~at the 31st of July~~ 15th of February upon invoice

Comments:

The deadline for payment of the STEP Fee under “Responsibilities of National Groups” differs from the one under “article 4. STEP Application Fee”. Since the deadline under “article 4. STEP Application Fee” is the latest one in force, there is no doubt in which one is the valid one. Nevertheless, the Decision Book should be consistent when it comes to deadlines in order to avoid misunderstandings and misinterpretations.

Consequently, the International Board proposes to change the date for payment in accordance with “article 4. STEP Application Fee”.

The International Board proposes to the Council the following:

The FM 01/02 I shall be amended as follows:

Event Fees

1. Maximum Participation Fee for Council Meetings, and Presidents' Meetings and the International STEP Meeting

The maximum participation fee for Council Meetings and for Presidents' Meetings shall be based on the following:

- The maximum Council Meeting and the Presidents' Meetings participation fee shall be calculated and charged ~~on a daily basis~~ per 24 hours.
- The maximum Council Meeting and the Presidents' Meetings participation fee for non-favoured countries is 26 Euro.
- The maximum Council Meeting and the Presidents' Meetings participation fee for countries in the list of favoured countries is 22 Euro.

The maximum participation fee for the International STEP Meeting shall be equal to the maximum participation fee for Council Meetings and Presidents' Meetings, as fixed both for Favoured and Non Favoured Countries.

The participation fee includes academic and social programme, accommodation, meals, and administration costs.

Comments:

The Event Fee for S&C Events is defined to cover "per 24 hours" while the maximum Participation Fees for Council Meetings and Presidents' Meeting are defined to cover "on a daily basis".

Furthermore, The Event Fee for S&C Events includes "academic and social programme, accommodation, meals, and administration costs", while maximum Participation Fees for Council Meetings and Presidents' Meetings does not have such a clause.

In order to avoid misinterpretation and to maintain consistency in the Decision Book the International Board proposes to have the same definition for all Participation Fees.

This proposal will only ratify the past interpretation and practice.

In addition, the International Board proposes to add a definition of the maximum Participation Fee for the International STEP Meeting, since this currently not is regulated in the Decision Book.

This proposal will only ratify the present situation. To have it regulated will avoid misinterpretation and confusion regarding the actual rule and thus resulting in more predictability for the Network in the future.

The International Board proposes to the Council the following:

The FM 01/02 I shall be amended as follows:

Event Fees

1. Maximum Participation Fee for Council Meetings and Presidents' Meetings

The maximum participation fee for Council Meetings and for Presidents' Meetings shall be based on the following:

- The maximum Council Meeting and the Presidents' Meetings participation fee shall be calculated and charged on a daily basis.
- The maximum Council Meeting and the Presidents' Meetings participation fee for non-favoured countries is 26 Euro.
- The maximum Council Meeting and the Presidents' Meetings participation fee for countries in the list of favoured countries is 22 Euro.

2. S&C Maximum Participation Fee

The maximum participation fee for participants from non-favoured countries ~~ELSA members~~ at S&C events shall equal the maximum participation fee for non-favoured countries for Council Meetings and Presidents' Meetings. ~~is 25 Euro per 24 hours.~~

The maximum participation fee for participants from favoured countries at S&C events shall equal the maximum participation fee for favoured countries for Council Meetings and Presidents' Meetings.

This fee includes academic and social programme, accommodation, meals, and administration costs.

It is recommended but remains at the discretion of the organising group to charge different prices for the following groups:

- ~~a. ELSA members from favoured countries~~
- ~~b. ELSA members from non-favoured countries~~
- ~~c. a. Non-members~~
- ~~d. b. Non-students~~

This fee does not apply to study visits.

Comments:

In comparison with the fees for our internal meetings, in which there is a given separation between Favoured and Non Favoured countries, it is just a recommendation to separate the fees for events.

ELSA International therefore, in accordance with the purpose of a separation of the fees for participants from Favoured and Non Favoured Countries, proposes to make the separation mandatory for S&C Events, as for the internal meetings. ELSA International sees the need,

not only for a consistent policy, but also for fully implementing the idea behind a separation between participants from Favoured and Non Favoured Countries. Such a change will be for the benefit of the entire Network, as it will enable more participants to take advantage of the opportunities in the Network.

The International Board proposes to the Council the following:

The FM 01/02 I shall be amended as follows:

4. 3 Indexation

The participation fee for ICMs and IPMs and the S&C Maximum Participation Fee shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the participation fee as calculated the year before, up to two decimal points.

Comments:

The numbering of “Indexation” does not follow the logical order and should therefore be changed to article 3 in the Decision Book.

The International Board proposes to the Council the following:

The FM 01/02 I shall be amended as follows:

Responsibilities

Responsibilities of National Groups

- Ensure that the FM inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.

Responsibilities of ELSA International

- Prepare and distribute the FM inquiry 28 days before each Council Meeting.

Comment:

To update our internal regulations on FM Inquiries to the way we are carrying them out in reality.

Marketing Decision Book Amendments

The International Board proposes to the Council the following:

The MAR 01/02 I shall be amended as follows:

Synergy

2. Guidelines for authors

2.4 The length of articles should be ~~from a minimum of 600 words to a maximum of 3000 words~~ approximately 2150 characters with spaces or 1780 characters without spaces.
Exceptions can be made at the discretion of the editor.

Comments:

The length of articles needs to be corrected, in order to correspond to actual conditions. One column in Synergy includes 2150 characters with spaces or 1780 characters without spaces. Normally, this is the length the Editor recommends to Authors. Only in exceptional cases the Editor accepts longer articles, which constitutes the reason for the wording in the second sentence.

2.5 Colour ~~P~~photos should accompany the articles. They should be ~~scanned and~~ submitted in JPG, PageMaker, Photoshop, Corel Draw or EPS format with a minimum resolution of 300 dpi.

Comments:

Since the last issue of Synergy, the magazine is printed in full colour and the design has been improved. In order to ensure a high quality magazine we need to focus on acquiring photos with a sufficient resolution. Consequently, the International Board proposes to amend article 2.5 with a minimum resolution requirement of photos submitted for Synergy. Furthermore, the International Board proposes to remove the wording 'scanned and' from article 2.5, since it is superfluous.

The International Board proposes to the Council the following:

The MAR 01/02 I shall be amended as follows:

Quality in Marketing

[...]

Responsibilities for Quality in Marketing

1. Responsibilities of the National Board

- Ensure that the marketing inquiry for their National Group is submitted to ELSA International on the first day of each Council Meeting at the latest.

2. Responsibilities of ELSA International

- Prepare and distribute the marketing inquiry 28 days before each Council Meeting.

Comment:

To update our internal regulations on Marketing Inquiries to the way we are carrying them out in reality.

NATIONAL GROUPS**Proposal by ELSA Russia and ELSA Turkey**

ELSA Russia, seconded by ELSA Turkey, proposes to the Council the following:

The FM Decision Book (Financial Implications of the ELSA Development Fund – Point 4 (Payment Procedure), second paragraph) shall be amended as follows:

4. Payment Procedure

(...)

Within 2 weeks of On-Site Assistance the applicant has to submit the original ticket(s) and receipt(s) of the trainer for the travelling expenses to be reimbursed.

Within 2 weeks after receiving the ticket(s) and receipt(s), the International Board is to effect the payment to the applicant. The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support.

If the trainer giving On-Site Assistance is a trainer of the International Trainers Pool, the payment ~~can occur before an event to the trainer directly if the applicant who requested training has no financial means to cover the trainer's travel expenses~~ shall be made before or after the event directly to the trainer, according to an agreement between the International Board and the trainer. The payment in question shall in no case exceed the maximum amount agreed upon by the International Board when granting the financial support. In this case, the trainer of the International Trainers Pool is the only responsible towards the International Board for the submission of the original ticket(s) and receipt(s) for the travelling expenses to be reimbursed.

(...)

Comments:

The actual Payment Procedure is not clear and complete, concerning the case of On Site Assistance.

By this proposal, firstly, the gap of a deadline for the International Board to make the payment, after receiving all the relative documents, will be filled. Secondly, a clear solution is proposed in the case that the trainer, giving On Site Assistance, is a trainer from the International Trainers Pool.

Following the way proposed, the financial relation will be exclusively between the trainer and the International Board. These two subjects will do agree on the best solution by establishing an agreement between them, without involving a third subject (the National Group).

The new formulation will prevent the troublesome situation of a "triangle" (trainer from the International Trainers' Pool, International Board, National Group), and will fix precise responsibilities on the trainer from the International Trainers' Pool receiving directly the payment from the International Board.

Proposal by ELSA Finland and ELSA Norway

ELSA Finland and ELSA Norway propose to the Council the following:

The Financial Implications of the ELSA Development Fund part of the Decision Book shall be amended as following:

2. Information Procedure

The national groups shall inform the International Board about their general sponsors and the amount they get from them for the relevant periods, by the 25th of January ~~or by the 25th of July~~ accordingly.

If the National Group does not inform the International Board by the date mentioned above, the International Board ~~has the right to~~ shall invoice the national group based on the previous information ELSA International has. This shall be considered as a debt to ELSA International, and if not paid, will be treated as all other unpaid debts. The oldest report to which the International Board can refer to when invoicing a National Group on previous reports, shall be the report regarding the calendar year of 2004.

Should there be no previous report made to the International Board, the International Board shall refuse the National Group access to the EDF.

Comments:

The past few years very little money has been paid into the ELSA Development Fund while significantly more money has been taken out of the fund. This as a cause of a large number of national groups not reporting about their general sponsors to the International Board on time in accordance with the FM part of the Decision Book. This issue has not been properly taken into consideration, thus the national groups have not been invoiced by the International Board.

When looking and the few number of payments into the ELSA Development Fund one can easily understand that the sanction on reporting to the International Board on general sponsors is not forceful enough as it is stipulated today. As the regulation at its present does not seem to work we see the strong need to amend the current sanction on the reporting on general sponsors in the FM part of the Decision Book in order to provide a better and more forceful sanction, which will make both the reporting and the payment into the EDF more successful. Moreover, the Decision Book stipulates that the sanction of not paying an invoice to ELSA International will mean that the national group will have a debt towards ELSA International and therefore will lose its voting rights in Council. This will also mean that, according to the Decision Book, the International Board has the right to not give voting rights to the respective national group as a cause of a debt towards the ELSA Development Fund.

For the information procedure as a whole to be efficient there is also a need to change the dates for the reporting into ELSA International from the current two dates to one date as this will also make the reporting procedure less confusing for both the national groups as well as ELSA International. The date in January will be more convenient for all since in the middle of July most national groups will go through transition and therefore not enough attention will be paid to the obligation of reporting of the ELSA Development Fund to be made on the 25th of July to ELSA International.

STEP logo proposal by ELSA Hungary and ELSA Czech Republic

ELSA Hungary, seconded by ELSA Czech Republic, proposes to the Council the following:

The STEP logo

- 1.1. The STEP logo shall be used only in a way, which is beneficial for ELSA and STEP (Student Trainee Exchange Programme). It should not be used in a way that would damage the positive image of ELSA and STEP, neither in any other way that would harm the reputation of the association.
- 1.2. STEP has two logos, one with design and subtitle, and the other only with the design. The second one can only be used when relatively small and when the policies specifically indicate the usage.



- 1.3. The logo must be featured in Neon Red, black or white. Any colour background can be used.
- 1.3.1. The full scale (including design and subtitle) of the logo is 58,039 mm.
- 1.3.2. The scale of the design is 36,841 mm.
- 1.3.3. The height of the logo is 12,097 mm.
- 1.3.4. The lettertype of the subtitle is Storm.
- 1.3.5. If you use the logo in colour, the two arrows and the inside letter of the design are Neon red, the frames and the rest is black. The edge of the arrow is also black and 0,176 mm wide.

- 1.4. All ELSA groups shall use the ELSA logo, which is the logo above, and no other, except for project logos shall be used when promoting STEP.
- 1.5. The subtitle accompanying the logo should be perfectly centred and should appear only in English. If there is a legal obligation to put the subtitle in national language, this should be given secondary importance to the STEP logo as described in point 1.4.
- 1.6. For a specific reason, the logo can be featured without the subtitle when relatively small in which case it shall not be used in combination with any other subtitle or name. Relatively small means that the size of the logo is 45 per cent or less of the size of the logo described in point 1.4.
- 1.7. The exception in point 1.6 does not apply for letter heads, envelopes and the homepage of a website.
- 1.8. The written version of the logo is: STEP.
- 1.9. The logo shall not be used in connection with any state or national symbol of any country.
- 1.10. The logo shall not be animated in any way.

