



The European Law Students' Association

Proudly Presents

THE XLV INTERNATIONAL COUNCIL MEETING

PARIS, FRANCE
21ST - 28TH MARCH 2004

CORPORATE PARTNERS:

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GENERAL INFORMATION**FOREWORD**

Dear all,

More than quick 4 months have passed since Budva. With the memories from this great ICM still fresh, we are about to come together once again for another unforgettable Council Meeting, this time in the unique city of Paris.

The International Board is proud to present you with the XLV International Council Meeting Working Materials. We are sure you will read this document from cover to cover, prepare yourself to all the discussion to take place, analyse in detail all the proposals and input papers here presented and fill in the inquiries, proudly showing to everyone the amazing work developed by your Group since the last ICM.

We would like to express our gratitude towards the Organising Committee of the upcoming ICM, in particular Wallyd Benchikh, head of the OC, for giving us all, through their hard work, the opportunity to spend 8 marvellous days in the city of romance, Paris.

Looking forward to meet you all in Paris,



Tiago Moreira Alves
Secretary General
ELSA International

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REMINDERS**General**

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

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

- ☐ Read these Working Materials from cover to cover.
- ☐ Read the minutes of at least the two last ICMs (you may find them in the EO Archive).
- ☐ Read the Statutes and Standing Orders of ELSA carefully.
- ☐ Read and bring with you a copy of the latest edition of the Decision Book (you may find them as well in the EO Archive).
- ☐ Read the last four points once again, and promise yourself not to ignore them...
- ☐ Make travel arrangements to be in Paris in time for the opening of the ICM at 14.00 of Sunday 21stth of March.
- ☐ Before you leave for the ICM, interrogate your predecessor for advice.
- ☐ Bring smart clothes for the plenary and sponsor's fair.
- ☐ Rehearse your performance for the ELSA VISION CONTEST!
- ☐ Bring your Activity Report.
- ☐ Bring your Marketing Materials so that you can show off in the Marketing Workshop.
- ☐ No need to mention your NATIONAL DRINKS!
- ☐ Good mood and sunny smiles!
- ☐ Decide to be a workshop secretary.
- ☐ Consider being a Plenary hero.
- ☐ Consider hosting the International STEP Meeting next February or ICM in Spring 2005.
- ☐ Double check on your National Drinks.

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

Then please visit the ICM Website at:

www.elsafrance.org/ICM.htm

Or write an e-mail to the Organising Committee:

icm_paris2004@yahoo.fr

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

YES?!

We will make sure you will have the sweetest reward of all!!!!

ELSAPOL

International Capture Warrant

WANTED:
(Very Much Alive!!!!)



VP AA ELSA Int.
2004/05



VP S&C ELSA Int.
2004/05



VP STEP ELSA Int.
2004/05



President ELSA Int.
2004/05



Secretary General ELSA Int.
2004/05



Treasurer ELSA Int.
2004/05



VP Marketing ELSA Int.
2004/05

- 7 outgoing and international minded people
- with a true ELSA commitment
- with an ELSA Master in one of the above mentioned areas
- with a PhD in ELSA Spirit
- addicted to Belgian Chocolate
- with a will to make a difference
- Looking for the best year of their lives.

Should you find any suspect, please report
IMMEDIATELY
to the
NOMINATIONS COMMITTEE

Spring ICM 2005 / Autumn ICM 2005

**SPRING ICM 2005
AUTUMN ICM 2005**

**Do you dream of organising an ICM, but
don't know when? This is your big
opportunity: we have two dates ready to
satisfy your wishes!!!**

**Make a difference for ELSA:
APPLY TO HOST AN ICM!!!**

Think...

JUSTICE RESPECT DIGNITY
 SOCIETY
RESPONSIBILITY DIVERSITY LAW

Think...


The European Law Students' Association

The Council Meeting Guide for newcomers and experienced users

What is a Council Meeting?

The Council represents the Members and Observers of ELSA and is the supreme decision-making body of ELSA whose decisions are binding 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 CM 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 in it. Therefore, you have the following workshops:

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 for Marketing of ELSA International and attended by national marketing officers.

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

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

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

What is a Workshop officer?

There are four WS officers. One Chair, one Vice Chair and two secretaries.

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

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

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

If you decide you can be a good WS officer, contact the relevant member of ELSA International as soon as possible to volunteer. You are expected to attend Training provided by ELSA International on Saturday evening to acknowledge the detailed guidelines for your task

.

What is a Council Meeting officer?

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

What is the role of the Chair?

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

What is the role of the Secretaries?

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

What is the role of the tellers?

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

What is the role of the nominations committee?

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

MEMENTO

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

- (i) All debts due to ELSA International have been paid. Please make sure to check the situation with the Treasurer of ELSA International in advance.
- (ii) You have delivered the letter of authorization to the Secretary General of ELSA International. Please complete the letter of authorization that was sent to all national boards together with the ICM invitation.
This letter must include:
 - ❑ The contact details of your national group
 - ❑ The names of the delegates of your national group who are allowed to raise the voting cards during voting
 - ❑ The names of all other delegates
 - ❑ The list of local groups that are currently members or observers of your national group (please indicate which groups enjoy what status)
 - ❑ Two signatures from the National Board members authenticating the letter

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

Reporting Time

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

- **delegates are on time, especially in the morning (in case, wake them up)**
- **delegates are informed about all practicalities**
- **delegates are summoned 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 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

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

Joint Workshops

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

Elections of Hosts for the Spring 2005 and Autumn 2005 Council Meetings

The host for the forthcoming ICM has been elected and will be ELSA Bucharest (Romania), event which will take place in October 2004. Therefore, if you are thinking about organising an ICM in your country in March 2005 or October 2005, this is the right moment to apply. Prepare a proposal containing a draft programme and a draft budget, present it to the International Board before the ICM, and you'll have the opportunity to have a nice presentation in plenary. The Council will then decide the venue. So, do not hesitate - apply!

NOTE:

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

Nomination and Election of Council Guests

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

DRAFT 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		Workshop	Second Plenary Session	Workshop	Sightseeing and Cultural Visits	Workshop	Final Plenary Session			
09:00										
09:30										
10:00										
10:30										
11:00										
11:30		Lunch	Lunch	Lunch	Lunch	Lunch	Lunch			
12:00										
12:30										
13:00										
13:30										
14:00										
14:30	Opening Plenary	Workshop	Conference in “Assemblée Nationale”	Workshop	Sightseeing and Cultural Visits	Workshop	Final Plenary Session			
15:00										
15:30										
16:00										
16:30										
17:00										
17:30	Intro WS	Sponsors’ Fair	Transport	Transport	Transport					
18:00	Training	Official Opening					Dinner	Dinner	Dinner	Dinner
18:30	Free Time									
19:00	Dinner		Transport	Dinner	Dinner	Dinner				
19:30										
20:00										
20:30	Welcome Party	Dinner	Party in “Tanja”	Reporting Time	Transport	Reportin g Time	Transport			
21:00										
21:30		Rep. Time		Gala Ball	Party	Party in Champs Elysées	Farewell Party OPEN BAR in Hard Rock Cafe			
22:00										
22:30										
23:00										
23:30										
00:00										

PLENARY

Draft Agenda

Sunday, 21st of March 2004 (Morning; 14:30 – 18:30)

Morning	Arrival of the participants
Morning	Payments due to ELSA International and delivery of Letters of Authorisation.
14:00	Introduction of the members of the International Board by the President of ELSA France Wallyd Benchikh
14:05	Opening of the Council Meeting by the President of ELSA International Isabelle Ginet-Kauders
14:10	Presentation of Directors of ELSA International Isabelle Ginet-Kauders
14:15	Welcoming of Council Guests and External Representatives Isabelle Ginet-Kauders
14:20	Presentation of the Organising Committee of the Council Meeting Presentation of ELSA Serbia and Montenegro Wallyd Benchikh
14:30	Announcement of the list of votes by the Secretary General of ELSA International Tiago Moreira Alves
14:40	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) Tiago Moreira Alves
14:45	Election of the chair of the plenary Tiago Moreira Alves
14:50	Election of the other officers: vice chair, two secretaries, two tellers, three members of the nominations committee Chair
15:00	Approval of the Council Meeting agenda and presentation of the Council Meeting structure Chair
15:05	Welcome address by externals

-
- | | |
|-------|---|
| 15:30 | Approval of the minutes of the Budva Council Meeting
Chair |
| 15:35 | Presentation of each area of activity by the members of ELSA International
Chair and International Board |
| 15:50 | Report from the Amsterdam International Presidents' Meeting
Mirjam Hirdes |
| 16:05 | Report from the Innsbruck International STEP Meeting
Tina Ojala |
| 16:20 | Break |
| 17:00 | Introductory Workshops |
| | <ul style="list-style-type: none">• Academic Activities
Ieva Zebryte• Seminars and Conferences
Iulia Vass• Student Trainee Exchange Programme
Emin Şanlı• Board Management, External Relations and Expansion
Isabelle Ginnet-Kauders• Internal Management
Tiago Moreira Alves• Financial Management
Maurizio Sorbello• Marketing
Maria Cruz Ferreira Costa |
| 18:00 | Workshop Officers and Delegates Training
ITP Trainers |
| 18:30 | End of the plenary session |

<p style="text-align: center;">DEADLINE FOR NOMINATIONS FOR THE INTERNATIONAL BOARD 2004/05, AUDITORS OF ELSA INTERNATIONAL 2004/05, COUNCIL GUESTS AUTUMN ICM 2004, COUNCIL MEETING HOST SPRING ICM 2005 AND COUNCIL MEETING HOST AUTUMN 2005 IS MONDAY, 22ND OF MARCH AT MIDNIGHT</p>

Tuesday, 23rd of March 2004 (10:00 – 13:00)

10:00	Revision of the List of Votes Tiago Moreira Alves
10:05	Announcement of Nominations Nominations Committee
10:10	Question and Answer Time
10:50	Presentation of the Interim Accounts 2002/03 Auditors' Report Opinion of the Financial Management Workshop Chair, Auditors and the Financial Management Workshop Chair
11:20	Presentation of the Final Accounts 2002/03 Auditors' Report Opinion of the Financial Management Workshop Chair, Auditors and the Financial Management Workshop Chair
11:50	Presentation of the Interim Accounts 2003/04 Auditors' Report Opinion of the Financial Management Workshop Chair, Auditors and the Financial Management Workshop Chair
11:50	Presentation by ICM Host Candidates, Spring 2005 Chair and Candidates
12:05	Presentation by ICM Host Candidates, Autumn 2005 Chair and Candidates
12:20	Presentation by ICM Host, Autumn 2004 ELSA Bucharest
12:35	End of the Plenary Session

Saturday, 27th of March 2004 (10:00 - ...)