Comments:

Proposal for the Spiderman-style STEP logo

Basic idea

I wanted to create a STEP logo that is unique in it's style, is easy to deal with and looks good in both colour and in black&white. That's why we have prepared two logos – one black&red and one balck&white - with the same style.

The name and stlye of the logo represents the mobility and flexibility of this ELSA area and the flow of words stand for the movement within.

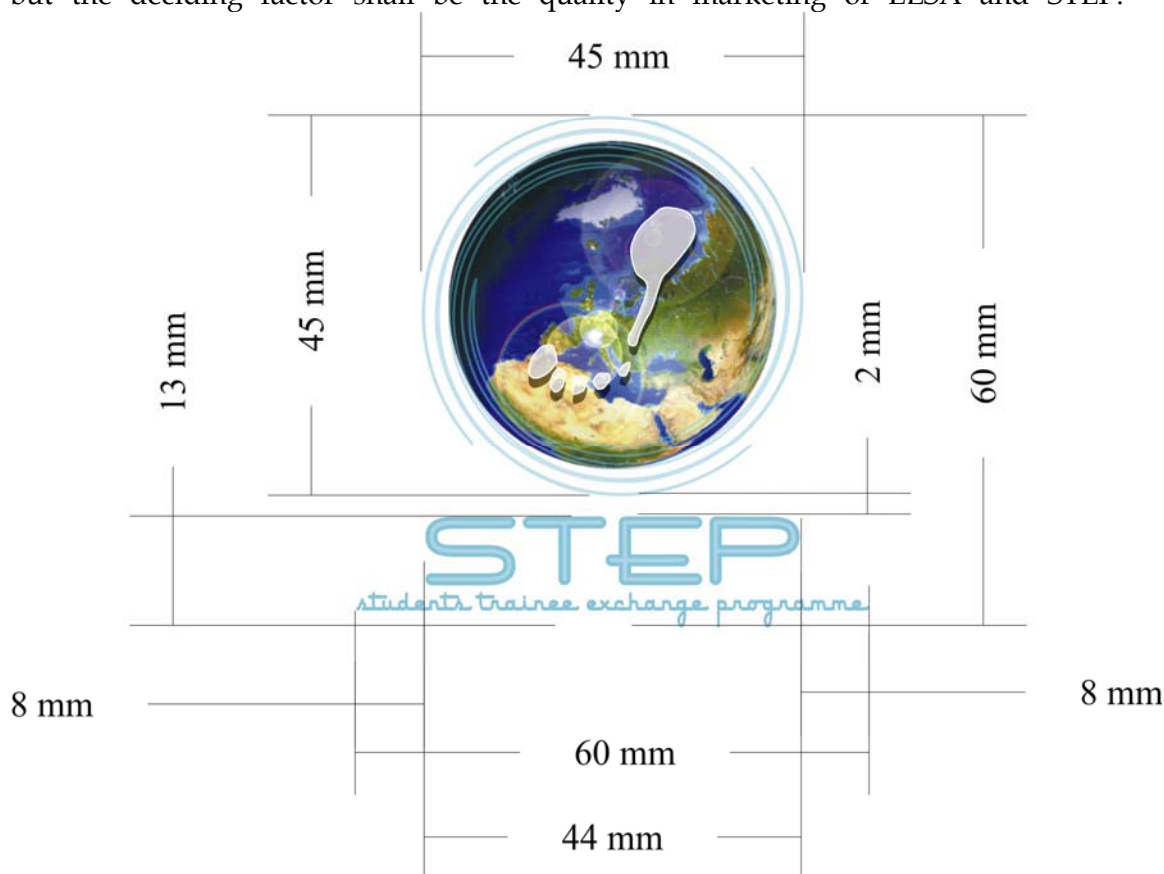
STEP logo proposal by ELSA Lithuania, ELSA Iceland and ELSA Slovakia

ELSA Lithuania, seconded by ELSA Slovakia and ELSA Iceland, proposes to the Council the following:

The Marketing Decision Book shall be amended as follows:

6. The STEP logo

- 6.1. The STEP logo shall be used only in a way, which is beneficial for ELSA and STEP (Students' Trainee Exchange Programme). It should not be used in a way that would damage the positive image of ELSA or/and STEP or in any other way that would harm the reputation of ELSA or/and STEP.
- 6.2. ELSA has two variants of STEP logo: one with design and subtitle and the other with the design and inscription. Either one can be used upon the delight of ELSA group but the deciding factor shall be the quality in marketing of ELSA and STEP.





- 6.3. All ELSA groups shall use the STEP logo, and no other, when promoting Students' Trainee Exchange Programme. The use of sponsor's logos with the STEP logo is not a breach of this statement.
- 6.4. Although for specific reasons dimensions should be altered, its proportions should not.
- 6.5. These logos consist of two parts: the design and the subtitle in the first and the design and inscription in the second. Only when the design and the subtitle or the design and inscription appear together in the correct proportions and colours may it be called the STEP logo.
- 6.6. The subtitle and the inscription accompanying the logo should be perfectly centred and should appear only in English.
- 6.7. The written version of the logo is: STEP.
- 6.8. The subtitle and inscription must be featured in Turquoise (R-59 G-179 B-194 for RGB; C-60 M-0 Y-20 K-0 for CMYK). The IB shall keep the STEP logos in a format of CorelDraw. The IB, as well, shall ensure the spread of the correct STEP logo to the ELSA network.
- 6.9. Any colour background can be used.
- 6.10. The logo shall not be used in connection with any state or national symbol of any country.
- 6.11. The logo shall not be animated in any way.

Comments:

The conception of these logos is as following:

STEP logo should not be ordinary, because this program is not an ordinary one. Classical and skittish together – it may sound impossible, but dark clear colours make it. It does not matter what background will be used, the logo works like it has to – attracts the attention. A combination of four letters may get lost in everyday information flood, but a dynamic foot creates a wide range of associations, that leaves a sign in the memory.

Foot represents word "STEP". Outline creates a special form to the logo and represents a word "EXCHANGE". The image of the Europe says that it is an international programme. The reflection under the foot means the impact of STEP programme to the trainee and Europe, that he is more advanced than the one, who has not been in such a traineeship. Some special phrases work on desire. This STEP logo conception represents the idea, that logo should not be just a word STEP, written in different font or etc. According to our point of view, logo should be a specific image that represents the IDEA of STEP. So, comprising all the details like the foot, the image of Europe, the reflection under the foot, the outline and all others and their meaning we get the result – STUDENTS' TRAINEE EXCHANGE PROGRAMME.

STEP logo proposal by ELSA Norway and ELSA Italy

ELSA Norway, seconded by ELSA Italy, proposes to the Council the following:

The MAR 01/02 I shall be amended as follows:

Uniformity

6. The STEP logo

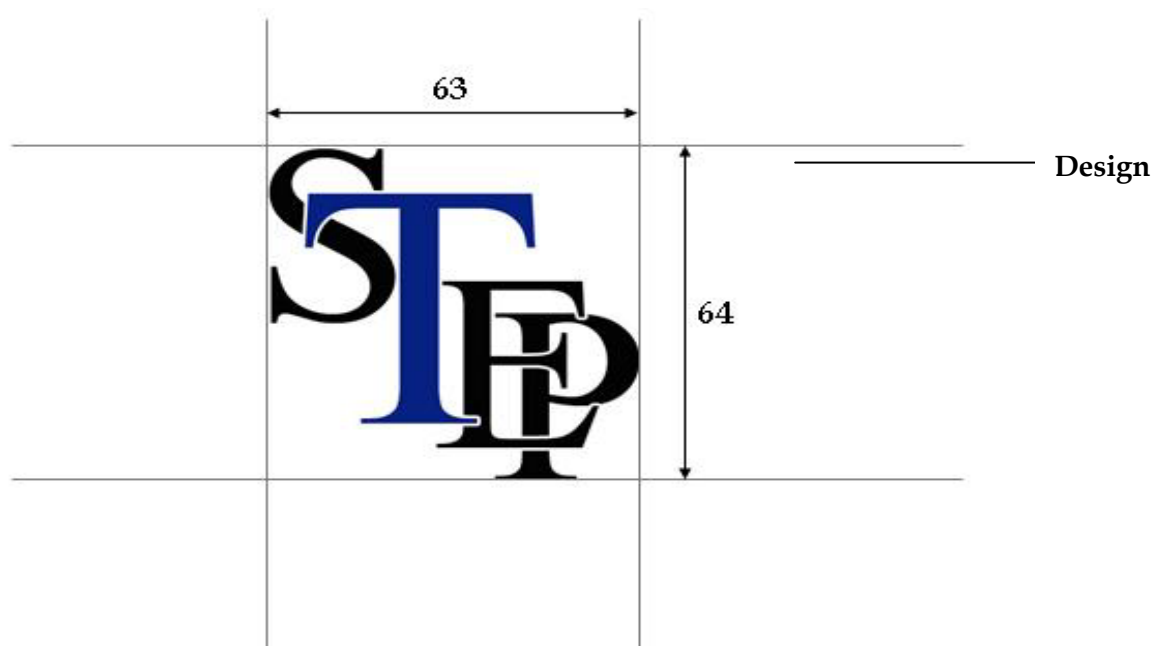
6.1 The STEP logo shall be used only in a way which is beneficial for ELSA and the Student Trainee Exchange Programme. It should not be used in a way that would damage the positive image of ELSA and the Student Trainee Exchange Programme or in any other way that would harm the reputation of the association.

6.2 The STEP logo has two designs:

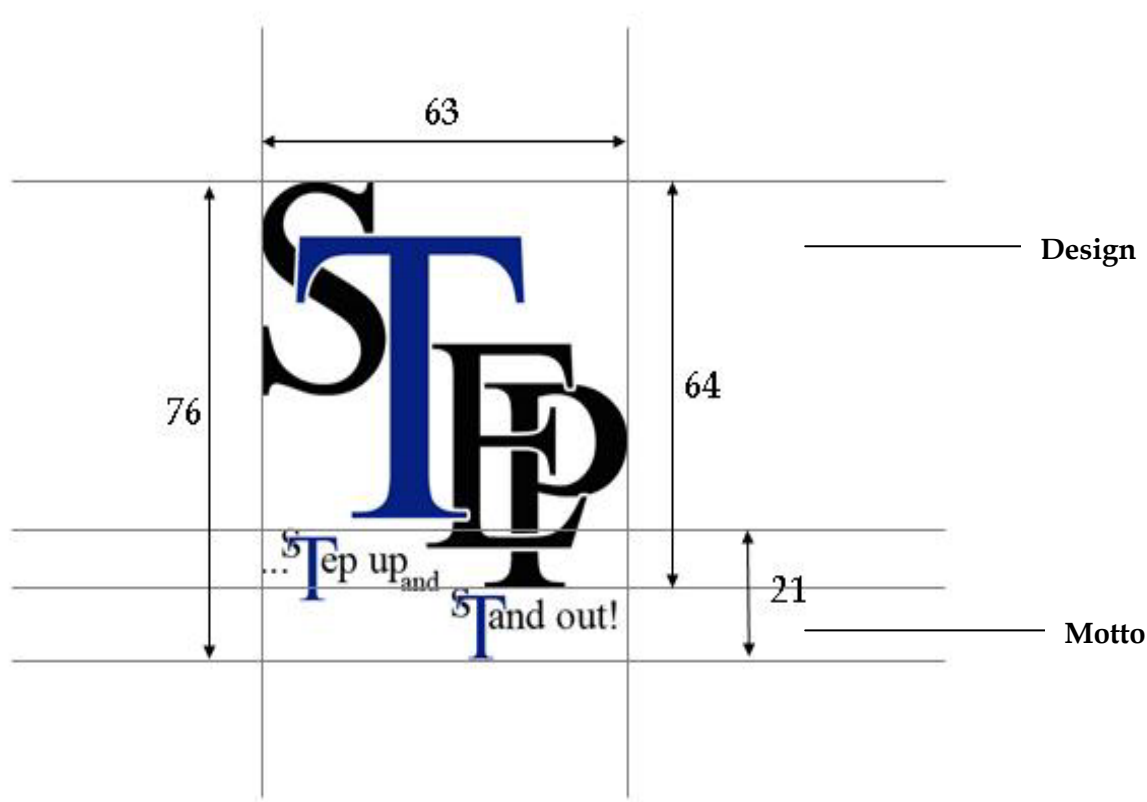
- a. The STEP logo
- b. The STEP logo with the motto 'Step Up and Stand Out'

The first STEP logo is aimed at marketing both to firms and students. The use of the second STEP logo, with the motto 'Step Up and Stand Out', is restricted to marketing purely to students.

a.



b.



6.3 All ELSA groups shall use the STEP logo, which is the logo above, and no other shall be used when promoting the Student Trainee Exchange Programme.

6.4 Although for specific reasons dimensions should be altered, its proportions should not.

6.5 The written version of the logo is: STEP.

6.6 The STEP logo must be featured in:

- a. White text with blue T
- b. Black text with blue T
- c. All blue text
- d. All black text

The blue colour used in the STEP logo is PMS Reflex Blue (equivalent to HKS 42). Any colour of the background can be used.

6.7 The logo shall not be used in connection with any state or national symbol of any country.

6.8 The STEP logo shall not be animated in any way.

Comments:

The aim is to create a logo that is:

(1) Simple:

The logo needs to be distinctive and easily recognisable. In marketing, the most successful logos are often the easiest and simplest ones (e.g. the Nike Swoosh or the Golden Arches of McDonalds) as they stand out and can be easily identified by the casual eye. Thus, we started off by looking at STEP and designing an image which represented the word STEP itself rather than incorporating images or designs which could be complicated, mistaken for other products (e.g. travel societies) and/or not as eye-catching. Put simply we felt the word *itself* could be a suitable logo and the best way to represent the STEP brand.

(2) Versatile:

An added benefit of a simplistic design is that it is easy for people to copy and use for promotion, whether it is marketing proposals, posters or t-shirts. Rather than a complex feature, for example a foot or globe, this design can be easily copied and applied with minimum difficulty and expense.

(3) Meaningful:

The central 'T' is larger than the other letters for a number of reasons. It represents the trainees, going abroad and learning about other cultures and legal systems in Europe. It represents the trust that each sponsor and trainee places in us to provide the opportunity and service they have come to expect from ELSA. Finally, it represents the training that they will receive from us and our partners.

The colour of the 'T' is ELSA blue (PMS Reflex Blue), to match the ELSA logo and provide consistency within the branding of all things ELSA related.

Thus at this stage the proposal looked like this:



It is proposed that the colour of the logo can be changed exactly the same way as the ELSA logo (thus adhering to the branding principles). Thus, the other letters can be white or black depending on the background. This means that we get a professional and consistent image that provides the marketers with some flexibility, where needed, without significantly altering the STEP brand. Only by having a simple and versatile logo is this adaptability possible.

White text with blue T



All blue text



Black text with blue T



The Motto:

Whilst these images alone can be used to market to firms there are concerns that marketing to students requires something extra that would appeal more to students rather than to firms. Thus it is proposed that the motto '*Step Up and Stand Out*' is incorporated into the logo. The reason this was chosen is that this is essentially what the trainees are doing when they go on STEP! Furthermore, these two words match the sounds of the logo and flow easily for the reader when they look at it.

Thus the images laid out below would be used to promote the programme to students as it adds a little more depth than the more professional looking but slightly less 'catchy' logos outlined above. Essentially there would be two logos, one for marketing to firms, and the other for student hunting with the additional motto. This flexibility would allow ELSA to market our image according to our audience and hopefully be more successful than by having one single design.

White text with blue T



All Blue text



Black text with blue T



STEP logo proposal by ELSA Turkey and ELSA Russia

ELSA Turkey, seconded by ELSA Russia, proposes to the Council the following:

The following article shall be inserted under the Marketing Policies, heading Uniformity with the subtitle STEP LOGO as the article 6.

6. Step Logo**1) Design**

The logo is entire and cannot be separated. The original "S" can not be changed with another character. The "T-E-P" letters must be used in capital letters, the design is centred.

2) Subtitle

The "Student Trainee Exchange Programme" and the "T-E-P" must be written in Verdana 12 font and in 30 pixels. There is a 45 degree shadow with 3 pixels wide and 3 pixel landslide.

**3) COLOURS**

The STEP logo can be used in three different colours:

- a- Blue
- b- White
- c- Black

a- Blue

The logo consists of original "S" and "TEP" letters. The subtitle "Student Trainee Exchange Programme" is written in Verdana 12 and 30 pixel font.

The used blue colours;

RGB value is R= 0 G=64 B=128

Web value is '004080'

CMYK value is C=100 M=81 Y=24 K=11

**b- White**

The logo consists of original “S” and “TEP” letters. The subtitle “Student Trainee Exchange Programme” is written in Verdana 12 and 30 pixel font.

The used white colour is pure white.

RGB value is R= 0 G=0 B=0

Web value is 'FFFFFF'

CMYK value is C=0 M=0 Y=0 K=0

**3) Black**

The logo consists of original “S” and “TEP” letters. The subtitle “Student Trainee Exchange Programme” is written in Verdana 12 and 30 pixel font.

The used white colour is pure black.

RGB value is R= 0 G=0 B=0

Web value is '000000'

CMYK value is C=75 M=68 Y=67 K=90



PROPORTIONS

The correct proportions are as shown on the diagram below:



Design of original "S"

Length: 142
Height: 272

Subtitle

Length: 1156
Height: 345

Comments:

STEP despite being one of the key areas of ELSA which attracts many law students, recently has lost the impact among the law students and the ELSA members. Therefore a strong marketing has become a must in order to gain its importance. One solution occurred as the

strong marketing and creating a separate STEP logo for making the image of STEP remarkable has been offered as the tool at the Bucharest International Council Meeting. Having followed the discussion in the STEP Logo working group, ELSA Turkey, seconded by ELSA Russia, proposes the above.

INPUT PAPERS**INTERNATIONAL BOARD****Student-hunting situation in the National Groups**

The student-hunting situation in National Groups on 15.02.2005

	ITMS	AFM	A	B	WFA	WTA>2W	Total
ELSA Austria	32	26	4	4	6	5	38
ELSA Belgium	1	1	0	0	0	0	1
ELSA Bosnia & Herzegovina	0	0	0	0	0	0	0
ELSA Bulgaria	0	0	0	0	3	3	3
ELSA Croatia	1	1	0	0	0	0	1
ELSA Czech Republic	25	15	5	5	6	5	31
ELSA Denmark	2	2	0	0	0	0	2
ELSA Estonia	3	3	0	0	0	0	3
ELSA Finland	24	22	0	2	5	4	29
ELSA France	7	5	0	2	1	1	8
ELSA Georgia	0	0	0	0	0	0	0
ELSA Germany	66	56	3	7	6	3	72
ELSA Greece	5	3	0	2	0	0	5
ELSA Hungary	10	9	0	1	1	0	11
ELSA Iceland	1	1	0	0	0	0	1
ELSA Ireland	0	0	0	0	0	0	0
ELSA Italy	84	81	3	0	10	6	94
ELSA Kazakhstan	0	0	0	0	0	0	0
ELSA Latvia	0	0	0	0	0	0	0
ELSA Lithuania	7	7	0	0	0	0	7
ELSA Malta	1	1	0	0	0	0	1
ELSA the Netherlands	1	1	0	0	3	1	4
ELSA Norway	71	64	0	7	2	0	73
ELSA Poland	18	17	0	1	7	5	25
ELSA Portugal	1	0	0	1	0	0	1
ELSA Rep. of Macedonia	14	13	0	1	0	0	14
ELSA Romania	8	8	0	0	0	0	8
ELSA Russia	22	21	1	0	4	3	26
ELSA Serbia & Montenegro	1	1	0	0	0	0	1
ELSA Slovak Republic	6	6	0	0	0	0	6
ELSA Slovenia	0	0	0	0	1	1	1
ELSA Spain	9	9	0	0	4	2	13
ELSA Sweden	14	13	0	1	2	2	16
ELSA Switzerland	14	13	1	0	5	3	19
ELSA Turkey	7	5	1	1	3	2	10
ELSA Ukraine	0	0	0	0	0	0	0
ELSA United Kingdom	6	6	0	0	14	14	20
Total	451	399	18	35	83	60	535

ITMS – In the matching system

AFM – Available for matching

A – Applied

B – Blocked

WFA – Waiting for approval

WTA>2W – Waiting the approval for more that 2 weeks

Out of 37 countries:

- 8 are totally inactive regarding student-hunting (the ones marked with red and orange)
- 8 are “sort of active” – 1 or 2 available applicants (the ones marked with grey)...

which leaves us with a STEP Network of 21 countries.

As regarding applications:

There are a total of 535 applications submitted, out of which just 451 are available in the matching system. 60 have been waiting for more that 2 weeks to be accepted in ELSA ONLINE.

International Focus Programme

I. General aspects

The International Focus Programme (IFP) was introduced and approved at the International Council Meeting in Malta in October 1994.

The IFP was created with the purpose of giving a global dimension to the work of ELSA. The aim of the implementation of the IFP was that ELSA would consolidate its work and produce concrete results of a high standard.

Aims:

- To focus on one theme, considered a “hot legal topic” in Europe and the world at the moment.
- use the ELSA Network to create awareness amongst today’s law students and lawyers
- involve ALL ELSA groups in the same activity
- create a forum to discuss a current theme
- provide a common goal for the entire Network over a fixed term

The IFP is meant to be implemented in all key areas. An IFP topic lasts for 2 years and 9 months and includes the organisation of a series of Local, National and International Events, such as Seminars, Conferences, Legal Research Groups, Moot Court Competitions, Publications and Traineeships. During the final year of a given IFP topic, ELSA organises an international IFP Final Conference based on the work of the previous years. The IFP concludes with the publication of the IFP Book.

II. History of IFP topics

1. 1995-1997 – “A Just World: A new role for lawyers, law in development and legal education”.

Number of events organised: approximately 60 International and National events

Publication: *“A Just World: Legal education, law in development and the new role for lawyers”*.

The theme facilitated ELSA’s involvement with UNESCO in promoting legal education. ELSA organised two important conferences on legal education, one in Oxford and one in Bologna.

2. 1997-1999 – “The Law of Peace in the Year 2000: the Effective Enforcement and Current Violations of International Law. Reform of International Organisations”

Number of events organised: around 50 International and National events.

Publication: *“International Law in the New Millennium”*

It facilitated ELSA's involvement in the Hague Appeal for Peace in 1999 - a civil society movement that organised several events to celebrate the centennial of the First International Hague Peace Conference.

ELSA organised the Final IFP Conference "*The Power of Peace*", in The Hague, under the patronage of UNESCO and within The Hague Appeal for Peace. The Conference coincided with the 100th anniversary of the First International Hague Peace Conference that brought together more than 8000 participants from around the world, of whom more than 100 were law students from 20 countries.

3. 2000-2002 - "Information Society: the Legal Challenge: the application of new technologies, protection and the legislative response"

Number of events organised: around 50 Local, National and International events took place.

No publication finalised and the Final IFP Conference was organised in April 2002 in Munich, Germany. This project gathered around 100 law students from whole Europe.

III. Current situation

Current theme: "Trade Law - a way for sustainable development" (2003 - 2005)

The number of events organised for this topic is very low and estimated at around 20 events in total.

There will be no Final IFP Conference, as no host was elected, and consequently no concluding book will be published.

With few exceptions, the International Focus Programme has unfortunately not been functioning during the past years. There is a very low number of events organised on the current topic - "Trade Law - a way for a sustainable development", and also there has been a low interest from the members of ELSA in implementing this Programme during the past couple years.

The International Board finds this situation unsatisfactory. At the time being, the number of events within the Network is rather low, and we see it as more important to focus on improving the current situation, than to force a programme. Notwithstanding, we recognize the IFP as an idea - but would rather see the Network improving with quality and number of events as such, before continuing focus on any common programme. Consequently, the International Board sees no reason in continuing to invest energy and time in a Programme that does not work. We therefore find it essential to remove the programme from the Decision Book, in order to prevent any further breach.