- 10:00 Revision of the List of Votes
Tiago Moreira Alves
- 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 on the United Nations
Espen Nakstad, Director of ELSA International for UN
- Presentation and Approval of BEE Workshop Report and related
 proposals and recommendations
Chair and Workshop Chair
- Presentation and Approval of the IM Workshop Report and related
 proposals and recommendations
Chair and Workshop Chair
- Presentation and Approval of the FM Workshop Report and related
 proposals and recommendations
Chair and Workshop Chair
- Presentation and Approval of the Marketing Workshop Report and
 related proposals and recommendations
Chair and Workshop Chair
- Election of the host for the Spring ICM 2005
Chair
- Election of the host for the Autumn ICM 2005
Chair
- Election of the International Board 2004/05, Auditors of ELSA International
 2004/05 and Council Guests for the Autumn ICM 2004
Chair

Miscellaneous

Closing of the XLIV International Council Meeting
The International Board

ACADEMIC ACTIVITIES WORKSHOP**Timetable**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	
08:00								
08:30								
09:00								
09:30								
10:00		Agenda		Training on Motivations and Communication		Joint WS Marketing AA Events' Marketing		
10:30		State of the Network						
11:00		AA Quality Session						International LRG's
11:30								
12:00								
12:30								
13:00								
13:30								
14:00								
14:30								
15:00		Q/A		Joint WS IM Future Onl. Sys.		Joint WS BEE Cooperation		
15:30								
16:00		Joint WS S&C Cooperation		Principles of the EMCC				Miscellaneous
16:30								
17:00								
17:30								
18:00	Intro WS			Closing of WS				
18:30								
19:00	Training							
19:30								
20:00		Reporting Time		Reporting Time				
20:30								
21:00								
21:30			Rep. Time					

Draft Agenda

Reminders

Please do not forget to read and bring the ELSA Statutes and Standing Orders, the Marketing Decision Book, the Two Year Tactical Plan (TYTP) and the One Year Operational Plan (OYOP). Do read also the minutes from at least the last two Council Meetings.

Prepare an Activity Report 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 AA mailing list (elsa-aa@listserv.elsa.org) and start a discussion before the XLV International Council Meeting in Paris.

Sunday, 21st of March 2004 (17:00 – 18:30)

17:30 – 18:30

Introductory Workshop

Aim:

To get to know each other, elect the Workshop Officers and acknowledge the participants' expectations.

19:00 – 19:30

Officers and delegate's Training

Aim:

To train officers and delegates on their fundamental tasks and responsibilities during an International Council Meeting.

Means:

- Training delivered by International Trainers' Pool members.

Monday, 22nd of March 2004 (10:00 – 18:30)

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.

Means:

- Brief presentation;
- Voting.

Comments:

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

10:30 – 11:15

State of the Network**Aim:**

To evaluate the current state of the network, conclude on our general weaknesses and strengths and evaluate the implementation of the Two Year Tactical Plan in all matters related with AA.

Means:

- Presentation of the results collected through the AA Inquiries, to be found in this package;
- Comparative analyses with the results of the previous State of the Network;
- Comparative analyses between the current “status quo” and the goals set in the Two Years Tactical Plan.

Comments:

The evaluation of the State of the Network is a fundamental tool in a wide Association such as ELSA, as it allows us all to have a more clear picture about our strengths and weaknesses, to track down problems common to many groups and share successful means used by some groups in order to grow stronger. The International Board once again stresses the importance of each National Board to fill in all the inquiries to be found in this package and hand them to the International Board in Paris. In case your group won't be able to 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. Don't forget as well to submit your activity reports.

11:15 – 11:30

Break

11:30 – 13:00

Academic Activities Quality Session**Aim:**

To give an insight into the Lawyers at Work Events (L@WE), Studies Abroad Programme (SAP) and essay competitions as the projects and programs which have been left out of the AA WS discussion for some time.

Means:

- Present the AA Manual and the AA Policies – the variety of activities under the AA key area in ELSA;
- Focus on what the popular AA events in each NG are;
- Check how the Network is doing with the TYTP commitments;
- Have NGs present the “What, Where and How” of their best events;
- Use L@W and SAP events, as well as essay competitions, as a basis of the discussion where needed.

Comments:

It has been a tradition for some time that Quality Sessions are organised during the ICM to give guidance to the National AA Officers on how to plan and conduct various AA events, programmes and projects, as well as to teach National AA Officers how to explain the former to their successors during transition.

13:00 – 14:30

Lunch Break

14:30 – 15:30

Question and Answer time

Aim:

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

15:30 – 15:45

Break

15:45 – 18:30

Joint Workshop with S&C: Possibilities of cooperation between the two key areas

Aim:

To take an in-depth view on cooperation of AA and S&C and analyse, discuss and vote on the proposal presented by ELSA Norway.

Means:

- Presentations by the National ELSA Groups of the projects having both AA and S&C elements;
- Analysis of the examples in the form of discussions;
- Voting.

Comments:

Cooperation of the key areas has been taking place for some time now. As our activities develop we find new ways to merge and combine them to offer better products in legal education.

Wednesday, 24th of March 2004 (10:00 – 18:30)

10:00 – 13:00

Training on Motivation and Communication

Comments:

As requested, the Training on Motivation and Communication has been planned to provide National AA Officers with basic tools for their continuous communication with fellow NB members, the IB and the LBs, as well as to make sure that they learn how to keep up the motivation throughout the year of planning and implementing projects and, last but not least, for the Transition.

13:00 – 14:30

Lunch Break

14:30 – 15:30

Joint Workshop with IM - Future online system of ELSA

Aim:

To present the project of the future online system of ELSA to the Academic Activities officers and receive inputs on the needs of local and national Academic Activities officers to be fulfilled by the future system.

Means:

- Presentation by the International Board;
- Brainstorming, followed by discussion.

Comments:

One of the handicaps mentioned often regarding ELSA ONLINE was the unequal involvement of all the areas in the system, in particular Academic Activities and Seminars and Conferences. Having in hands the project of a new online system which we wish to become the main working tool of all the ELSA Officers in all the levels of our Association, it is important to give the opportunity to the Academic Activities Officers to share their point of views on the topic, present their needs and, together with the Secretary Generals, seek for solutions within the future online system.

15:30 – 15:45

Break

15:45 – 18:30

Principles of the EMC²

Aim:

To take a decision on the Principles of the ELSA Moot Court Competition on WTO Law as amended after the Council Decisions on the Future and the Structure of the EMC2 which were adopted during the Budva ICM.

Means:

- Presentation and explanations of the IB Proposal;

- Input by NGs;
- Voting.

Comments:

The ICM in Budva produced two documents which have been included in the Decision Book with the purpose, among others, to prepare the grounds for the new Principles of the EMC2. The long-term and flexible solutions for the EMC2 were adopted by the Council. Now it is time to formalise them and produce a document which will be a useful guiding tool for the International Organising Committees of the EMC2 and the Council in their future endeavour to Bridge the Theory and Practice and enhance academic credibility of the Association through provision of this wonderful service to ELSA members and law student world-wide.

Friday, 26th of March 2004 (10:00 – 18:30)

10:00 – 11:50

Joint Workshop with Marketing: Marketing of AA Events

Aim:

To continue discussions of how AA and its activities, projects and programmes can benefit from the supporting area of Marketing.

Means:

- Presentation by the National Marketing Officers on what is AA;
- Taking an in-depth look into essay competitions, studies abroad programme and legal research.

11:50 – 12:00

Break

12:00 – 13:00

International LRGs

Aim:

This session will be aimed at generating substantial input for the Manual on Legal Research in ELSA.

Means:

- Discussion on what the current situation with Legal Research in ELSA is.
- Discussion on International LRGs as the way to improve ELSA's image in legal research and help law students to become more efficient in legal research.
- Working Groups on the various quality aspects of LRGs.
- Presentation of the results of the Working Groups on LRGs.

Comments:

It is about time to start an evaluation of our commitments under TYTP 2003/ 2005. Of course, moot courts are still the priority, but their state has already been assessed. Now

we should move on to other Academic Activities which are the priority of the Network for these two years.

13:00 – 14:30

Lunch Break

14:30 – 16:30

Joint Workshop with BEE - Cooperation

Aim:

To take a wider view on the projects, events and programmes in AA in which AA officers need help and cooperation with the Presidents.

Means:

- Presenting the results of the discussions of the promotions of the International Academic Publications – ELSA SPEL and ELSA GLSE;
- Assessing how to make ELSA SPEL and ELSA GLSE the priorities of the NGs, especially bearing in mind that TYTP 2003/ 2005 lists ELSA SPEL as one of priorities;
- Discussing further AA projects and programmes, such as Lawyers at Work Events (L@WE) and the Studies Abroad Programme (SAP) and AAs needs for the concrete help that might be provided by the Presidents throughout the Network.

16:30 – 16:45

Break

16:45 – 17:30

Miscellaneous

Comments:

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

17:30 – 18:30

Closing of the Workshop

Aim:

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

SEMINARS AND CONFERENCES WORKSHOP

Timetable

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Agenda					
10:30		State of the Network				Joint WS FM Grants	
11:00		S&C Tools					
11:30		S&C Events' Cancellation				Joint WS Mark UN Events	
12:00							
12:30							
13:00							
13:30							
14:00							
14:30		Q/A				Other External S&C Tools	
15:00						Promotion of the S&C Events	
15:30							
16:00						Miscellaneous	
16:30		Joint WS AA Cooperation					
17:00							
17:30							
18:00	Intro WS					Closing WS	
18:30	Training						
19:00							
19:30							
20:00							
20:30							
21:00							
21:30		Rep. Time					

Draft Agenda

Reminders

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

Prepare an Activity Report 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 S&C mailing list (elsa-sc@listserv.elsa.org) and start a discussion before the XLV International Council Meeting in Paris.

Sunday, 21st of March 2004 (17:00 – 18:30)

17:30 – 18:30

Introductory Workshop

Aim:

To get to know each other, elect the Workshop Officers and acknowledge the participants expectations.

19:00 – 19:30

Officers and delegate's Training

Aim:

To train officers and delegates on their fundamental tasks and responsibilities during an International Council Meeting.

Means:

- Training delivered by International Trainers' Pool members.

Monday, 22nd of March 2004 (10:00 – 18:30)

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.

Means:

- Brief presentation;
- Voting.

Comments:

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

.

10:30 – 11:15

State of the Network**Aim:**

To evaluate the current state of the network, conclude on our general weaknesses and strengths and evaluate the implementation of the Two Year Tactical Plan in all matters related with S&C.

Means:

- Presentation of the results collected through the S&C Inquiries, to be found in this package;
- Comparative analyses with the results of the previous State of the Network;
- Comparative analyses between the current “status quo” and the goals set in the Two Year Tactical Plan.