Transition

What are the goals of transition?

- Passing on knowledge;
- Continuity in the development of ELSA;
- Positive results for the entire Network;
- Ensuring a professional image of ELSA;
- Providing new Board Members with confidence;
- Preparing a well functioning new Board from day 1;
- Ensuring continuity in the external relations;
- Preparing the planning for the term in office of the new Board;
- Motivating new Board members.

What are the effects of failure in transition?

- The new Board is disappointed and therefore not motivated to give their best during their term in office;
- The new Board does not have the necessary knowledge so they may encounter problems which might have been prevented by proper transition;
- The Board did not write their own plan and they are not motivated to reach the goals set by others.

What knowledge should be passed on during transition?

- General knowledge regarding the Association;
- Statutes and Standing Orders and Decision Book (International, National and, if necessary, Local);
- ELSA ONLINE training - necessary for all Board members;
- Specific knowledge on each area;
- Specifics on ELSA at International level – the procedure of an ICM, mailing lists etc;
- Evaluation of the old Board's work – including mistakes made during their term.

How should the knowledge be passed on?

- Discuss in a Board meeting what knowledge to pass on;
- Prepare transition handbooks with specific information for each area;
- Prepare materials on general knowledge and practicalities;
- Plan a certain period during which transition shall take place;
- Trainings on soft skills such as communication and crisis management should be incorporated into transition;
- Trainings can be provided by the old Board members, or external trainers such as the International Trainers' Pool;
- Remember that the new Board should leave transition with a lot of new knowledge, feeling motivated for their upcoming term in office!

The transition will be planned by the Secretary General together with the President. However, it is the responsibility of ALL BOARD MEMBERS to carefully prepare and hand over the necessary knowledge and information in order for their successor to keep doing a great job in their area!

NATIONAL GROUPS**ELSA UK Input Paper on the Process for Students' Cycle****Input Paper on the Process for Students Cycle****The Concept**

Currently training for STEP students is focused primarily on preparation and integration. There is no policy or structure in place for when the students return back to their home country. As a result of this ELSA is losing perhaps its greatest ambassadors – the returning STEP trainees.

The concept behind the proposed STEP cycle is that it will provide a coherent well-rounded structure, which we can implement across the network. This will ensure that the network provides training and development of the same standard across its member countries, thereby providing quality and well-planned training for our students and corporate partners.

So what is the STEP cycle?

The STEP cycle consists of three key elements:

1. Preparation

The member's outgoing local group will conduct preparation for the traineeship. This will consist of cultural, professional and personal development, ELSA knowledge and world affairs issues, as well as more direct preparation for the country which the trainee will be going to. It is proposed that trainees from other countries in the local groups, and returned trainees are closely involved in this preparation.

2. Reception & Integration

Reception is essential as good reception ensures that the trainee gains not only a great degree of practical experience but also learns to understand a new culture and its people from the experience. Thus for reception to be successful it needs active involvement and interaction with the ELSA members in the host community through different types of activities focused around learning. It is our network of active members on the ground that enables STEP to become an intense learning and personal experience and not simply a job away from home. It is suggested that trainees in the host country also take part in helping to prepare students who are going abroad and work closely with returning trainees so that they can help in both preparation and re-integration as well.

3. Re-Integration

Re-integration is often overlooked and is absolutely crucial. Currently trainees who have returned do not play a role in training students going abroad, when these individuals are very much our own 'STEP cultural ambassadors' as they have been on STEP. As they have been on the programme and experienced STEP first-hand they have the knowledge and understanding of the programme. Thus they are the most appropriate individuals to train the trainees who are about to go on exchange.

On a more practical note when students return home from a traineeship they need to be able to tell people about what they have seen and done. By doing so they will realise

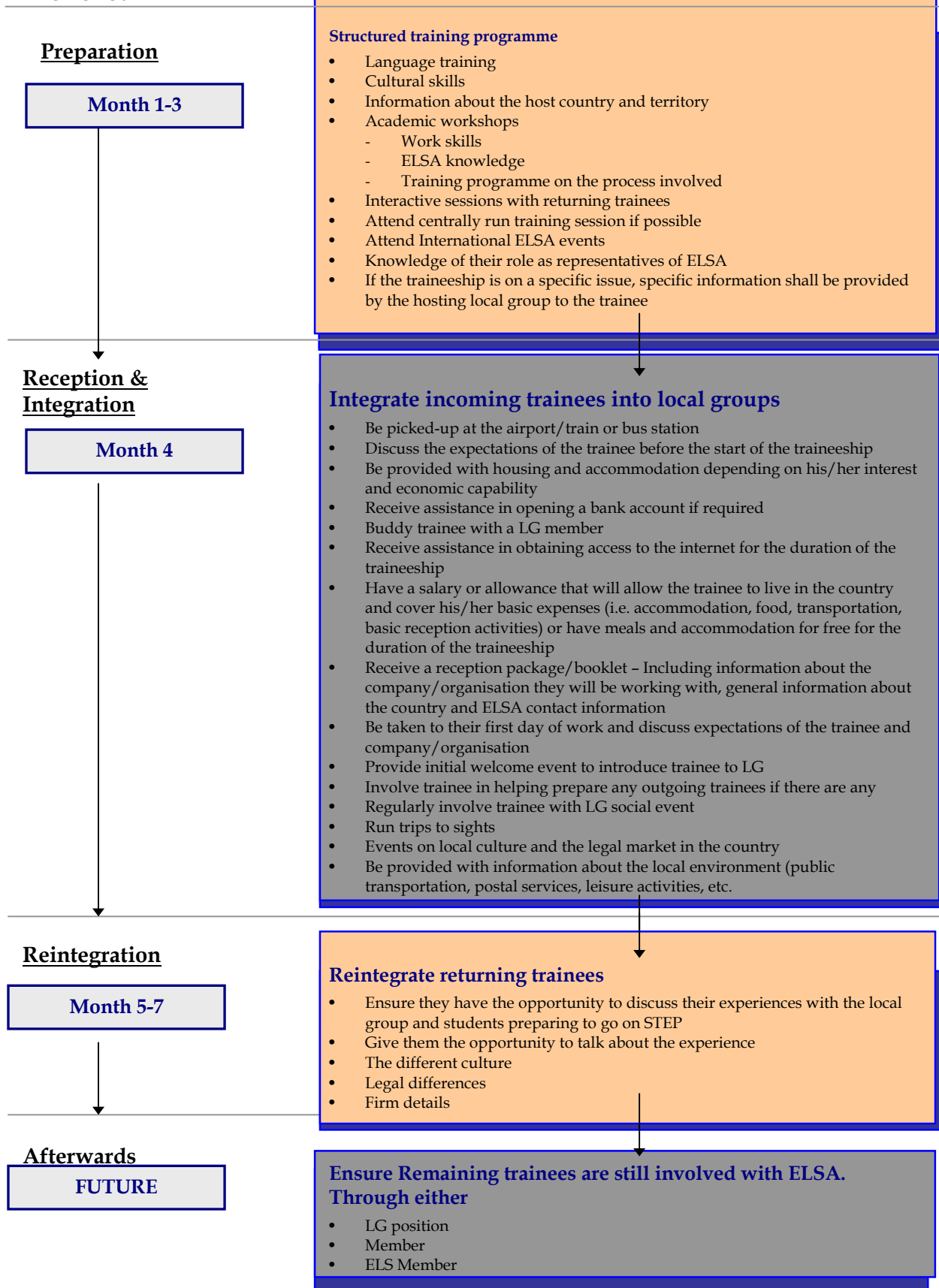
what they have gained out of STEP. Without this opportunity to express what they have learnt they may become distressed and unhappy which could ultimately make the experience a failure. Thus the re-integration step of our exchange process is an important one for ELSA as the trainees will have the opportunity to share their experience and assist in preparing future trainees before they go abroad. This involves the ongoing process of maximising the impact of the trainees' exchange, allowing others to learn from their experiences, and dealing with the reverse culture shock that you may face.

Conclusion

By developing a well-rounded and integrated learning system across the network we will ensure that the level and standard of the training is the same across the network. It will also greatly improve the quality of our exchange system and improve efficiency, as every local group will understand their role much more clearly as a part of the STEP system.

On a more practical level we believe that this will ensure that the traineeships people go on will be remembered not just as a work experience but as a great life-changing experience for the trainees. It is crucial that trainees be given the opportunity to express what they gained out of STEP.

By integrating the system so that there are clearly three distinct areas of training/development we believe that ELSA will run its training programme much more effectively and in doing so improve the quality of our traineeships.

STEP MANAGEMENT & DELIVERY**Time Period**

ELSA UK Input Paper on STEP Review Board**Input Paper on the Review Board for Outgoing Students****The Concept**

The review board is set up to assess the quality of students applying for traineeships for the Students' Trainee Exchange Programme ('STEP'). The trainees ELSA sends to work overseas are essentially representatives of ELSA, their university and their country. It is therefore important that we assess these people to make sure they are able to fulfil their role as informal ELSA ambassadors and comply with the vision, purpose and values of our organisation.

The concept behind the review board is that it will provide a more professional approach in managing the STEP system. The review board ensures that the ELSA groups provide trainees who satisfy quality standards, basic qualifications and a cultural understanding. By ensuring all our candidates go through the same selection procedure we will ensure there is continuity across the network. This will appeal greatly to firms interested in taking students.

So what do the students and partners gain from the process?**The Students:**

- The students will see first hand that we are a professional organisation running a programme that is well managed, properly conducted to select the right students for exchange. In the long term this will increase student involvement, as our programme will be viewed as trustworthy, professional and consistent. Students selected will also realise they have committed themselves to go on exchange, thereby reducing the problems we have had with students backing out of traineeships.

The Firms:

- Our partners gain from knowing that the students available through STEP will have been properly selected and trained for the role to ensure they are of a suitable standard. We will appear more professional and worthy of their patronage. Rather than needing to 'sell' STEP to firms, we can get them involved in the programme first hand so that they understand what we are doing and how we go about selecting students. In the long-term this should dramatically increase the number of traineeships in the network.

So what is the Review Board?

Rather than an interview with an ELSA member we propose that a review board be used. The advantage of a panel is that it allows each candidate to be assessed from more than one person's perspective, thereby increasing the likelihood of picking the right candidates. Furthermore, by involving our partners at both the university and corporate level, we will engage them more in the programme and in ELSA in general, thereby educating them and ensuring they understand ELSA and what we are trying to do.

The selection panel consists of **three** members:

1. A representative of the corporate sector:

This could be a representative from a partner law firm of either the local group or, if possible, someone taking a STEP trainee in the future. Being involved in selecting STEP candidates will allow the firm to see first-hand that ELSA attracts quality candidates for

the programme and the benefits involved in taking part in STEP. Essentially this will increase awareness of STEP and educate our partners at the same time. Finally, the corporate representative will be able to provide input and advice directly relevant to the kind of work the student being interviewed will be involved in.

2. A representative of the academic sector:

Universities have a key role to play supporting local groups, so getting them involved in selecting candidates is crucial. They will see first-hand that we are providing opportunities for students in their universities to work abroad and will have a say in helping ensure the opportunities are given to people who can have the greatest impact. As a student organisation involving our academics in selecting candidates provides a valuable way in which to get them interested in STEP and in ELSA in general.

3. A representative of ELSA:

The ELSA representative manages the review board and ensures the candidate is questioned properly and thoroughly. They provide knowledge of STEP, and chair the panel in the interview with the candidate.

The selection panel will be facilitated by an ELSA member who will act as a liaison aiding in welcoming candidates and preparing them for the interview.

So how does the panel work?

The interview is designed to give each candidate an opportunity to discuss their feelings, aspirations and the reasons why they want to be involved in STEP. It is not designed to be a test nor a painful experience for the candidate, but is rather an opportunity for them to discuss things in further detail. The review board is simply ensuring that the candidate is suitable and will not damage our reputation if they go on a STEP placement.

Each candidate will undergo **fifteen** minutes of questioning covering a range of topics from ELSA knowledge through to their education and motivation. These areas are intended to ensure they are well-rounded and suitable candidates.

Post Interview

Ten minutes will be allocated to the evaluation and discussion of that candidate by the review board. The corporate board member will primarily focus on the suitability of the candidate to work in a legal placement. The role of the academic on the review board is to evaluate whether the candidate's academic standing and courses needed for the exchange are valid. Finally, the ELSA board member will provide his or her opinion on their suitability for STEP from an ELSA perspective and ensure the discussion flows smoothly. The candidate should also be assessed in terms of general capabilities and overall performance during the interview.

Conclusion

It is likely that the vast majority of students who sit with the review board will pass without any difficulty. The review board is not designed to whittle candidates down, but rather is a way to ensure that the candidates are of a suitable standard for the programme. It is also designed as a way to ensure that we appear more professional in our approach and work more closely with our partners at university and corporate levels. By doing so they will truly become partners in what we do.

ELSA REVIEW BOARD APPLICATION REVIEW

Applicant's Name:

University:

Applicants reason for going on exchange

- | | |
|--|--------------------------|
| ❖ Further Career | <input type="checkbox"/> |
| ❖ Experience a new culture | <input type="checkbox"/> |
| ❖ Develop self personally and professionally | <input type="checkbox"/> |
| ❖ To see family/friends/significant others* | <input type="checkbox"/> |
| ❖ Go on a holiday | <input type="checkbox"/> |

Comments:

ACADEMIC

- | | |
|--|--------------------------|
| ❖ University course completed? | <input type="checkbox"/> |
| ❖ If not, how many years till it is completed? (please circle one) | |
| ○ 1 year | |
| ○ 2 years | |
| ○ 3 years | |
| ○ 4 years | |
| ❖ Was the university degree completed less than 3 years ago? | <input type="checkbox"/> |
| ❖ Post-Graduate studies undertaken? | <input type="checkbox"/> |

Comments:

PERSONAL AND PROFESSIONAL**INVALID
VALID**

- | | |
|---|--------------------------|
| ❖ Reliable References, relevant to the trainee's field of expertise or traineeship criteria | <input type="checkbox"/> |
| ❖ Field of experience preferences relevant to applicant's own capabilities | <input type="checkbox"/> |

Comments:

CULTURAL	YES	NO
❖ Open minded about new experiences	<input type="checkbox"/>	<input type="checkbox"/>
❖ Country preference broad and flexible	<input type="checkbox"/>	<input type="checkbox"/>
❖ Accepting that not all preferences can be fulfilled, and is happy to go to any country	<input type="checkbox"/>	<input type="checkbox"/>
❖ Willing and confident to leave his/her comfort zone and take on the challenges of living in another country	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

ELSA	YES	NO
❖ Enthusiastic and knowledgeable about ELSA	<input type="checkbox"/>	<input type="checkbox"/>
❖ Understanding of ELSA	<input type="checkbox"/>	<input type="checkbox"/>
❖ Start/end dates preferences realistic to STEP	<input type="checkbox"/>	<input type="checkbox"/>
❖ Willing to assist in the promotion of ELSA, and the development of future trainees/applicants once traineeship is over.	<input type="checkbox"/>	<input type="checkbox"/>
❖ Understands ELSA's payment procedures (if there are any)	<input type="checkbox"/>	<input type="checkbox"/>
❖ Willingness to undergo ELSA selection process	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

Additional questions resulting from application:

International Presidents' Meeting Input Paper on the EDF Reporting System

Input Paper by the countries present at the International Presidents' Meeting regarding the proposal on the EDF Reporting System.

At the IPM in Rovaniemi, ELSA Finland and ELSA Norway made a proposal regarding the ELSA Development Fund (EDF) reporting system. The problem with reporting to the EDF is that countries do not report. This leads to no overview of the EDF and the International Board (IB) does not invoice countries, which do not report. Consequently, the cash flow into the EDF is not sustainable and is not in accordance with the aim of the EDF.

What follows is that the EDF is in danger of no longer providing the ELSA network with training, which is a significant part of the continuance of the quality in ELSA.

As a result of the discussions on the proposal, the participants at the IPM in Rovaniemi agreed on the following:

- The National Groups shall inform the International Board by the 25th of January about their general sponsors and the amount they got from them for the previous calendar year.
- The International Board *shall* invoice the National Group based on the previous report ELSA International has, if the National Group does not report to the International Board by the 25th of January.
- The oldest report which the International Board can refer to when invoicing a country on previous reports, shall be the report regarding the calendar year of 2004.
- For the countries, from which there is no previous report, three kinds of sanctions were discussed during the workshop:

1. The sanction should be no access to the EDF.

PROs:

- The sanction will be in direct relation to the obligation.

CONs:

- People will only report when they need access to the EDF, which will lead to the fact that potential money for the EDF will be lost.

2. The sanction should be a penalty of a fixed amount of money.

PROs:

- The pressure will be clearer and the countries will still be able to use the EDF.
- There will be more pressure put on the countries in need of access to the EDF.

CONs:

- Some countries will have more debts towards ELSA International.

- Defining a penalty of a fixed amount of money, which is in direct relation to the obligation and is an equal sanction for every country, will be difficult.
3. The sanction should be a penalty of a fixed amount of money and no access to the EDF.

PROs:

- The sanction would be stronger and clearer with more pressure on the countries.

CONs:

- The sanction would be too strong on the countries.

ANNEXES

INTERIM ACCOUNTS ELSA INTERNATIONAL 2004/2005

Profit and Loss ELSA International 31.01.05

	31.01.2005	Budget	Difference
General Income			
Externals	39 000,00	54 000,00	15 000,00
Membership Fee and Administrative Fee	18 145,20	18 100,00	-45,20
ELSA ONLINE Fee	10 000,00	10 000,00	0,00
Income from Area (Saldo Area)	7 611,74	14 500,00	6 888,26
Miscellaneous	0,00	2 000,00	2 000,00
General Income total	74 756,94	98 600,00	23 843,06
Overheads			
ELSA ONLINE Administration Allowance	9 657,33	15 000,00	5 342,67
Representation	4 200,00	8 400,00	4 200,00
Directors	261,55	500,00	238,45
International Trainers Pool	1 844,33	5 000,00	3 155,67
Auditing	0,00	2 000,00	2 000,00
Council Meeting	707,00	1 500,00	793,00
International Presidents Meeting	4 653,57	5 000,00	346,43
Travels	0,00	1 000,00	1 000,00
The ELSA House	2 624,03	8 000,00	5 375,97
Heating, Electricity, Water, Repairs	12 021,00	24 000,00	11 979,00
Office Equipment (incl. Depreciation)	3 473,71	6 300,00	2 826,29
Communication	629,26	2 600,00	1 970,74
Copying	5 932,41	10 000,00	4 067,59
Accounting	87,90	660,00	572,10
Bank Charges	0,00	0,00	0,00
Posters, Flyers	197,08	800,00	602,92
The ELSA Development Fund	1763,00	1 000,00	-763,00
Del Credere	0,00	3 240,00	3 240,00
Miscellaneous	0,00	2 800,00	2 800,00
Realised exchange loss	11,00	800,00	789,00
Expenditures total	118,19	0,00	-118,19
Net profit/Net Loss	48181,36	98,600	50 418,64
	26575,58	0,00	26575,58

Area Income

Synergy	20 900,00	35 000,00	14100,00
ELSA GLSE	0,00	1 000,00	1000,00
ELSA SPEL	0,00	1 000,00	1000,00
EMC ²	0,00	79 000,00	79000,00
STEP Application Fee	0,00	2 000,00	2000,00
Area Income total	20 900,00	118 000,00	97100,00

Area Expenditure

Synergy	13 288,26	22 500,00	9211,74
ELSA GLSE	0,00	1 000,00	1000,00
ELSA SPEL	0,00	1 000,00	1000,00
EMC ²	0,00	79 000,00	79000,00
Area Expenditure total	13 288,26	103 500,00	90211,74
 Area SALDO	 7 611,74	 14 500,00	 6 888,26

Balance Sheet ELSA International 31.01.05

ASSETS	Debit	Credit
Fixed Assets:		
- Software	100	
- Office Equipment	1706,35	
Total fixed Assets	1806,35	
Currents Assets:		
Debtors;		
- Debtors Control Account	52153,89	
Deposits and cash;		
- Bank Current Account - EUR	2983,29	
- Bank Current Account - GBP	527,27	
- Bank Current Account - CHF	16,79	
- Bank Current Account - EUR	314,41	
- Bank Current Account - EMCC - CHF	1168,73	
- Bank Account Rent Deposit	12489,03	
- Petty Cash	994,68	
Total Current Assets	70843,34	
Total Assets	72649,69	
Liabilities:		
Creditors;		
- Creditors Control Account		5218,67
Total Liabilities		5218,67
Capital & Reserves:		
Share Capital		
- Ordinary Shares		40630,58
Total Share Capital		40630,58
Unallocated result (Profit and Loss)		26800,44
	72649,69	72649,69

Auditors' Report for the Interim Accounts 2004 – 2005Brussels, 6th of March 2005

We, Stefan Braun and Mark Littooij, Auditors of ELSA International 2004 – 2005 have been auditing all the financial papers presented to us by Pål Jakob Aasen, Treasurer of ELSA International.

1. The Bookkeeping system

The Treasurer of ELSA International 2004 – 2005 has implemented a new, professional bookkeeping system. This system is, in our opinion, a great improvement and has put the bookkeeping on a higher level. Also the job of the Auditors has become a lot easier and more efficient. The problems from the past, where overviews did not always add up because of human mistakes, no longer exist. This means that the Auditors work can now be more focused on the questions whether all transactions have been entered in the system, are booked correctly and whether they represent expenses that are within the aim of the association. Also a more efficient creditors- and debtors control is realised. If this system and the knowledge of operating this system is properly transited to future Treasurers, we are convinced that the job of the Treasurer is made easier and that a better Financial Management is within reach.

By entering the Opening Balance into the system, it appeared that in the Closing Balance 2003 – 2004 a mistake of € 9,74 was made.

2. The transactions during the audited term

After going through every bank statement, claim form, petty cash statement and VISA form, we are convinced that the books were kept properly, we found no mistakes that had to be corrected and only a few receipts of minor amounts of money were missing. This brings us to the opinion that there was no misuse of the money in the sense that there were no excessive amounts spent for doubtful purposes and that no money was spent for personal purchases.

3. The debtors of ELSA International

As everybody can see in the closing balance at the 31st of January 2005, there is an amount of € 52.153,89 that debtors owe to ELSA International. Compared to the budget and balance-value of the association, this is a really high amount. However, this high number is partly due to the fact that shortly before the end of January 2005, invoices were sent out to externals and to the countries for ELSA ONLINE-administration fees. At the time of the auditing, an amount of more than € 20.000,-- has already been paid. This leaves, however, still an amount of around € 30.000,-- open in the debtors account. Half of this amount consists of debts created during the current financial year, the other half, however, was already in the Opening Balance. Our opinion is that it is not feasible to leave all these debts on the Balance Sheet, since a lot of these concern debts of a limited amount of countries, whose debts have only increased over the past years. We strongly urge the International Board to get in contact with the countries concerned and try to find a solution for these only increasing debts.

We believe that it will not be possible to collect all of these debts in the coming year(s), so we think that a provision has to be made to take care of this issue.

Due to the fact that not all debtors are likely to pay their debts, but they represent a considerable amount of the associations balance-value, we think that the financial basis for ELSA International is far from sound: in order to work on a professional level and with a solid financial future, a substantially higher amount of money is required.

4. The profit and loss statement

Comparing the budget with the results from the first half year, it shows that almost all budgeted items are spent for more or less half of the budgeted amount. Only on posters/flyers the budgeted amount is overspent, where some other items are spent for less than 50%. If the next half of the year the International Board keeps this discipline, a result according to the budget is to be expected. The current profit of € 26.575,58 will be spent in the next part of the financial year.

Also, part of the profit is only made on paper so far: the amount of money owed to ELSA International at the end of the audited term is substantially higher than at the beginning of the year. This means that the money has to be collected before it can be spent.

5. The EMCC

During our auditing session, we did not audit the money received and spent on the EMCC. The realised costs and benefits over the audited term regarding the EMCC are very small. Due to the fact that only registration fees by teams participating were received and that it was, at the time of the auditing, not clear which teams had paid their fees, auditing did not seem feasible to us. This unclearness is caused by the fact that some fees were received in the bank account, without a reference to the team that made the payment. The Treasurer of ELSA International will pay attention to this unclearness and all transactions will be audited in the auditing session for the Final Accounts 2004 -2005.