Comments:

The evaluation of the State of the Network is a fundamental tool in a wide Association such as ELSA, as it allows us all to have a clearer picture about our strengths and weaknesses, to track down problems common to many groups and share successful means used by some groups in order to grow stronger. The International Board once again stresses the importance of each National Board to fill in all the inquiries to be found in this package and hand them over to the International Board in Paris. In case your group won't be able to 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. Don't forget as well to submit your activity reports.

11:15 – 11:30

Break

11:30 – 12:45

S&C Tools used at National and Local level**Aim:**

To exchange experience of ELSA Groups on S&C Tools used at National and Local level

Means:

- Presentation by each ELSA Group

- Discussion

Comments:

This discussion will provide information on how the Local and National S&Cers learn all the basic facts and knowledge needed to be known for an S&C officer. We are interested in what kind of standards, such as handbooks, training manuals etc, other ELSA countries have on this matter. We hope that this discussion will give the participants new ideas on how to spread the S&C knowledge in their ELSA Groups.

12:15 – 13:00

Cancellation of S&C Events – Cancellation of participants

Aim:

To find solutions for the numerous cancellations of ELSA Events, as well as for the cancellations of participants.

Means:

- Discussion

Comments:

Many ELSA Groups have encountered problems during the last year with the forced cancellation of organised S&C Events. At the same time, the Local Groups organising S&C Events, find themselves, one or two weeks before the starting of the event, with half of their participants cancelling. We hope to learn about the solutions used by different ELSA Groups to avoid these problems.

13:00 – 14:30

Lunch Break

14:30 – 15:20

Question and Answer time

Aim:

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

15:50 – 16:00

Break

16:00 – 18:30

Joint Workshop with AA: Possibilities of cooperation between the two key areas

Aim:

To take an in-depth view of the cooperation between AA and S&C and analyse, discuss and vote on the proposal presented by ELSA Norway.

Means:

- Presentations by the National ELSA Groups of the projects having both AA and S&C elements;
- Analysis of the examples in the form of discussions;
- Voting.

Comments:

Cooperation of the key areas has been taking place for some time now. As our activities develop we find new ways to merge and combine them to offer better products in legal education.

Wednesday, 24th of March 2004 (10:00 – 18:30)

10:00 – 13:00

Training on Risk Management of S&C Events**Aim:**

To provide the S&C officers with useful Risk Management skills for organising S&C Events.

Means:

Training session

Comments:

The number of International S&C Events is still not satisfactory and many Events are cancelled for various reasons, which we can identify with the “risks” of organising S&C Events. Therefore, this training is meant to provide the Workshop’ participants with the understanding of Risk Management and with tips on how to deal with the “risks” of project management. Some of the “risks” identified by our Network are: bad marketing, bad planning, bad time management, lack of teambuilding, bad fundraising, etc.

13:00 – 14:30

Lunch Break

14:30 – 15:20

Implementation of S&C in the future online system of ELSA**Aim:**

To prepare for the Joint Workshop with IM

Means:

- Presentation by ELSA International on the Implementation of S&C in the future online system of ELSA, project to be developed with our Cooperate Partner Microsoft;
- Discussion

15:20 – 15:30

Break

15:30 – 16:20

Joint Workshop with IM – Future online system of ELSA

Aim:

To present the project of the future online system of ELSA to the Academic Activities officers and receive inputs on the needs of local and national Academic Activities officers to be fulfilled by the future system.

Means:

- Presentation by the International Board;
- Brainstorming, followed by discussion.

Comments:

One of the handicaps more often mentioned regarding ELSA ONLINE is the unequal involvement of all the areas in the system, in particular Academic Activities and Seminars and Conferences. Having in hands the project of a new online system which we wish will become the main working tool of all the ELSA Officers at all levels of our Association, it is important to give the opportunity to the S&C Officers to share their point of views on the topic, present their needs and, together with the Secretary Generals, seek for solutions within the future online system. Furthermore, we must underline that according to the Two Year Tactical Plan, a decision on the implementation of S&C in ELSA ONLINE shall be taken during this ICM. However, for obvious reasons, the discussion will be centred, not on the current one, but on the future online system.

16:25 – 16:35

Break

16:35 – 17:25

Joint Workshop with IM: Regional Training Events and Training in S&C

Aim:

To promote cooperation between S&C officers and Secretary Generals, with a focus on the organisation of Regional Training Events and the use of our training tools to overcome the current handicaps in the S&C area.

Means:

- Brainstorming, followed by discussion;
- Presentation by Nina Klotz, Director for Training of ELSA International.

Comments:

The promotion of Regional Training Events is one of the top priorities set for the current year by the International Board and in Budva, the IM Workshop agreed that these are among the most effective tools to make our network grow stronger as a whole. Through this session, it is our aim to promote the organisation of Regional Training Events, by

sharing successful experiences in this field and raising the awareness for the benefits of a close cooperation between the officers of these two areas.

Moreover, the cooperation between the S&C officers and the Secretary Generals will be further analysed, with a particular focus on training. For this purpose, the Director for Training of ELSA International will make a presentation on the currently available training tools which are more suitable to support the work of the S&C officers.

17:20 – 17:30

Break

17:30 – 18:30

Presentation by Patrick Zupansic, Director for Human Rights ELSA International

Aim:

To implement the Human Rights Commitment in S&C.

Means:

- Presentation
- Discussion

Comments:

Human Rights is the main commitment of ELSA, for this reason groups should make an effort to implement Human Rights in their Events. Patrick Zupansic, Director for Human Rights ELSA International, will give the workshop participants some insights into the Human Rights Commitment and how Local Groups can implement it.

Friday, 26th of March 2004 (10:00 – 18:30)

10:00 – 11:45

Joint Workshop with FM: Grants Handbook and Training on Grants

Aim:

To present the soon-to-be published ELSA Grants Handbook, fully analyse its content and promote its use. To learn how to fill in an application for grants.

Means:

- Presentation of the ELSA Grants Handbook
- Training delivered by Kristina Juth, Director for Grants, ELSA International

Comments:

A handbook is only useful when it is actually used. By explaining its content Kristina will ensure that ELSA groups will, with the help of the handbook, apply for grants more actively in the future. The WS will also be provided with a practical training on how to fill in an application for grants. The practical training part of the session will be done using real grants application forms of a foundation.

11:45 – 12:00

Break

12:00 – 13:00

Joint Workshop with Marketing: Presentation of Espen Rostrup Nakstad, Director for United Nations ELSA International

Aim:

To raise awareness of the S&C and Marketing officers' role in the promotion, guidance and application process for international events. What should these officers know about the United Nations?

Means:

- Interactive presentation
- Handouts
- Presentation of the new UN Handbook

Comments:

S&C and Marketing officers are by definition experts in the field of promoting and organising meetings. Conferences at the UN are not organised by ELSA, but nevertheless require the same preparatory efforts when it comes to marketing, applications and preparatory works. S&C and Marketing officers also need to know certain details regarding international events and how to find the essential information. This 1-hour interactive presentation will focus on the above issues as well as on ideas on how to use UN resources for local Officers of these two areas.

13:00 – 14:30

Lunch Break

14:30 – 15:30

Other external resources for S&C Events

Aim:

To outline the external resources for S&C Events.

Means:

- Discussion.

Comments:

There are many external resources, other than grants, which can be very useful for organising S&C Events. This discussion should be an exchange of experience between National Groups on how they “fish” for speakers, money, background materials, logistics, marketing materials, etc. We will also underline the ELSA International resources, like the Speakers’ Database, marketing materials, etc.

15:30 – 15:40

Break

15:40 – 16:30

Presentation of upcoming International Events

Aim:

To promote the upcoming S&C Events.

Means:

- Presentations;
- Marketing Materials (Please bring your Marketing Materials!).

Comments:

There will be many S&C Events taking place in the year 2004. For one hour, the National/Local Groups will have the chance to present their future international projects and convince the participants to apply and to promote these events on their National/Local Mailing Lists.

16:30 – 16:40

Break

16:40 – 17:30

Miscellaneous

Comments:

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

17:30 – 18:30

Closing of the Workshop

Aim:

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

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOP**Timetable**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Agenda		ISM Report And Input Paper		Team Building Training	
10:30							
11:00		State of the Network					
11:30				Proposal			
12:00							
12:30							
13:00							
13:30							
14:00							
14:30		Q/A		Negotiation Skills Training		Joint WS Marketing STEP Logo	
15:00							
15:30		Transition, Motivation and Presentation of the STEP Hand Book				Joint WS FM STEP FEE	
16:00							
16:30							
17:00				Joint WS BEE		Miscellaneous	
17:30	Intro WS					Closing WS	
18:00	Training						
18:30							
19:00							
19:30							
20:00							
				Reporting Time		Reporting Time	
20:30		Rep. Time					

Draft Agenda

Reminders

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

Prepare an Activity Report 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 STEP mailing list (elsa-step@listserv.elsa.org) and start a discussion before the XLV International Council Meeting in Paris.

Sunday, 21st of March 2004 (17:00 – 18:30)

17:30 – 18:30

Introductory Workshop

Aim:

To get to know each other, elect the Workshop Officers and acknowledge the participants expectations.

19:00 – 19:30

Officers and delegate's Training

Aim:

To train officers and delegates on their fundamental tasks and responsibilities during an International Council Meeting.

Means:

- Training delivered by International Trainers' Pool members.

Monday, 22nd of March 2004 (10:00 – 18:30)

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.

Means:

- Brief presentation;
- Voting.

Comments:

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

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10:30 – 11:30

State of the Network

Aim:

To evaluate the current state of the network, conclude on our general weaknesses and strengths and evaluate the implementation of the Two Year Tactical Plan in all matters related with STEP.

Means:

- Presentation of the results collected through the STEP Inquiries, to be found in this package;
- Comparative analyses with the results of the previous State of the Network;
- Comparative analyses between the current “status quo” and the goals set in the Two Year Tactical Plan.

Comments:

The evaluation of the State of the Network is a fundamental tool in a wide Association such as ELSA, as it allows us all to have a clearer picture about our strengths and weaknesses, to track down problems common to many groups and share successful means used by some groups in order to grow stronger. The International Board once again stresses the importance of each National Board to fill in all the inquiries to be found in this package and hand them over to the International Board in Paris. In case your group won't be able to 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. Don't forget as well to submit your activity reports.

11:30 – 11:45

Break

11:45 – 13:00

State of the Network – continuation

13:00 – 14:30

Lunch Break

14:30 – 15:00

Question and Answer time

Aim:

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

15.15-15.30

Break

15.30-18.30

Transition, Motivation and Presentation of the STEP Handbook

Aim:

To emphasize the meaning of transition and identify the importance of keeping motivation high and to see the STEP handbook as an important tool for transition.