6. Conclusion

We think that Pål Jakob Aasen, Treasurer of ELSA International 2004 - 2005, did a very good job, we have found no irregularities regarding the expenses made and think that the financial management has reached a much higher level in the past six months. Proof of this increased professionalism is that we are able to present this report and the Interim Accounts already as a part of the package, something that has not been possible in past years.

We are convinced that the presented numbers give a correct overview of the financial situation and developments during the first half year 2004 - 2005, on which basis the current and future boards can continue to try and raise the level of financial management in ELSA.

To conclude, we are honored to recommend the Council to approve the Interim Accounts 2004 - 2005.

Sincerely yours,



Stefan Braun
Auditors ELSA International 2004 - 2005



Mark Littooj

UPDATE REPORT ON EMC² 2005

Pre-FOR and Pre-ICM Report on THE ELSA MOOT COURT COMPETITION ON WTO LAW 2004/ 2005

6th March 2005
Vilnius / Brussels

The ELSA Moot Court Competition on WTO law 2004/2005 (hereinafter referred to as “the EMC²”, “the Moot Court” or “the Competition”) endured quite some delays at the official launching stage – publication of the case (otherwise known as “moot court problem”). Planning stage, International Organising Committee (hereinafter referred to as “the IOC”) selection and appointment, task division and distribution, as well as other initial work was completed successfully. The Director’s report submitted for the attention of the Council at the XLVII International Council Meeting bears more details in this respect. Hereby on behalf of the IOC, I would like to present the ELSA Network with an update on the EMC² as of November 2004.

The update is aimed at presenting the ELSA Network with an overview of the work IOC and the International Board of ELSA did prior to the International Council Meeting in Vilnius and the Final Oral Round of the EMC² in Geneva due to take place in April.

PRE-REGISTRATION - NOVEMBER

The Clarifications’ and the Registration deadlines were nearing and the IOC had a lot of work to do with interpretations of the Rules of the EMC². In addition, the Clarifications were being drafted by Prof. Howse to answer the questions posed by potential teams drafting their written submissions.

REGISTRATION - DECEMBER AND JANUARY

The registration process was cumbersome because of Christmas holidays and misunderstandings the teams were having about the selection process. However, at the end 52 teams registered for the Selection Rounds. All financial matters were handled by Treasurer ELSA International Mr Pål Jakob Aasen and most of the correspondence with potential and, later, registered teams, was carried out by Ms Paula Calatan (the IOC responsible for participants). In the meanwhile, Ms Elizabeth Tohme and Mr Emiliano Nasti were helping the Director for Moot Court Competitions ELSA International to interpret the Rules of the EMC² and plan memorial receipt, distribution and scoring procedures. The Judges’ Pool did not expand too much this year though several attempts were made to e-mail various candidates. The Director for Moot Court Competitions sought to improve the communication with the present members of the Advisory Board and Judges’ Pool (AB and JP) by providing regular updates via e-mail.

Throughout the registration proceedings the IOC was receiving e-mails from various academic and governmental institutions asking the next year’s plans to organise non-ELSA National or Regional Rounds. The answers to most of these requests were delayed pending the evaluation of

ongoing Regional Oral (Selection) Rounds. The communication will be resumed and the negotiations will commence in March. It is only normal that the next edition of the Competition is being planned at this stage. However, the Network will have to assess not only the positive sides of the development of the Moot Court but also its path towards financial independence from the General Budget of ELSA International. Therefore the International Board might take the final decisions regarding the future of the Moot Court only after the Vilnius ICM. More information on the ongoing Regional Rounds may be found enclosed with this report.

THE EMC² OUTSIDE EUROPE

Nevertheless, all corners of the world seem to have noticed that ELSA is offering a wonderful, unique opportunity to take a glimpse at the backstage of the WTO Dispute Settlement and familiarise the students with this unique system and legal framework.

The IIBE&L - The Institute for International Business, Economics & Law (University of Adelaide, Australia) is requesting another chance to organise an even better Pacific Regional Round. Its Director Andrew Stoler is promoting the ideals of ELSA all over Asia and Australia.

The Taiwan Government is asking for the right to organise the National Round of the Competition. Here ELSA will have to face a decision, which might politicize this process of Contributing to Legal Education. The IOC hopes that general consensus shall be not to allow governments to interfere with the Competition. The IOC will find an academic institution or an NGO which would organise such round within the Pacific Regional Round.

In Latin America, where currently our sister organisation COLADIC (The Latin American Council of International and Comparative Law) is taking care of the Regional Round, one of the most famous institutes in Brazil is offering to organise a Regional Round next year.

ELSA NATIONAL ROUNDS

Though the Memorandums of Understanding were signed only with the Regional Oral (Selection) Round organisers, the Selection Rounds overall proceeded well. The administrative IOC work related to the ELSA National Rounds was taken over by Ms Aleksandra Lakovic Vice President Academic Activities ELSA International. The IOC improved (from last year) its help rendered to the National Round organisers.

MOOT COURT PROCEDURE ISSUES

The Judges' Handbook, Tips for teams (Oral Rounds and Written Memorials), as well as the Appearance sheets with comments (Timekeeping guidelines) were prepared by the EMC² Academic Advisor for the Pacific Region - Letizia Raschella-Sergi. These, as well as other essential materials (Oral Pleadings' score sheets, the Bench memorandum) were revised by the IOC and forwarded to the organisers of the Regional Rounds and ELSA National Rounds.

It was unfortunate that once again none of the judges from the International Judges' Pool was able to attend Regional or National Rounds. On the day this report is going to be issued some of the ELSA National Rounds would not have taken place yet. So, the IOC is hopeful that ELSA Italy will have the pleasure and the honour of hosting at least one of the renowned AB and JP members. It yet to be determined what could be done next year to improve the situation.

FUNDRAISING AND LOGISTICS

The person in charge of Fundraising for the EMC² is Veronica Anton, President ELSA International.

The EMC² is still not financially independent from the budget of ELSA International. Therefore, the fundraising process has focused this term on attracting major law firms (international, Swiss and American) into the Competition. Unfortunately, this approach has repeatedly failed; the reason for the law firms refusing to join ELSA for the EMC² has been the topic of the event. WTO Law is a field of law involving only conflicts among various states of the world. As such, it does not involve a constant practice and numerous human resources on behalf of the law firms. We also contacted several Bio-Tech companies, but again unsuccessfully. At the end of this edition of the EMC² we will start preparing the fundraising strategy for the next edition of the Moot Court, start the approaches at a very early stage, in order to ease and speed the fundraising process for the edition 2005/2006 of the EMC².

We have also contacted the Law Faculty from the University of Geneva and they are offering the necessary rooms for the pleadings during the Preliminary Rounds of the FOR. Also, we now have a co-operation with the World Trade Institute, which is contributing financially to the Competition and is also offering free participation of the winning team at the Summer Course of the WTI.

Concerning the logistics, Mr Pål Jakob Aasen, Treasurer of ELSA International is in charge. A number of 68 rooms have been booked on behalf of ELSA International at two hotels in Geneva – Royal Manotel and Auteuil Manotel. Also, now, we are at the stage at which we are settling all the details for the meals, transportation etc. during the event.

MARKETING

E-Newsletters are being regularly prepared and sent out by the IOC by Ms Nikoleta Chalanouli (the IOC member responsible for Marketing) and Ms Maria Litzell, Vice President Marketing ELSA International. The databases of subscribers is expanding day by day, as more and more people turn to ELSA International to express their interest in receiving further information on the developments of the Competition.

Besides the EMC² part of the Website of ELSA International, News Items are constantly updated to reflect the dynamics of the Competition.

Furthermore, the second round of Marketing Materials has been prepared in co-operation with Thomson, the Corporate Partner of ELSA International. The materials (brochures and posters) will be distributed during mid-March. Certificates for Judges and Winners are also being prepared, to be finalised for the Final Oral Round.

The Sponsors' Fair of the Final Oral Round has been promoted towards Law Firms and Universities with a specific interest in International Trade Law, through submitting the Sponsors' Fair Media Card.

THE CONFERENCE

The topic of the conference will be Genetically Modified Organisms (GMO) from a legal and ethical point of view covering such areas as consumer protection, trade of GMO and regulations on GMO. The conference will be held on the 29th of April at 14.00-18.00, additional information about the venue will be provided later on by the IB. There will be three speakers at the conference presenting different legal aspects of the topic. The speakers will be Mr. Serge Pannatier, Dr. Roberto Rios Herran and Mr. Hans-Jakob Niklaus. The registration deadline for the conference is on the 10th of April. As for the marketing of the conference, the conference has already been marketed at several occasions in relation to the marketing of the whole competition. The conference is also to be found on the [www.elsa.org](https://www.elsa.org/events/EventDetail.asp?eventid=219) website in the events section, <https://www.elsa.org/events/EventDetail.asp?eventid=219> where you will find all additional information about the conference.

THE PRELIMINARY PROGRAMME OF THE FINAL ORAL ROUND OF THE EMC² 2005

26th of April 2005 (Tuesday)

Arrival of Participants, registration, check in (Hotel Royal Manotel)

27th of April 2005 (Wednesday)

10:00 – 18:00	Preliminary Rounds with interruption for Lunch (University of Geneva)
19:00 – 21:00	Dinner at the International Relations Institute (HEI)

28th of April 2005 (Thursday)

10:00 – 18:00	Preliminary Rounds with interruption for Lunch (University of Geneva)
19:00 – 21:00	Dinner at the International Relations Institute (HEI)

29th of April 2005 (Friday)

10:00 – 13:00	Free time/ Sightseeing in Geneva
14:00 – 18:00	Conference: GMO (Venue - TBA)
18:00 – 20:00	Refreshments and Sponsors' Fair
20:00 – 22:00	Dinner at the International Relations Institute (HEI)

30th of April 2005 (Saturday)

10:00 – 13:00	Semi-Finals at the WTO (Rooms A and C)
13:00 – 15:00	Lunch and Announcement of the Finalists
15:00 – 18:00	Grand Final of the EMC ² 2005 at the WTO (Room W)
19:00 – 20:00	Awards Ceremony and Cocktail (Venue - TBA)
18:00 – 20:00	Dinner at the Edelweiss restaurant
22:00	After-party

1st of May 2005 (Sunday)

Departure of the Participants

(EMC²) PACIFIC REGIONAL ROUND
16TH – 19TH FEBRUARY 2005

Further to our exchange of emails regarding a number of issues relating to the Pacific Regional Round, this letter firstly serves to, pursuant to Article 6.1 of the Rule for the EMC², clarify certain concerns and secondly brief you as to the state-of-play of the competition.

1) *Number of Registered Teams*

As discussed, we have four (4) Registered Teams for the Pacific Regional Round due to the lateness of the release of the 2004-2005 Case. We note that Article 5.1 of Appendix B states that:

- “No less than 6 teams shall participate in the particular non-ELSA Regional Round.”

The IOC confirmed that Article 5.1 of Appendix B of the Rules serves to select an organiser for the non-ELSA Regional Round (Regional Round Organiser or RRO). The IOC held it as one of guarantees for quality of any non-ELSA Regional Round. However, it noted that a particular Memorandum of Understanding between the IOC and the RRO essentially bears the terms and conditions of the cooperation under the realms of the EMC². Conclusively, it was up to the negotiations between ELSA International (represented by the IOC) and RRO to determine whether the statement “No less than 6 teams shall participate in the particular non-ELSA Regional Round.” would, in each individual case, constitute an obligation on behalf of the RRO or shall be treated as mere criteria for selection of the Regional Round Organiser.

It was further noted that the IOC maintains discretion to both interpret the Rules and grant waivers to the obligations of the RRO. The IOC considered that the said Article *had relevance* to the issue in question. However, it gladly granted the waiver to the RRO's obligation to ensure 6 teams per Regional Round. The IOC, upon consultations with ELSA International, had taken such decision right after the completion of the registration procedures and gladly confirmed said decision. ELSA International and the IOC kindly had asked the RRO to proceed with the Pacific Regional Round with 4 (four) teams.