Means:

- Presentation by ELSA International and group work.

Comments:

During this session we will discuss the importance of transition and of keeping ourselves and our members highly motivated. We will also present the STEP Handbook.

Wednesday, 24th of March 2004 (10:00 – 18:30)

10:00-11.30

Report from the International STEP Meeting (ISM), held in Innsbruck, and review of Input Paper.

Aim:

To provide the Network with information about the results attained during the International STEP Meeting in Innsbruck.

Means:

- Presentation by ELSA International and Input paper found in the annexes.

Comments:

Despite the substantial number of participants from 10 different countries at the International STEP Meeting, we feel the need to inform the rest of the network about the results of this meeting.

11.30-11.45

Break

11.45-13.00

IB Proposal

Aim:

To set deadlines for the STEP Cycle.

Means:

- IB Proposal found in the annexes.

13:00 – 14:30

Lunch Break

14.30-16.15

Negotiation Skills Training

Aim:

To provide STEP officers with training, which will improve their skills and be useful when negotiating with employers.

Means:

- Training provided by ELSA International.

Comments:

During the Budva International Council Meeting, the Workshop requested more training and since Jobhunting is, for most, quite a task we thought of having this training session, leading to the STEP Officers becoming more efficient in their work.

16.15-16.30

Break

16.30-18.30

Joint Workshop with BEE

Aim:

To get Presidents and STEP Officers to work together as a TEAM, with a special focus on Jobhunting.

Means:

- Working Groups.

Comments:

To increase the number of traineeships, the potential knowledge of the Presidents on Negotiation Skills, Fundraising and other fields can be very useful. During the last International Council Meeting in Budva, ELSA International strongly recommended to STEP Officers to do Jobhunting with Presidents; and to Presidents to support STEP Officers especially during the Jobhunting period. In this Joint Workshop, we are going to look for ways and benefits of this cooperation.

Friday, 26th of March 2004 (10:00 – 18:30)

10:00 – 13:00

Team Building Training

Aim:

To get some tips on how to build a TEAM and to analyze the tasks of Local and National STEP Officers.

Means:

- Training provided by ELSA International.

Comments:

STEP Officers (especially the Local Officers) have various tasks. Building a STEP Team might increase the productivity of the Officers. In this session we are going to focus on building TEAMS and sharing tasks within the TEAM.

13:00 – 14:30

Lunch Break

14:30 – 15:45

Joint Workshop with Marketing

Aim:

To work on the new STEP Logo.

Means:

- Presentations;
- Discussion

Comments:

During the last International Council Meeting in Budva and during the International STEP Meeting in Innsbruck, the importance and the need for a STEP Logo was brought up. Now, it is time to start working on it. Some examples of the draft STEP Logo will be presented, but please bring your logos in hard copy or in digital format.

15:45 – 16:00

Break

16:00 – 17:15

Joint Workshop with FM: STEP Fee

Aim:

To increase the awareness about the STEP Fee, settle issues about the STEP Fee that has not been invoiced for the previous years and analyse the proposal of ELSA Italy concerning the STEP Fee.

Means:

- Discussion on possible solutions
- Presentation of ELSA Italy's proposal
- Voting

Comments:

It's been more than one year that ELSA International did not invoice the National Groups for the STEP fee. This situation is harming ELSA International substantially. The Workshop will be aimed at finding a solution to this matter.

17:15 – 17:30

Break

17:30 – 18:00

Miscellaneous**Comments:**

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

18:00 – 18:30

Closing of the Workshop**Aim:**

To evaluate the Workshop and approve the minutes.

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

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Expectations		Microsoft			
10:30							
11:00				DB			
11:30		State of the Network		JW FM		Planning Training	
12:00							
12:30							
13:00							
13:30							
14:00							
14:30		Q/A		ELSA Russia			
15:00				Sponsors' Benefits		JW AA	
15:30							
16:00							
16:30		Board Management Training		JW STEP STEP Training		HR	
17:00							
17:30	Intro WS					Miscellaneous	
18:00	Training					Closing WS	
18:30							
19:00							
19:30							
20:00							
20:30				Reporting Time		Reporting Time	
21:00							
21:30		Rep. Time					

Draft Agenda

Reminders

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

Prepare an Activity Report 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 XLV International Council Meeting in Paris.

Sunday, 21st of March 2004 (17:00 – 18:30)

17:30 – 18:30

Introductory Workshop

Aim:

To get to know each other, elect the Workshop Officers and acknowledge the participants expectations.

19:00 – 19:30

Officers and delegate's Training

Aim:

To train officers and delegates on their fundamental tasks and responsibilities during an International Council Meeting.

Means:

- Training delivered by International Trainers' Pool members.

Monday, 22nd of March 2004 (10:00 – 18:30)

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.

Means:

- Brief presentation;
- Voting.

Comments:

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

10:30 – 11:30

State of the Network**Aim:**

To evaluate the current state of the network, conclude on our general weaknesses and strengths and evaluate the implementation of the Two Year Tactical Plan in all matters related with BEE.

Means:

- Presentation of the results collected through the BEE Inquiries, to be found in this package;
- Comparative analyses with the results of the previous State of the Network;
- Comparative analyses between the current “status quo” and the goals set in the Two Year Tactical Plan.

Comments:

The evaluation of the State of the Network is a fundamental tool in a wide Association such as ELSA, as it allows us all to have a clearer picture about our strengths and weaknesses, to track down problems common to many groups and share successful means used by some groups in order to grow stronger. The International Board once again stresses the importance that each National Board fills in all the inquiries to be found in this package and hand them over to the International Board in Paris. In case your group won't 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. Don't forget as well to submit your activity reports.

11:30 – 11:45

Break

11:45 – 13:00

State of the Network – continuation

13:00 – 14:30

Lunch Break

14:30 – 15:00

Question and Answer time

Aim

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

15:30 - 18:30

Board Management Training

Aim:

To learn when to use our authority as Presidents and when not to use it.

Means:

- Training session.

Comments:

It is our role to deal with board management. One of the most difficult task we have to fulfil and what is the most complex one, is to know when to use our authority as presidents and when to be a board member. Going through the training we will hopefully be more skilled in order to have a more precise idea on how to conceive our role within the team.

Wednesday, 24th of March 2004 (10:00 - 18:30)

10:00 - 10:45

Co-operation with Microsoft on the national level

Aim:

To start thinking on how National Groups can co-operate with Microsoft.

Means:

- Round table on how each country would like to co-operate with Microsoft;
- Now that we want to go further with Microsoft on the new system project, we should have a common approach towards Microsoft in order to be more effective.

10:45 - 11:15

Revision of the Decision Book:

Aim:

To analyse, discuss and vote on the IB Proposal;

Means:

- Presentation by the International Board;

- Discussion;
- Voting.

11:15 – 11:30

Break

11:30 – 13:00

Joint Workshop with BEE: Update on Debts situation towards ELSA

Aim:

To give an update on Debts situation towards ELSA and analyse the legal aspects of the situation.

Means:

- Update on Debts situation towards ELSA;
- Presentation of the legal aspects;
- Discussion on possible solutions.

Comments:

This session will be dedicated on the issue raised during the last International Council Meeting by the International Board. The results will be presented to the participants.

13:00 – 14:30

Lunch Break

14:30 – 15:30

ELSA Russia's proposal

Aim:

To analyse the membership application of ELSA Russia.

Means:

- Presentation by ELSA Russia;
- Question and Answer time;
- Voting.

Comments:

During this session the representatives of ELSA Russia will give a report on how they have been supporting the activities of ELSA. The application for membership shall be duly analysed and the delegates will have the opportunity to ask questions to the representatives of ELSA Russia.

15:30-16:30

Sponsors' benefits

Aim:

Share the benefits that each country brings up to sponsors and have a concrete result about this session.

Means:

- Round table and open discussion about these benefits the countries “sell” to sponsors. Write down these benefits in a clear way;

16.15-16.30

Break

16.30-18.30

Joint Workshop with STEP**Aim:**

To get Presidents and STEP Officers to work together as a TEAM, with a special focus on Jobhunting.

Means:

- Working Groups.

Comments:

To increase the number of traineeships, the potential knowledge of the Presidents on Negotiation Skills, Fundraising and other fields can be very useful. During the last International Council Meeting in Budva, ELSA International strongly recommended to STEP Officers to do Jobhunting with Presidents; and to Presidents to support STEP Officers especially during the Jobhunting period. In this Joint Workshop, we are going to look for ways and benefits of this cooperation.

Friday, 26th of March 2004 (10:00 – 18:30)

10:00 – 13:00

Training on planning**Aim:**

To know why we should plan and how to plan.

Means:

- Training given by the ITP.

Comments:

Since most of the National Boards will change during spring and summer, the need of planning is getting very important. We should take this opportunity to learn in an

efficient way how to plan. Then the current Presidents can pass on their knowledge in an easier way.

13:00 – 14:30

Lunch Break

14:30 – 16:30

Joint Workshop with AA

Aim:

To take a wider view on the projects, events and programmes in AA in which AA need help and cooperation with the Presidents.

Means:

- Presenting the results of the discussions of the promotions of the International Academic Publications – ELSA SPEL and ELSA GLSE;
- Assessing how to make ELSA SPEL and ELSA GLSE the priorities of the NGs, especially bearing in mind that TYTP 2003/ 2005 lists ELSA SPEL as one of priorities;

Discussing further AA projects and programmes, such as Lawyers at Work Events (L@WE) and the Studies Abroad Programme (SAP) and AAs needs for the concrete help that might be provided by the Presidents throughout the Network.

16:30 – 17:20

Human Rights presentation

Aim:

As ELSA has a commitment to Human Rights, Presidents should know what ELSA can do about Human Rights.

Means:

- Presentation by Patrick Zupansic, Director for Human Rights ELSA International;
- Presidents should ask questions.

17:20 – 17:30

Break

17:30 – 18:00

Miscellaneous

Comments:

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

18:00 – 18:30

Closing of the Workshop

Aim:

To evaluate the Workshop and approve the minutes.

INTERNAL MANAGEMENT**Timetable**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Agenda				Freshers' Camps and Officers Training Events	
10:30				Joint WS Marketing Recruitment and Human Resources		Communication	
11:00		State of the Network				Joint WS FM EDF	
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30		Q/A		Joint WS AA Future Onl. Syst.			
15:00						Transition Training	
15:30		ELSA Russia		Joint WS S&C Future Online System, RTE and Training in S&C			
16:00		EO					
16:30		ELSANet WG					
17:00		Future Online System		Training Input Paper		Miscellaneous	
17:30	Intro WS					Closing WS	
18:00	Training						
18:30							
19:00							
19:30							
20:00							
20:30				Reporting Time		Reporting Time	
21:00							
21:30		Report. Time					

Draft Agenda

Reminders

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

Prepare an Activity Report 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 IM mailing list (elsa-im@listserv.elsa.org) and start a discussion before the XLV International Council Meeting in Paris.