2) *Oral Round and Draw for Pacific Regional Round*

Due to the fact that the Pacific Regional Round had only four registered teams and bearing in mind that such decision intended to serve the quality of the Pacific Regional Round, the IOC granted permission to set aside Article 4.4.1 of the Rules and increase the number of Preliminary Round oral pleading sessions for all competing teams 1 (one). In addition, the IOC granted permission to implement the draw for the Pacific Regional Round which was indicated in the Item 2 of the Official Communication # 1 (1st February 2005).

The IOC further granted (i) the dispensation of an Article 4.4 Elimination Round and (ii) permission to progress directly to the Final Round (Article 4.4.4.4) with the two highest ranked Preliminary Round teams as per Article 4.4.2 and 4.4.3.

3) *Taiwan Team*

the Pacific RRO acknowledged that Article 5.7 and 5.6 of Appendix B in-conjunction with Article 1.1.2 and 1.2.1.1 (Para. 7) of the Rule for the EMC² provide that a Memorandum of Understanding exists between the IOC and the non-ELSA Regional Round organisers.

Therefore, pursuant to Article 2.2 of the MOU between the IOC and IIBE&L accepted the referral of the Taiwanese team into the Pacific Regional Round competition.

4) ***Pacific Regional Round Programme***

For IOC's information a copy of the Pacific Regional Round Programme has been sent in. The RRO had also included a list detailing Venue Information and General Tourist Information for the Teams and Judges.

Of particular note was that the competition was going to be held at the National Wine Centre, which is now part of the University of Adelaide Campus. Given that South Australia's largest trade export item is wine, it is only appropriate that the Preliminary Round of the competition was held at this venue.

5) ***WTO Lecture Series***

The RRO attempted to follow ELSA's practice and included an academic component to the competition. Mr Peter Pedersen from the WTO Secretariat presented current state-of-play on the Doha Round negotiations. In addition, he was happy to discuss WTO career pathways with the students.

6) ***Judges and Sponsors***

The Pacific Regional Round Judges' List was attached for IOC's attention. It included a bio on some participants. Mr David Morgan (on leave from Australian Department of Foreign Affairs and Trade and a 2004 WTO oral Judge Alumnus) and Mr Gavin Goh (former Legal Advisor with the Australian Department of Foreign Affairs and Trade) agreed to be on RRO Memorial Judges' Pool. Mr Morgan also judged the Preliminary Rounds and a Final Round.

For ELSA's information, Minter Ellison, the Major Sponsor of the RRO, is not only providing three exceptional international trade law judges with extensive WTO experience, but they also paid for their own airfares, accommodation, transport and meals. In addition they had provided the funds for all seven trophies (Winner/Runner-up/Best Oralist Final/Best Oralist Preliminary Round/Best Complainant Memorial/Best Respondent Memorial/Best Overall Memorials).

The Australian Department of Foreign Affairs and Trade (DFAT) was the Minor Sponsor and had provided the RRO with one trade lawyer from their WTO Trade Law Branch to judge the oral competition. DFAT also paid for their staff members airfares, accommodation, transport and meals.

7) ***IIBE&L's Address***

The Institute for International Business Economics and Law moved offices on the 4 February 2005, although their phone, fax and web details remain unchanged. Their new office is located adjacent to the National Wine Centre in the University:

Institute for International Business Economics and Law - the University of Adelaide
Level 1, Yarrabee House
Corner North Terrace & Hackney Road
Adelaide SA 5005
Ph: 61 8 8303 6944; Fax: 61 8 8303 6948
<http://www.iibel.adelaide.edu.au>

(EMC²) LATIN AMERICAN REGIONAL ROUND
21st and 22nd FEBRUARY 2005

The present e-mail is to provide you with a status report of the organization of the LRR.

1. Venue/ Schedule. Attached you will find the schedule for the final Oral Rounds of the LRR and our schedule for the related activities of the LRR [see documents]. As per you will review the Teams will present their arguments in two rounds, complainant and respondent, respectively during the sessions to be celebrated on Monday 21st. From these rounds, two teams will be selected as semi finalists, and present their arguments as one of the parties on Tuesday.

We want to make sure that there are no inconveniences with this specific arrangement of the rounds. The rounds were based especially in the number of teams (5); consequently it resulted inconsistent to celebrate more rounds than the stipulated in the referred schedule in order to cut the teams gradually from 5, to 4, and finally 2, as explained in the LRR Rules.

2. Fundraising/Judges. As of this date we obtained funds for the approximate sum of US\$4,200. The funds will be distributed to cover the costs of the organization (i.e. marketing, award celebration, materials, etc.) Due to the few funds obtained, many expenses had to be eliminated from the original budget proposed by the OC; as an example of this case we had to cut the transportation of international judges from their location to the Dominican Republic.

Many contacts were made with international judges; nevertheless, it resulted economically impossible for us to cover the travel expenses involved. Hence, we are only having local judges participating in the LRR. The LRR judges are well known personalities in our country; among them we have practicing lawyers, law professors, representative from the Government institutions, and court of appeal judges.

3. Written Memorials. Is possible we would like to have the results from the memorials, since it is accustomed to inform the teams of their performance in this aspect. In the same spirit, in case of a tie this would be mandatory to select the winning team.

ORAL ROUNDS SCHEDULEELSA Moot Court Competition on WTO Law (EMC²)

Santo Domingo, Dominican Republic

February 21th and 22th, 2005**MONDAY FEBRUARY 21st, 2005****PRELIMINARY ROUNDS- Venue: Pontificia Universidad Católica Madre y Maestra**

9:00	<u>Round 1A:</u> Room AO1 Complainant: Team 047 Respondent: Team 045 <u>Round 1B:</u> Room AO2 Complainant: Team 046 Respondent: Team 017
10:40	Deliberations and feed backs to teams
	<u>Round 2A:</u> Room AO1 Complainant: Team 004 Respondent: Team 046 <u>Round 2B:</u> Room AO2 Complainant: Team 017 Respondent: Team 047
12:40	Deliberations and feed backs to teams
13:00-15:00	Lunch Break

15:30	Round 3: Room AO1 Complainant: Team 045 Respondent: Team 004
17:10	Deliberations and feed backs to teams

TUESDAY FEBRUARY 22nd, 2005**FINAL ROUND- Venue: Pending Confirmation**

15:30	Round 3: Room AO1 Complainant: Team 045 Respondent: Team 004
17:10	Deliberations and feed backs to teams



AREAS' INQUIRIES**AA Inquiry**

Please include the information from both National and Local Groups
Activities from Bucharest ICM till Vilnius ICM

ELSA Group: _____

General

1. Do you have a copy of the AA Policies (AA part of the Decision Book)? Yes ☐ No ☐
2. Do you have a copy of the AA Manual? Yes ☐ No ☐
3. How many copies of Guide to Legal Studies in Europe do you have?
4. How many AA Specification Forms have you sent to ELSA International?
5. Do you use the ELSA ONLINE Archive? Yes ☐ No ☐
 ✓ If yes, to download which materials? _____
6. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
7. How do you evaluate the communication with your Local Officers (1 to 5)
8. How would you improve the communication in AA? _____

AA Events Organised

	NG	LGs
1. Essay Competitions	<input type="text"/>	<input type="text"/>
2. Moot Court Competitions	<input type="text"/>	<input type="text"/>
3. Legal Research Groups	<input type="text"/>	<input type="text"/>
4. Legal Publications	<input type="text"/>	<input type="text"/>
5. Lawyers at Work (L@W) Events	<input type="text"/>	<input type="text"/>
6. Selected Papers on European Law Promotional Events	<input type="text"/>	<input type="text"/>
7. Guide for Legal Studies in Europe Promotional Events	<input type="text"/>	<input type="text"/>
8. From the above, how many were	<input type="text"/>	<input type="text"/>
✓ Human Rights Events	<input type="text"/>	<input type="text"/>
✓ organised in co-operation with a UN/European Institution	<input type="text"/>	<input type="text"/>

Transition and Long Term Planning

1. Which materials do you prepare for specific transition? _____
2. Do you organise your work according to the Two Year Tactical Plan? Yes ☐ No ☐
3. Do you organise your work according to the One Year Operational Plan of EI? Yes ☐ No ☐

S&C Inquiry

Please include the information from both National and Local Groups
Activities from Bucharest ICM till Vilnius ICM

ELSA Group: _____

General

1. Do you have a copy of the S&C Policies (S&C part of the Decision Book)? Yes ☐ No ☐
2. Do you have a copy of the S&C Handbook? Yes ☐ No ☐
3. Do you have a copy of the Study Visits Manual? Yes ☐ No ☐
4. Do you have a copy of the Grants Handbook? Yes ☐ No ☐
5. How many S&C Specification Forms have you sent to ELSA International?
6. How many S&C Evaluation Forms have you sent to ELSA International?
7. Do you use the ELSA ONLINE Archive? Yes ☐ No ☐
- ✓ If yes, to download which materials? _____
8. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
9. How do you evaluate the communication with your Local Officers (1-5)?
10. How would you improve the communication in S&C? _____

S&C Events Organised

	NG	LG's
1. Seminars	<input type="text"/>	<input type="text"/>
2. Conferences	<input type="text"/>	<input type="text"/>
3. Law Schools	<input type="text"/>	<input type="text"/>
4. Lectures	<input type="text"/>	<input type="text"/>
5. Panel Discussions	<input type="text"/>	<input type="text"/>
6. Study Visits	<input type="text"/>	<input type="text"/>
7. Institutional Visits	<input type="text"/>	<input type="text"/>
8. From the above, how many were:	<input type="text"/>	<input type="text"/>
✓ International Events	<input type="text"/>	<input type="text"/>
✓ Annual Events	<input type="text"/>	<input type="text"/>
✓ IFP Events	<input type="text"/>	<input type="text"/>
✓ Human Rights	<input type="text"/>	<input type="text"/>

- ✓ Organised in co-operation with UN/European Institutions
- ✓ Organised with speakers from the Speakers Database

Transition and Long Term Planning

1. Which materials do you prepare for specific transition? _____
2. Do you organise your work according to the Two Year Tactical Plan? Yes ☐ No ☐
3. Do you organise your work according to the One Year Operational Plan of EI? Yes ☐ No ☐

ELSA International Delegations

1. Have any of the members in your country applied for a delegation? Yes ☐ No ☐
2. Have any of the members in your country participated in a delegation? Yes ☐ No ☐
3. If so, has the participant given a presentation of the meeting to a requesting Local Group? Yes ☐ No ☐

STEP Inquiry

Please include the information from both National and Local Groups
Activities from Bucharest ICM till Vilnius ICM

ELSA Group: _____

General

1. Do you have a copy of the STEP Policies (STEP part of the Decision Book)? Yes ☐ No ☐
2. Do you have a copy of the STEP Manual? Yes ☐ No ☐
3. Do you have a STEP Team? Yes ☐ No ☐
4. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
5. How do you evaluate the communication with your Local Officers (1 to 5)
6. How would you improve the communication in STEP? _____

Traineeships

1. How many traineeships did your National Group raise since the last ICM?
2. How many of them were cancelled due to the lack of applicants?
3. How many traineeships were cancelled by the employer?
4. How many traineeships were cancelled by the trainee?
5. How many of them were realised?
6. Did you ask for the Evaluation Forms?

Applications and applicants

1. How many approved Application Forms are in ELSA ONLINE for your NG?
2. How many applicants applied for a traineeship?
3. How many applicants were accepted at a traineeship?
4. How many trainees were received in your country?
5. Did you ask for the Evaluation Forms?

STEP activity

1. How many of your Local Groups are active in job-hunting?
2. How many of your Local Groups are active in student-hunting?

Marketing in STEP

1. What marketing materials do you use for STEP?

2. To whom are you advertising STEP?

3. Do you have a unified Marketing Strategy in your Local Groups (timing, tools, target groups)? Yes ☐ No ☐

Transition and Training

1. Did you have transition with your predecessor? Yes ☐ No ☐
 ✓ Evaluate your transition on the range of 1 (bad) to 5 (excellent):
2. How many training events did you attend during your ELSA career?
 ✓ What trainings did you receive in the STEP area and from whom?

3. Do you have national STEP training materials? Yes ☐ No ☐
4. Do you have a training policy in STEP? Yes ☐ No ☐

Planning in STEP:

1. Did you have a planning session with your Local STEP Officers? Yes ☐ No ☐
2. Do you have area tactical planning? Yes ☐ No ☐
3. Do you have a calendar for STEP? Yes ☐ No ☐

National STEP Structure:

1. Do you have a contact list of old employers? Yes ☐ No ☐
2. Do you have STEP archives? Yes ☐ No ☐
3. Do you have the Evaluation Forms from the closed traineeships in your NG? Yes ☐ No ☐

- | | |
|--|--|
| 4. Do you have a reception programme? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 5. Do you have a briefing of the legislation applicable to foreign trainees? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 6. Do you have recommendations for STEP? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 7. Do you have a STEP penalty system in your National Group? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 8. What kind of resources do you use to get information about potential STEP partners? | Yes <input type="checkbox"/> No <input type="checkbox"/> |

Personal Comments of the VP STEP

1. The biggest problem with STEP in my National Group is:

2. I consider as the most problematic aspect with STEP at the international level nowadays:

- ✓ I would suggest the following way of addressing it:

3. I think a possible solution for the student-hunting problem we are facing is:

BEE Inquiry

Please include the information from both National and Local Groups
Activities from Bucharest ICM till Vilnius ICM

ELSA Group: _____

General

1. Do you have copy of the BEE Policies (BEE part of the Decision Book)? Yes ☐ No ☐
2. Do you use the ELSA ONLINE Archive? Yes ☐ No ☐
3. If yes, to download which materials? _____
4. Do you have the Organisation Menu in EO updated? Yes ☐ No ☐
5. Do you have a copy of the ELSA Grants Handbook? Yes ☐ No ☐
6. Have you applied for a Grant already? Yes ☐ No ☐
 - ✓ If yes, how many Grants have you applied for? _____
 - ✓ If yes, how many Grants have you received and from what Funding Institutions? _____

Name of the Institution	Type of the Grant

7. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
8. How do you evaluate the communication with your Local Officers (1 to 5)?
9. How would you improve the communication in BEE? _____

External Relations

- | | NG | LG's |
|---|--|----------------------|
| 1. How many general sponsors do you have? | <input type="text"/> | <input type="text"/> |
| 2. How many project sponsors do you have? | <input type="text"/> | <input type="text"/> |
| 3. How many approaches do you have planned/pending? | <input type="text"/> | <input type="text"/> |
| 4. Do you have contact with any international sponsors? | <input type="text"/> | <input type="text"/> |
| 5. Do you cooperate with Institutions? | Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Name of the Institution	Field of Cooperation

6. Do you co-operate with other international/national NGO's in your country? Yes ☐ No ☐

Fundraising Strategy

1. Do you have a fundraising strategy in your National Group? Yes ☐ No ☐
2. If yes, please describe it in a few words _____
- ✓ If not, do you plan to develop one? Yes ☐ No ☐

Fundraising Model:

1. Do you have a fundraising model in your National Group? Yes ☐ No ☐
- ✓ If yes, please describe it in a few words _____
- ✓ If not, do you plan to develop one? Yes ☐ No ☐

Expansion:

1. Has the number of Local Groups in your country increased/decreased? Yes ☐ No ☐
- ✓ If yes, please specify:

Alumni:

1. Do you have any contact with alumni in your country? Yes ☐ No ☐
2. Do you have a structured co-operation with the alumni? Yes ☐ No ☐
- ✓ If not, do you plan to develop one? Yes ☐ No ☐

Transition and Long Term Planning

2. Which materials do you prepare for specific transition? _____
3. Do you organise your work according to the Two Year Tactical Plan? Yes ☐ No ☐
4. Do you organise your work according to the One Year Operational Plan of EI? Yes ☐ No ☐
5. Do you have a One Year Operational Plan for your Group? Yes ☐ No ☐
- ✓ If no, do you plan to do it with your successors? Yes ☐ No ☐
6. Do you do tactical/strategic planning? Yes ☐ No ☐

IM Inquiry

Please include the information from both National and Local Groups
Activities from Bucharest ICM till Vilnius ICM

ELSA Group: _____

National Group Information

Mailing address of the ELSA National Group: Phone #:

Fax #:

E-mail:

Website:

Please enter name and e-mail address of your National Board members:

	Position	Name	E-mail
1.	President		
2.	Secretary General		
3.	Treasurer		
4.	VP Marketing		
5.	VP AA		
6.	VP S&C		
7.	VP STEP		

Please enter name and e-mail addresses of your National Board Directors and Assistants:

1.	Director for Alumni		
2.	Director for Human Resources		
3.	Director for Human Rights		
4.	Director for MCCs		
5.	Director for Training		
6.	Other Directors		

General

- | | |
|---|--|
| 1. Do you have a copy of the Decision Book? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 2. Is your board updated in ELSA ONLINE? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 3. Do you issue membership cards? | Yes <input type="checkbox"/> No <input type="checkbox"/> |
| 4. How many Local Groups does your National Group have? | <input type="text"/> |

5. How many of your Local Groups are active?
6. Are the Local Boards from your country updated in ELSA ONLINE? Yes ☐ No ☐
7. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
8. How do you evaluate the communication with your Local Officers (1 to 5)?
9. How would you improve the communication in IM? _____
- _____

Communication

1. Do you have a national mailing list for your individual members? Yes ☐ No ☐
2. Do you have a national mailing list for the Local Officers? Yes ☐ No ☐
3. Do you have national areas mailing lists? Yes ☐ No ☐
- ✓ If yes, to which areas? _____
4. Do you send Newsletters to your members? Yes ☐ No ☐
5. Are all your National Officers subscribed to the international mailing lists? Yes ☐ No ☐

Internal Structure:

1. Number of active Local Groups out of the ones registered in ELSA ONLINE?
- ✓ In those, what is the average number of Board Members?
2. Number of Board Members in your National Group?
3. Start and end dates of your term in office?
4. When do the elections for the National Board take place?
5. When did you last update your Statutes and Standing Orders?
6. Do you have a national Decision Book? Yes ☐ No ☐
- ✓ If yes, when was it last updated?
7. Is your Group formally registered as an Association? Yes ☐ No ☐
8. Do you have an office? Yes ☐ No ☐
- ✓ If yes, do you have internet connection in the office? Yes ☐ No ☐

Administration:

1. Do you take minutes from your Board Meetings? Yes ☐ No ☐
2. Do you have an updated archive? Yes ☐ No ☐

Training:

1. Training Events organised:
 - ✓ National Freshers' Camps
 - ✓ International Freshers' Camps
 - ✓ Officers Training Events
 - ✓ Regional Training Events
 - ✓ Other Training Events
2. How many times did you use ITP for Training purposes?
3. Did you use ITP for the OC before organising an event? Yes ☐ No ☐
4. Did you consider using ITP, but did not know how to contact the trainers? Yes ☐ No ☐
5. How many times did you use National Trainers for Training purposes?
6. How many times did you use alumni for Training purposes?
7. How many times did you use externals for Training purposes?

Transition and Long Term Planning

1. Did your Group have transition? Yes ☐ No ☐
 - ✓ If yes, how long did it last? _____
 - ✓ What pre-prepared transition materials did you use? _____
 - ✓ Did you involve ITP /National Trainers? _____
2. Do you organise your work according to the Two Year Tactical Plan? Yes ☐ No ☐
3. Do you organise your work according to the One Year Operational Plan of EI? Yes ☐ No ☐

Human Resources

1. How many law students are there in your country?
2. How many ELSA members are there in your country?
3. How do you recruit members?

FM Inquiry

Please include the information from both National and Local Groups
Activities from Bucharest ICM till Vilnius ICM

ELSA Group: _____

General

1. Do you have copy of the FM Policies (FM part of the Decision Book)? Yes ☐ No ☐
2. Do you use the ELSA ONLINE Archive? Yes ☐ No ☐
✓ If yes, to download which materials? _____
3. Do you have a copy of the Grants Handbook? Yes ☐ No ☐
4. How do you evaluate the communication with the IB (1-lowest to 5 -highest)?
5. How do you evaluate the communication with the Local Officers (1 to 5)?
6. How would you improve the communication in FM? _____

FM Administration

1. Do you have a Bank account(s)? Yes ☐ No ☐
✓ If yes: Details _____
2. Does your National Group have a general budget? Yes ☐ No ☐
✓ If yes, who approves it? _____
3. Do you do projects' Budgets? Yes ☐ No ☐
4. Do you have Final Accounts? Yes ☐ No ☐
✓ If yes, who approves them? _____
5. Do you have Final Accounts? Yes ☐ No ☐
✓ If yes, who approves them? _____
6. Are your accounts audited? Yes ☐ No ☐
✓ If yes, by whom? _____
✓ If not, which other control mechanism is used? _____
7. Are your accounts audited? Yes ☐ No ☐
✓ If yes, by whom? _____
✓ If not, which other control mechanism is used? _____
8. Do you have professional Bookkeeping? Yes ☐ No ☐

✓ If yes, how much does it cost? _____

✓ If not, who is responsible for it? _____

9. Did you apply for grants?

Yes ☐ No ☐

Type of Grant	Name of the Donor	Amount applied for	Amount granted

ELSA Development Fund

1. Do you know the structure and application procedure of the EDF?

Yes ☐ No ☐

2. Did your group apply for the EDF?

Yes ☐ No ☐

3. Does your Group send regular EDF Reports to the IB?

Yes ☐ No ☐

Transition and Long Term Planning

1. Which materials do you prepare for specific transition? _____

2. Do you organise your work according to the Two Year Tactical Plan?

Yes ☐ No ☐

3. Do you organise your work according to the One Year Operational Plan of EI?

Yes ☐ No ☐

Marketing Inquiry

Please include the information for both National and Local Groups
Activities from Bucharest ICM till Vilnius ICM

ELSA Group: _____

General

1. Do you have copy of the Marketing Policies (Marketing part of the DB)? Yes ☐ No ☐
2. Do you have a copy of the ELSA Identity Book? Yes ☐ No ☐
3. Do you use the ELSA ONLINE Archive? Yes ☐ No ☐
- ✓ If yes, to download which materials?

4. How do you evaluate the communication with the IB (1-lowest to 5 -highest)

5. How do you evaluate the communication with your Local Officers (1-5)?

6. How would you improve the communication in Marketing?

Marketing Tools

1. Do you have a Website? Yes ☐ No ☐

✓ If yes, which is the domain name: _____

✓ Does it have basic information in English?

✓ How often is it updated? _____

✓ Do you use it to promote events organised by other ELSA Groups in the Network? Yes ☐ No ☐

2. Do you use Media when promoting events? Yes ☐ No ☐

✓ Specify:

- ☐ Newspapers
- ☐ Radio
- ☐ TV
- ☐ Other

3. Do you have a Members' Magazine? Yes ☐ No ☐

✓ What is the name of the magazine? _____

- ✓ How often do you publish it? _____
- ✓ How many copies are printed? _____
- ✓ Who do you distribute the magazine to? _____
- ✓ How long has the magazine existed? _____
- ✓ Do you have advertisers in your Members' Magazine? If yes, what kind of advertisers?

4. Who is your primary target group when distributing Synergy? ☐ Active Members
☐ New Members
☐ Externals
5. How do you hunt for articles for Synergy?

6. How many articles did your Group submit for Synergy, 37/I 2005?
✓ Why? _____
7. How many marketing materials did you submit to the EO Archive?
✓ Why? _____
8. Do you have a separate budget for Marketing? Yes ☐ No ☐
9. Do you have specific marketing materials for:
☐ AA
☐ S&C
☐ STEP
☐ NMCC
☐ SPEL
☐ GLSE
☐ General ELSA Promotion
10. Do you market events organised by other ELSA Groups? Yes ☐ No ☐
✓ If yes, how?

11. Do you have a package that you bring when you meet externals/sponsors? Yes ☐ No ☐

- ✓ If yes, what kind of materials does the package contain?

12. Do you conduct Market Research?

- ✓ If yes, describe!

13. Have you created a Marketing Strategy for one or several of the Key Areas?

- ✓ If yes, for which area and how?

14. How do you support the Key Areas regarding Marketing?

Transition and Long Term Planning

7. Which materials do you prepare for specific transition? _____

8. Do you organise your work according to the Two Year Tactical Plan?

Yes ☐ No ☐

9. Do you organise your work according to the One Year Operational Plan of ELSA International?

Yes ☐ No ☐