Sunday, 21st of March 2004 (17:00 – 18:30)

17:30 – 18:30

Introductory Workshop

Aim:

To get to know each other, elect the Workshop Officers and acknowledge the participants expectations.

19:00 – 19:30

Officers and delegate's Training

Aim:

To train officers and delegates on their fundamental tasks and responsibilities during an International Council Meeting.

Means:

- Training delivered by International Trainers' Pool members.

Monday, 22nd of March 2004 (10:00 – 18:30)

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.

Means:

- Brief presentation;
- Voting.

Comments:

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

10:30 – 11:30

State of the Network**Aim:**

To evaluate the current state of the network, conclude on our general weaknesses and strengths and evaluate the implementation of the Two Year Tactical Plan in all matters related with IM.

Means:

- Presentation of the results collected through the IM Inquiries, to be found in this package;
- Comparative analyses with the results of the previous State of the Network;
- Comparative analyses between the current “status quo” and the goals set in the Two Year Tactical Plan.

Comments:

The evaluation of the State of the Network is a fundamental tool in a wide Association such as ELSA, as it allows us all to have a clearer picture of our strengths and weaknesses, to track down problems common to many groups and share successful means used by some groups in order to grow stronger. The International Board once again stresses the importance that each National Board fills in all the inquiries to be found in this package and hand them to the International Board in Paris. In case your group won't 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. Don't forget as well to submit your activity reports.

11:30 – 11:45

Break

11:45 – 13:00

State of the Network – continuation

13:00 – 14:30

Lunch Break

14:30 – 15:30

Question and Answer time

Aim:

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

15:30 – 16:20

ELSA Russia

Aim:

To analyse the membership application of ELSA Russia.

Means:

- Presentation by ELSA Russia;
- Question and Answer time.

Comments:

During this session the representatives of ELSA Russia will give a report on how they have been supporting the activities of ELSA. The Statutes of ELSA Russia will be examined and the Workshop participants will have the opportunity to ask questions to the representatives of ELSA Russia.

16:20 – 16:30

Break

16:30 – 16:50

ELSA ONLINE

Aim:

To clarify possible existent doubts regarding the system's functioning.

Means:

- Question and Answer time;
- Errors' reporting time.

16:50 – 17:10

Presentation of the ELSANet Working Group results

Aim:

To update the Workshop participants on the Working Group's work since the previous ICM and on the latest developments on this matter.

Means:

- Presentation by the Working Group

17:10 – 18:30

Future online system of ELSA

Aim:

To brainstorm on the structure and functions to be found on the future online system of ELSA and prepare for the Joint Workshops which will be held later on, regarding this topic.

Means:

- Presentation by the International Board;
- Brainstorming, followed by a discussion on the topic.

Comments:

As presented during the last International Presidents' Meeting, ELSA is launching the project of a new website system, to be developed together with our Cooperate Partner Microsoft. It is therefore very important at this stage to collect as many inputs as possible on the current and future needs of our network and to make a realistic evaluation of our current system, ELSA ONLINE. As the large majority of its participants are experienced ELSA ONLINE users, having dealt with the system at different levels, the IM Workshop is the more qualified to discuss about the technicalities of our future internal system.

Wednesday, 24th of March 2004 (10:00 - 18:30)

10:00 - 13:00

Joint Workshop with Marketing: Recruitment and Human Resources**Aim:**

To promote a closer cooperation between Marketers and Secretary Generals in recruitment of new members, bring to power all the potential of the current recruitment tools and seek for new approaches in this field.

Means:

- Presentations;
- Working groups;
- Fun.

Comments:

The lack of Human Resources is often mentioned as one of the main problems any Association faces from time to time. Today's law students are more demanding with the time investment made outside their university studies and therefore ELSA has to develop a more professional approach towards recruitment.

Our officers have to have a clear profile of our potential members, know what the Association has to offer, how to offer it and when to offer it. This can only be achieved through an effective cooperation between the responsible officers for the administration of Human Resources and those with the expertise in Public Relations.

During this Joint Workshop, the participants will try to draw the different profiles of all our potential members and build the correspondent approaching strategies.

One of the focus during this Workshop will be the use of our IT tools, in particular our website, one of the “main doors” driving law students and young lawyers all over Europe to join our Association.

Above all when ELSA is starting a project of a new online system to be developed together with our Cooperate Partner Microsoft, this is the time to collect as much input as possible, in order to make the future website an even more powerful recruitment tool.

13:00 – 14:30

Lunch Break

14:30 – 15:20

Joint Workshop with AA - Future online system of ELSA

Aim:

To present the project of the future online system of ELSA to the AA officers and receive inputs on the needs of local and national Academic Activities officers to be fulfilled by the future system.

Means:

- Presentation by the International Board;
- Brainstorming, followed by discussion.

Comments:

One of the handicaps more often mentioned regarding ELSA ONLINE was the unequal involvement of all the areas in the system, in particular Academic Activities and Seminars and Conferences. Having in hand the project of a new online system which we wish to become the main working tool of all the ELSA Officers on all the levels of our Association, it is important to give the opportunity to the Academic Activities Officers to share their points of view on the topic, present their needs and, together with the Secretary Generals, seek for solutions within the future online system.

15:20 – 15:30

Break

15:35 – 16:25

Joint Workshop with S&C: Future online system of ELSA

Aim:

To present the project of the new online system of ELSA to the S&C officers and receive inputs on the needs of the local and national S&C officers to be fulfilled by the future system.

Means:

- Presentation by the International Board;
- Brainstorming, followed by discussion.

Comments:

The reasons behind this Joint Workshop with S&C are the same mentioned above to justify the Joint Workshop with AA. However, we must underline that according to the Two Year Tactical Plan, a decision on the implementation of S&C in ELSA ONLINE shall be taken. Taking into consideration that we are currently starting a project for the development of a new online system, the discussion will be centred on the future system, not on the current one.

16:25 – 16:35

Break

16:35 – 17:25

Joint Workshop with S&C: Regional Training Events and Training in S&C**Aim:**

To promote cooperation between S&C officers and Secretary Generals, with a focus on the organisation of Regional Training Events and the use of our training tools to overcome the current handicaps in the S&C area.

Means:

- Brainstorming, followed by discussion;
- Presentation by Nina Klotz, Director for Training of ELSA International.

Comments:

The promotion of Regional Training Events is one of the top priorities set for the current year by the International Board and in Budva, the IM Workshop agreed that these are among the most effective tools to make our network grow stronger as a whole. Through this session, it is our aim to promote the organisation of Regional Training Events, by sharing successful experiences in this field and raising the awareness for the benefits of a close cooperation between the officers of these two areas.

Moreover, the cooperation between the S&C officers and the Secretary Generals will be further analysed, with a particular focus on training. For this purpose, the Director for Training of ELSA International will make a presentation of the training tools which are currently available which are suitable to support the work of the S&C officers.

17:25 – 17:35

Break

17:35 – 18:30

Training Working Group's Input Paper – analysis and discussion**Aim:**

To analyse the Input Paper on Training, to underline the strengths and weaknesses of the presented ideas and seek for solutions for the raised weaknesses.

Means:

- Presentation by the Director for Training of ELSA International;
- Discussion on the topic.

Friday, 26th of March 2004 (10:00 – 18:30)

10:00 – 11:20

Training Working Group – Organisation of Freshers’ Camps and Officers Training Events

Aim:

To have a more concrete insight on the organisation of the above mentioned events by sharing experiences with officers with first hand experience in this matter.

Means:

- Presentations by the Training Working Group;
- Discussion on the topic.

Comment:

Freshers’s Camps and Officers Training Events were pointed out as the most important events to implement the first and second stages of the “Perfect ELSA Officers’ career” concept, developed by the IM Workshop in Budva (see Input Paper on Training). Through this session, we aim at promoting the organisation of such events, by providing all the participants with the necessary knowledge and skills.

11:20 – 11:25

Break

11:25 – 11:55

Communication

Aim:

To discuss the current status of communication in Internal Management, analysing the grade of success of the communication strategy agreed on in Budva.

Means:

- Short Presentation by the International Board
- Round Table
- Discussion.

Comments:

Communication was one of the topics on the Agenda of the previous Internal Management Workshop. It was agreed then that the individual communication between the National Officers and the International Board was very satisfactory, contrarily to the level of communication through the international e-mailing lists. In order to overcome this situation, the Workshop agreed on a new communication strategy to be implemented in the IM list. It is now time to analyse its success.

11:55 – 12:00

Break

12:00 – 13:00

ELSA Development Fund – Joint Workshop with FM

Aim:

To give an overview of the structure and state of the ELSA Development Fund.
To analyse, discuss and vote on the International Board's proposal on this matter.

Means:

- Presentations by the International Board;
- Discussion;
- Voting

Comments:

According to the FM policies, the Treasurer of ELSA International will give a written detailed report to be distributed to all participants. Furthermore, the discussion on the International Board's proposal on this matter will be brought to discussion and to a vote. Please, read, analyse and discuss with your fellow board members the relevant IB proposal enclosed in these working materials beforehand.

13:00 – 14:30

Lunch Break

14:30 – 17:25

Training on Transition

Aim:

To raise awareness of all ELSA Groups for the vital importance of transition for the Association's development, provide all participants with the necessary knowledge to prepare effective transition in their respective groups and promote the use of the currently available transition tools.

Means:

- Training session delivered by the International Trainers Pool member;
- Presentation of the currently available transition tools.

Comments:

As we concluded in Budva, the focus made on transition during the past year resulted in an increasing number of National Boards performing proper transition. However, it was

the unanimous opinion of the Workshop that the current numbers are still not satisfactory, mainly if we take into consideration the situation on the local level. Therefore, after having presented several cases of successful transitions performed by some of our National Groups over the past year, during the last ICM, this time the participants will be provided with the necessary skills to organise proper transition in their Groups and promote transition among the Local Groups under their responsibility.

17:25 – 17:35

Break

17:35 – 18:00

Miscellaneous

Comments:

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

18:00 – 18:30

Closing of the Workshop

Aim:

To evaluate the Workshop and approve the minutes.

FINANCIAL MANAGEMENT**Timetable**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Agenda		Budget 04/05		Joint WS S&C Grants	
10:30		State of the Network					
11:00		Financial Management Training		Joint WS BEE Financial Situation		Joint WS IM EDF	
11:30							
12:00							
12:30							
13:00							
13:30							
14:00							
14:30		Q/A				Membership Fee	
15:00		Interim Accounts 02/03					
15:30		Final Accounts 02/03		Motivation Session		Joint WS STEP STEP FEE	
16:00							
16:30		Interim Accounts 03/04				Miscellaneous	
17:00						Closing WS	
17:30	Intro WS						
18:00	Training						
18:30							
19:00							
19:30							
20:00							
				Reporting Time		Reporting Time	
20:30		Rep. Time					

Draft Agenda

Reminders

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

Prepare an Activity Report 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 FM mailing list (elsa-fm@listserv.elsa.org) and start a discussion before the XLV International Council Meeting in Paris.

Sunday, 21st of March 2004 (17:00 – 18:30)

17:30 – 18:30

Introductory Workshop

Aim:

To get to know each other, elect the Workshop Officers and acknowledge the participants expectations.

19:00 – 19:30

Officers and delegate's Training

Aim:

To train officers and delegates on their fundamental tasks and responsibilities during an International Council Meeting.

Means:

- Training delivered by International Trainers' Pool members.

Monday, 22nd of March 2004 (10:00 – 18:30)

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.

Means:

- Brief presentation;
- Voting.

Comments:

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

10:30 – 11:15

State of the Network**Aim:**

To evaluate the current state of the network, conclude on our general weaknesses and strengths and evaluate the implementation of the Two Year Tactical Plan in all matters related with FM.

Means:

- Presentation of the results collected through the FM Inquiries, to be found in this package;
- Comparative analyses with the results of the previous State of the Network;
- Comparative analyses between the current “status quo” and the goals set in the Two Year Tactical Plan.

Comments:

The evaluation of the State of the Network is a fundamental tool in a wide Association such as ELSA, as it allows us all to have a clearer picture of our strengths and weaknesses, to track down problems common to many groups and share successful means used by some groups in order to grow stronger. The International Board once again stresses the importance of each National Board to fill in all the inquiries to be found in this package and hand them to the International Board in Paris. In case your group won't be able to 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. Don't forget as well to submit your activity reports.

11:15– 11:30

Break

11:30 – 13:00

Training on Financial Management**Aim:**

To provide the Treasurers with general skills regarding Financial Management.

Means:

- Training session delivered by the Treasurer of ELSA International.

Comments:

The training will focus on the world of Financial Management in ELSA. Besides some theory on Financial Management we will also have training on how to structure a budget.

13:00 – 14:30

Lunch Break

14:30 – 15:20

Question and Answer time**Aim:**

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

15:20 – 15:30

Break

15:30 – 16:25

Interim Accounts 2002/03 – Auditor's report**Aim:**

To approve the Interim Accounts 2002/2003 for the financial year 2002/2003.

Means:

- Presentation of the Interim Accounts 2002/2003;
- Presentation of the Auditor's report;
- Voting.

Comments:

The approval of the Interim Accounts is one of the tools available to the Council to regulate the working of ELSA International. Due to the fact that the Interim Accounts were not presented to the last Council Meeting, then they will be presented in Paris followed by the Auditor's report.

16:25 – 17:20

Final Accounts 2002/03 – Auditor's report**Aim:**

To approve the Final Accounts 2002/2003 for the financial year 2002/2003

Means:

- Presentation of the Final Accounts 2003/2004;

- Presentation of the Auditor's report;
- Voting.

Comments:

The approval of the Final Accounts is one of the tools available to the Council to regulate the working of ELSA International. Due to the fact that the Final Accounts were not presented to the last Council Meeting, then they will be presented in Paris followed by the Auditor's report.

17:20 – 17:35

Break

17:35 – 18:30

Interim Accounts 03/04 – Auditor's report

Aim:

To approve the Interim Accounts 2003/2004 for the financial year 2003/2004.

Means:

- Presentation of the Interim Accounts 2003/2004;
- Presentation of the Auditor's report;
- Voting.

Comments:

The approval of the interim accounts is one of the tools available to the Council to regulate the working of ELSA International.

Wednesday, 24th of March 2004 (10:00 – 18:30)

10:00 – 11:15

Budget 04/05

Aim:

To approve the budget for the financial year 2004/2005.

Means:

- Presentation of the Budget for the financial year 2004/2005;
- Voting;

Comments:

The budget sets the financial plan for the work of the next International Board. We will propose a budget for the financial year 2004/2005. The Council must then examine and decide whether the proposed budget is feasible for the directions it gives for the future of ELSA

11:15 – 11:30

Break

11:30 – 13:00

Joint Workshop with BEE: Update on Debts situation towards ELSA

Aim:

To give an update on the Debts situation towards ELSA and analyse the legal aspects of the situation.

Means:

- Update on Debts situation towards ELSA;
- Presentation of the legal aspects;
- Discussion on possible solutions.

Comments:

This session will be dedicated to the issue raised during the last International Council Meeting by the International Board. The results will be presented to the participants.

13:00 – 14:30

Lunch Break

14:30 – 18:30

Motivation Session for Treasurers

Aim:

To raise the motivation of the Treasurers of the National Groups.

Means:

- Games and discussions to get the Treasurers more motivated.

Comments:

The position of the Treasurer inside a board is always delicate and not always attractive enough. It is needed both for the sake of the National groups and ELSA International to raise the motivation in working for the Financial Management area.

Friday, 26th of March 2004 (10:00 – 18:30)

10:00 – 11:45

Joint Workshop with S&C: Grants Handbook and Training on Grants

Aim:

To present the soon-to-be published ELSA Grants Handbook, fully analyse its content and promote its use. To learn how to fill in an application for grants.

Means:

- Presentation of the ELSA Grants Handbook
- Training delivered by Kristina Juth, Director for Grants, ELSA International

Comments:

A handbook is only useful when it is actually used. By explaining its content Kristina will ensure that ELSA groups will, with the help of the handbook, apply for grants more actively in the future. The WS will also be provided with a practical training on how to fill in an application for grants. The practical training part of the session will be done using real grants application forms of a foundation.

11:45 – 12:00

Break

12:00 – 13:00

ELSA Development Fund – Joint Workshop with IM**Aim:**

To give an overview of the structure and state of the ELSA Development Fund.
To analyse, discuss and vote on the International Board's proposal on this matter.

Means:

- Presentations by the International Board;
- Discussion;
- Voting

Comments:

According to the FM policies, the Treasurer of ELSA International will give a written detailed report to be distributed to all participants. Furthermore, the discussion on the International Board's proposal on this matter will be brought to discussion and to a vote. Please, read, analyse and discuss with your fellow board members the relevant IB proposal enclosed in these working materials beforehand.

13:00 – 14:30

Lunch Break

14:30 – 15:45

Membership Fee**Aim:**

To analyse, discuss and vote on the International Board's proposal on this matter.

Means:

- Presentation by the International Board;
- Discussion;
- Voting.

Comments:

The actual International Board faced some technical problems with the calculation of the Membership Fee. The formula stated in the FM Policies presents some technical

problems and some incoherencies. The IB proposal tries to solve the technical problems not changing the principles that are behind the formula.

15:45 – 16:00

Break

16:00 – 17:15

Joint Workshop with STEP: STEP Fee

Aim:

To increase awareness about the STEP Fee, settle the STEP Fees that have not been invoiced for the previous years and analyse the proposal of ELSA Italy concerning the STEP Fee.

Means:

- Discussion on possible solutions
- Presentation of ELSA Italy's proposal
- Voting

Comments:

It's been more than one year that ELSA International did not invoice the National Groups for the STEP fee. This situation is harming ELSA International substantially. The Workshop will be aimed at finding a solution to this matter.

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17:25 – 17:35

Break

17:35 – 18:00

Miscellaneous

Comments:

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

18:00 – 18:30

Closing of the Workshop

Aim:

To evaluate the Workshop and approve the minutes.

MARKETING**Timetable**

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
08:00							
08:30							
09:00							
09:30							
10:00		Agenda		Joint WS Marketing Recruitment and Human Resources		Joint WS Marketing AA Events Marketing	
10:30		State of the Network					
11:00							
11:30		Marketing Tools				Joint WS Mark UN Events	
12:00							
12:30							
13:00							
13:30							
14:00							
14:30		Q/A				Joint WS Marketing STEP Logo	
15:00							
15:30		Training by Thomson		TOP Careers and the World Grad Tour		Mark Strategy, Handbook and Fund. Reg.	
16:00							
16:30		Future of Marketing				Miscellaneous	
17:00						Closing WS	
17:30	Intro WS						
18:00	Training						
18:30							
19:00							
19:30							
20:00							
				Reporting Time		Reporting Time	
20:30		Rep. Time					

Draft Agenda

Reminder

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

Prepare an Activity Report and bring the Marketing materials you use in your National, (Local) groups, to present them to the Workshop.

Please bear in mind that this Agenda might be slightly changed, due to the confirmation given by the External trainers.

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 XLV International Council Meeting in Paris.

Sunday, 21st of March 2004 (17:00 – 18:30)

17:30 – 18:30

Introductory Workshop

Aim:

To get to know each other, elect the Workshop Officers and acknowledge the participants expectations.

19:00 – 19:30

Officers and delegate's Training

Aim:

To train officers and delegates on their fundamental tasks and responsibilities during an International Council Meeting.

Means:

- Training delivered by International Trainers' Pool members.

Monday, 22nd of March 2004 (10:00 – 18:30)

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.

Means:

- Brief presentation;
- Voting.

Comments:

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

10:30 – 11:45

State of the Network**Aim:**

To evaluate the current state of the network, conclude on our general weaknesses and strengths and evaluate the implementation of the Two Year Tactical Plan in all matters related with Marketing.

Means:

- Presentation of the results collected through the Marketing Inquiries, to be found in this package;
- Comparative analyses with the results of the previous State of the Network;
- Comparative analyses between the current “status quo” and the goals set in the Two Year Tactical Plan.

Comment:

The evaluation of the State of the Network is a fundamental tool in a wide Association such as ELSA, as it allows us all to have a more clear picture of our strengths and weaknesses, to track down problems common to many groups and share successful means used by some groups in order to grow stronger. The International Board once again stresses the importance of each National Board to fill in all the inquiries to be found in this package and hand them to the International Board in Paris. In case your group won't be able to 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. Don't forget as well to submit your activity reports.

11:45 – 12:00

Team building Break

Visual show. Get ready to have fun and be a Marketing Superstar!

Aim:

To raise awareness of the importance of teamwork as a condition “sine quam non” to great achievements.

Means:

- Training and games: how to play while learning, how to learn while playing.

Comments:

Learning is fun and playing is needed. Playing is fun and learning is needed (and always welcome)!

12:10 – 13:00

Marketing tools used at National and Local level
To learn how to do our Marketing materials!

Aim:

To highlight the role of the ELSA Logo as the trademark of our Association and the vital importance of its thoughtful and careful use.

Means:

- ELSA Identity Handbook and Marketing part of the Decision Book, in particular the Logo rules;
- Working groups (division between Freshers and Advanced).

Comments:

I wish I could skip this point but unfortunately I realised that even the Marketers are unaware of the Decision Book or (which is worse) do not care about them.

Many ELSA Groups still do not use the ELSA logo properly. In order not to suffer a nervous breakdown when we see the ELSA logo in yellow, or even worse with diagonal stripes across it (yes it's true, it was seen!), we should analyse the Marketing Decision Book and the ELSA Identity Handbook together. As a good marketer, you want to look good, don't you?

The Workshop will be divided in 'Freshers' and 'Advances'. The Advanced will share their knowledge and experience with the Freshers while at the same time improving their own marketing and public speaking skills. We will have teachers & pupils. Choose your role.

13:00 – 14:30

Lunch Break

14:30 – 15:30

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 – 17:00

External Training given by Mr. Nick Mole, from Thomson, one of ELSA Corporate Partners

Aim:

To have an insight on the world of professional Marketing and to present the new marketing project in collaboration with Thomson, Cooperate Partner of ELSA International.

Means:

- Training session delivered by Mr. Nick Mole (Thomson);
- Question and answer time;
- Discussion on the possibilities for further development.

Comments:

We will have the privilege of being trained by an expert in Marketing, Mr. Mole, who is the Marketing Manager in charge of International Sales & Marketing, at Thomson Legal & Regulatory Europe

17:00 – 18:30

Future of Marketing

Aim:

To create a common Marketing strategy which is to be developed and to raise awareness of the importance of transition.

Means:

- Analysis of the OYOP and the TYTP;
- Discussion on transition.

Comments:

Why a tactical plan? How? What has been done and how can the situation be improved? The strategy will be presented and inputs are expected from the Workshop participants. We will compare the previous results, and this will allow us to determine whether any progress has been made over the past months. Everyone will get a chance to highlight their most important achievements, and their plans for the future.

Wednesday, 24th of March 2004 (10:00 – 18:30)

10:00 – 13:00

Joint Workshop with IM: Recruitment and Human Resources

Aim:

To promote a closer cooperation between Marketers and Secretary Generals in recruitment of new members, bring to power all the potential of the current recruitment tools and seek for new approaches in this field.

Means:

- Presentations;
- Working groups;
- Fun.

Comments:

The lack of Human Resources is often mentioned as one of the main problems any Associations face from time to time. Today's law students are more demanding with the time investment made outside their university studies and therefore ELSA has to evolve into a more professional approach on recruitment.

Our officers have to a clear profile of our potential member, know what the Association has to offer, how to offer it and when to offer it. This can only be achieved through an effective cooperation between the responsible officers for the administration of Human Resources and those with the expertise in Public Relations.

During this Joint Workshop, the participants will try to draw the different profiles of all our potential members and build the correspondent approaching strategies.

One of the focus during this Workshop will be the use of our IT tools, in particular our website, one of the "main doors" driving law students and young lawyers all over Europe to join our Association.

Above all when ELSA is starting a project of a new online system to be developed together with our Cooperate Partner Microsoft, this is the time to collect as many inputs as possible, in order to make the future website an even more powerful recruitment tool.

13:00 – 14:30

Lunch Break

14:30 – 15:00

To prepare for the next Workshop.

Going by Metro to our next appointment!

15:00 – 18:00

Topcareers and the World Grad Tour

Aim:

To learn from an expert in Marketing.

Means:

- Training on Marketing provided by the "London School of Economics".

Comments:

Apart from learning a lot and having a lot of fun going through Paris (please do not get lost in the Metro), they will offer us marketing materials and a super posh cocktail. Dress up, smile and behave!

Friday, 26th of March 2004 (10:00 – 18:30)

10:00 – 11:50

Joint Workshop with Marketing: Marketing of AA Events**Aim:**

To continue discussions of how AA and its activities, projects and programmes can benefit from the supporting area of Marketing.

Means:

- Presentation by the National Marketing Officers on what is AA;
- Taking in-depth look into essay competitions, studies abroad programme and legal research.

11:50 – 12:00

Shiatsu Break

12:00 – 13:00

Joint Workshop with S&C: Presentation of Espen Rostrup Nakstad, Director for United Nations ELSA International**Aim:**

To raise awareness of the S&C and Marketing officers' role in the promotion, guidance and application process for international events. What should these officers know about the United Nations?

Means:

- Interactive presentation
- Handouts
- Presentation of the new UN Handbook

Comments:

S&C and Marketing officers are by definition experts within promotion and organising meetings. Conferences at the UN are not organised by ELSA, but nevertheless require the same preparatory efforts when it comes to marketing, applications and preparatory works. S&C and Marketing officers also need to know certain details regarding international events and how to find the essential information. This 1-hour interactive presentation will focus on the above issues as well as ideas on how to use UN resources for local Officers of these two areas.

13:00 – 14:30

Lunch Break

14:30 – 15:45

Joint Workshop with STEP

Aim:

To work on the new STEP Logo.

Means:

- Presentations;
- Discussion.

Comments:

During the last International Council Meeting in Budva and during the International STEP Meeting in Innsbruck, the importance and the need for a STEP Logo was brought up. Now, it is time to start working on it. Some examples of the draft STEP Logo will be presented, but please bring your logos in hard copy or in digital format.

16:00 – 16:15

Team building Break

Visual show. Get ready to have fun and be a Marketing Superstar!

16:15 – 17:30

Marketing Strategy.

Future of ELSA and Marketing -Future Handbook

Fundraising regulations

Aim:

To raise awareness to the importance of the fundraising regulations and its purpose, prepare a marketing strategy and to analyse the possibility and advantages of having a Marketing Handbook.

Means:

- Brainstorming Session & Problem Solving Session.

Comments:

Internal problems related with communication and transition must arise, let's try to solve them maybe by creating a Marketing Handbook.

External problems related with fundraising regulations. We will go through these regulations and identify the repercussions of any breach. Only the fundraising regulations as such will be discussed, for amendments or anything similar, the discussion will be referred to the President's workshop - BEE. What kind of credible fundraising, real or in kind, is available?

The Workshop will be divided into 'Advanced' & 'Freshers' to make the Session more effective.

First we will brainstorm about specific problems groups face. Then we will split into working groups and discuss issues that are of specific relevance for a smaller group. As probably some of you face the same problems, we can discuss how to help each other or just to give advice. There will be a special focus on strategic marketing. This means to come up with a strategy or plan how to overcome the problems and the measures which need to be taken.

We will finally implement a new strategy to market ELSA in the current society that we live in. We hope that this discussion will give the participants new ideas on how to spread the Marketing knowledge in their ELSA Groups.

We hope to find out solutions used by different ELSA Groups to avoid the problems of lack of continuity. We are interested in knowing what kind of standards, such as handbooks, training manuals etc, and other ELSA countries have on this matter.

17:30 – 17:40

Break

17:40 – 18:00

Miscellaneous

Comments:

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

18:00 – 18:30

Closing of the Workshop

Aim:

To evaluate the Workshop and approve the minutes.

ACTIVITY REPORTS**INTERNATIONAL BOARD 2003/04****Ieva Zebryte, Vice-President for Academic Activities**

Selected Papers on European Law: SPEL was a task which was due at the end of December. We were not able to find the professor to write an editorial on time despite the efforts of ELSA Norway. We finally, with the help of ELSA Malta, managed to issue the ELSA SPEL 2003 II just before the ICM preparations reached their peak. However, I must note that we have moved forward in our goal to have a wider selection of articles. This time National Groups helped too. We started looking for the editor of ELSA SPEL. Firstly, through AIJA during the discussions on our future cooperation and then, finally, the possibilities to edit SPEL were explored through ERA – the Academy of European Law where Richard Crowe, current editor of ELSA SPEL who cannot continue with his contribution any longer, works.

Guide to Legal Studies in Europe: The work with ELSA Guide to Legal Studies in Europe is pending. We should be able to prepare the materials for printing. The International Board is going to work on finding a publisher and explore the potential of turning it into a user-friendly database.

Annual Conference of the Annual Conference of the European Law Faculties' Association: Assisting Isabelle Ginet-Kauders, President ELSA International, in her preparations for the Annual Conference of the ELFA was another task endured by me from November on. Unfortunately, the Network was not helpful at first and only Norway, Finland and Spain sent an overview of their Members' experience of the Legal Education Reform. Thanks to them our appearance at the Conference 19th through 21st of February 2004 in Strasbourg (France) was the success it deserved to be.

ELSA Moot Court Competition on WTO Law: As for the EMCC 2003/ 2004, November, December, January and February were very intense. As the first and the last of these months have been concentrated on Fundraising, including Applications for Grants, December and January were the time for major developments in academic part of the Competition. New judges were found, the Clarifications to the Case were published and the International Organising Committee (IOC) with its helpers started very serious work on the Final Oral Round due to take place in Geneva 21st through 25th of April 2004. In addition, February and March were the "hot season" for the National Rounds of the EMC2 taking place in Lithuania, Malta, Norway, Romania and the UK. Fundraising has not succeeded in bringing fixed sums of income yet. However, grant applications were submitted to Swiss and EU institutions. Also, the pledge of Thomson, the Corporate Partner of ELSA International, to support the EMC2 with marketing materials, prizes and other products has been reaffirmed along with promises of the World Trade Institute to provide financial support. As for non-IOC efforts in pushing the EMC2 yet another step forward I have to mention two people. Isabelle Ginet-Kauders, President ELSA International, and Maria Cruz Ferreira Costa, Vice President Marketing ELSA

International, have been relentless in their efforts to make the Competition financially sustainable and world known Moot Court. The work they have been doing for the Competition only makes one wonder how they can also manage to take care of External Relations of the Association as a whole!

Communication: As regards general Academic Activities matters, communication, as always improved before the ICM. On the other hand, approaching National Rounds of the EMC2 served as a good excuse to get in touch and get some e-mails on other AA projects (events) in respective countries. But in essence Vice President Academic Activities 2003/ 2004 continued to communicate with 8 persons out of 37 National AA Officers and 100 subscribers to the ELSA AA list. My special thanks go to the following National Groups which have sent in the State of the Network forms: ELSA Belgium, ELSA Hungary and ELSA Romania though their AA Officers were absent at the ICM in Budva. Further, ELSA Denmark, ELSA Norway and ELSA Serbia & Montenegro submitted opinions on ICM topics hence helping me to move one step further in preparing the AA WS of the Paris ICM in accordance with the wishes of the Network.

I hope you will all enjoy the ICM and the subsequent 4 months together.

Iulia Vass, Vice-President for Seminars and Conferences**Events and News on the ELSA International Website:**

Updated the ELSA International website with around 7 News items and 30 new Events.

ELSA ONLINE Archive:

During this period I kept on working on making the ELSA ONLINE Archive more complete and useful. The S&C Forms are updated, new speakers were added to the Speakers' Folder and new Certificates of Participation and Evaluation Forms are now accessible to all the officers. The UN Presentation by Espen Rostrup Nakstad is as well available in the PPT Presentations folder / Marketing. The S&C Handbook will be updated before the Paris ICM.

ELSA International Speakers' Database:

With the help of Ieva Zebryte, VP AA ELSA International, I sent e-mails to the members of the EMC2 Advisory Board, inviting them to join the ELSA International Speakers' Database. We already received 5 filled in Speakers' Forms and Speakers' Consent Forms. I would also like to thank Terje, VP S&C ELSA Norway and Sergey, VP S&C ELSA Russia for adding two valuable members to the Speakers' Database.

Communication – S&C Mailing List:

Fortunately, the past months were a boom of e-mails sent on the S&C Mailing Lists and to elsa@brutele.be concerning S&C. It was a pleasure to spend a lot of time replying them. However, the National VPs S&C who communicate on regular basis with ELSA International are few (only 7).

ELSA International Delegations:

Nine ELSA International Delegations were sent or will be sent within the next months to different UN Working Groups or Commissions. E-mails, News items, Visa Invitations and Recommendation Letters, Delegations' Mailing Lists and other necessary information are just a few of the tasks of ELSA International.

Institutional Relations:

In order to fulfil one of our aims, to be more present in Brussels, Maria Cruz Ferreira Costa, VP Marketing ELSA International, and I had meetings in the European Parliament and the European Commission in order to enlarge our cooperation. Between 24th-28th of November, Maria Cruz and I had meetings with institutions in Geneva, in order to establish new cooperation agreements.

Institutional Visits:

Due to our very good relationship with the DG JHA of the European Commission, I arranged 2 visits to this Directorate General: ELSA Munich, Germany, and ELSA Turku, Finland.

Travels:

On the 22nd and 23rd of November I attended together with Isabelle, Maria Cruz and Ieva the ELSA Switzerland NCM. I also attended the Bucharest Law School on the Protection of Civilians during Armed Conflicts LAW IS BETTER THAN WAR! for its second part. It was a pleasure to be there when it happened and I would like to take this opportunity to thank ELSA Switzerland and ELSA Bucharest for their hospitality!

S&C Brochure and Poster:

The 1st Issue / 2004 of the S&C Brochure was published by the end of January, with a content of 24 future ELSA International Events. The call for S&C Specification Forms for other ELSA International Events to be included in the Events Poster is 1st of March 2004.

Emin Şanlı, Vice-President for the Student's Trainee Exchange Programme

The International STEP Meeting: ISM in Innsbruck, with more than 30 participants representing 10 National Groups, gave us the opportunity to focus on trainings and important discussions at the same time by splitting up Workshops. This is one of the advantages of having a Director like Sara Meli, who is a great colleague and a friend at the same time.

The WS for the Freshers was mostly focusing on increasing participants' knowledge and skills about ELSA and STEP. With a well structured WS, the participants had the possibility to learn more about the philosophy, aim, structure and practice of the STEP.

The content of the WS for the Advanced has been built on to have an input from the Network about the situation and needs. Needs and changes are divided into terms, to solve and/or to implement them in a short, mid and long term. For further steps, especially the input about the needs of the online system and the STEP procedure was very important. I would like to thank Pierangelo Graziani, who is a STEP enthusiastic as an ex-officer and who never hesitates to share his knowledge and experience with us, wherever we meet.

In addition to the successful organisation of ELSA Innsbruck, participants' had the opportunity to improve their skiing skills on the Alps with the assistance of a professional ski teacher.

The International Council Meeting: Preparations of the ICM Package and the Workshops are being done by me and Sara Meli, especially with a big effort for implementing some inputs coming from the ISM in a short period. We tried to balance trainings and discussions to send and receive inputs.

German National Council Meeting: During our visit to the German National Council Meeting, which was held in Bremen, I participated in the STEP Workshop and took a chance to learn and discuss the situation in ELSA Germany. I also helped them to clarify some points which they had questions about. I would like to thank to ELSA Bielefeld, my hosting LG, for their hospitality.

Communication: Personal communication with the STEP Officers has been fairly good. Most positive point is that even some National Groups which were not "alive" in the STEP Area contacted me recently. However, I can not say the same thing for the communication in the STEP list. It seems there are always the same persons who use it.

Short Traineeship Form: During the Budva International Council Meeting, we decided the content of the Short Traineeship Form. Two weeks later, we prepared the form as was decided in the Workshop and put it in the ELSA ONLINE Archive. However, we couldn't start a correct implementation of the Short Traineeship Form which is the best Marketing Material for the Student Hunting. In the following days, we are going to work on this matter to increase the efficiency of it.

Quality in STEP: For the Quality in STEP, we finalized the preparation of “the Guidelines for the Legal Studies”, which had started in Budva International Council Meeting and was updated later. Many National Groups are still missing in the Guidelines so please feel responsible to send your input. With these guidelines, we aim to clarify the meaning of “General” and “Advanced” Legal Studies and to assure the satisfaction of the employers.

STEP Handbook: Repetition of “the lack of transition and knowledge” of STEP Officers during each meeting forced us to update (or mostly re-write) the STEP Handbook. This Handbook is mostly important for the NEW Officers, who just meet with lots of tasks and don’t know where to start from. We hope our efforts will decrease the lack of knowledge, mostly in the Local Level and will be a guide for the NEW Officers, not only at the beginning but during all their term in office.

Removal of the “Specialized Column” from the forms: We contacted Chord9 after Budva International Council Meeting, as soon as our economical situation became stable. The technical part of the work is already done and we are only trying changes in the Training Version of ELSA ONLINE before releasing it.

Update of the Traineeship Form: Because of the change mentioned above and for some other need, we are working on updating the Traineeship Specification Form.

Marketing: After our good cooperation with the Marketers, we printed new STEP Posters for Student Hunting. We are still working on the layout of the brochures.

Synergy: To find a printing house for the next issue of the Synergy, Maurizio Sorbello and I, contacted more than 40 printing houses. We had around 25 proposals from these print and graphic houses.

Meeting on the creation of a European Wide Portal for student organisations: I participated in this meeting with my colleagues and gave input about the Student Trainee Exchange Programme to other student organisations.

MICROSOFT Project and Researches for the rehabilitation of the STEP Structure: After our contact with Microsoft we started working on how we can develop the system during this period. The implementation of the next system can take a long time coming – time during which we can not cut down STEP.

Whatever we change in STEP or in ELSA, finally human beings are the one who will use the system as a TOOL. We should strictly separate our aims and the tools which will help us reach the said aims. Unfortunately, there isn’t any system which can do the Jobhunting or the Student Hunting for us; which can print STEP Brochures or which can fill out online traineeship forms. The most expensive and the perfect programme can not run, if someone doesn’t turn it on.

We will try OUR best to provide you with a better TOOL as long as you try YOUR best to implement it!!!!

Isabelle Ginet-Kauders, President

Paris: Just after the International Council Meeting in Budva, Maria Cruz, Vice President Marketing ELSA International, and I went to Paris to meet UBS France for the first time, so that they could recommend us to UBS Head quarters in Zurich. The meeting went very well and we are still expecting an answer from UBS Zurich.

Geneva meetings: Just after coming back to Brussels after Paris, we went to Geneva. Maria Cruz and Iulia, Vice President Seminars and Conferences, took care of the Institutions as Ieva, Vice President Academic Activities ELSA International, and I took care of the ELSA Moot Court Competition. We had meetings with the World Trade Organization, some international law firms and the University of Geneva with the Vice Dean of the Law faculty. We are now following up all these meetings, but we have already assured the logistic support from the University.

Microsoft and ELSANet Working Group: As soon as we came back from Geneva, we had a meeting with Microsoft. Here came the proposal for a new system for ELSA. The next day, the ELSA Net Group came to Brussels and spent one week in our company to work on ELSA ONLINE and the principal characteristics of a new system in close co-operation with Tiago, our Secretary General.

ELSA Bulgaria: Just before Christmas, we welcomed ELSA Bulgaria in the ELSA House for a few days. ELSA Bulgaria was briefed about ELSA at large. ELSA International received some updates about ELSA Bulgaria, making this visit pleasant as well as profitable.

ELS and the Advisory Board: ELS and the Advisory Board organised a cocktail which we were invited to. We had the opportunity to meet some of the Advisory Board members but also ELS Belgium with who we still keep close contact regarding ELSA Belgium or any help we would need. This event was very useful for us.

House: Our relations with the Landlord surely have improved. He invested in the ELSA House as he never had done before. New fridge, new oven, new washing machine, rooms repainted, ceilings repaired...We still have some projects with him such as the front door, the windows and I still have the main topic about the ELSA House to deal with: the electricity system. Meanwhile, ELSA International has received two donations from contacts: two computer screens and one new computer.

After Christmas: As it was well known, the ELSA House encountered electric problems during the Christmas holidays. When we came back there was no electricity at all and it took us about 10 days to recover electricity, computers, our network and Internet connection. Since our new washing machine was installed, the electric wires in the basement were flooded. Electricity went out again, it is more or less fixed now but the very bad news is that with the over tension of the electricity cut, "Big Brother's" hard disk containing the archives died. We are doing our utmost to fix the hard disk. If we cannot manage, all the archives of ELSA International are lost.

International Presidents' Meeting: At the end January and beginning of February, I went to Amsterdam for the IPM with Maurizio, Treasurer ELSA International. It was a five days event and the biggest success was to have Microsoft represented by the person of Tomasz Naumovicz, our Head Manager for the new system. The ELSANet team was there as well and accepted to co-operate in this new project with Microsoft. Since then, we are in contact with Microsoft especially to prepare the next ICM in Paris in March.

External Relations:

CMS: ELSA International has signed a new agreement with CMS for two years. We are still in negotiation with LexisNexis. In fact we are going to meet them the 24th of February in London so we will know more about it for the ICM in Paris.

Follow up from Geneva: We are following up on all the externals we have met in Geneva. I went to Paris (17th and 18th of February) to meet some contacts who could recommend us in London, Brussels to still look for more potentials partners for the EMCC.

AIJA: We are as well in close contact with AIJA (Association Internationale des Jeunes Avocats). ELSA International had a memorandum of understanding with AIJA which terminated in December. We are in the process of negotiating a new agreement with them. They had their meeting of the Bureau and Secretariat in Brussels in January where we were present. We could expose our points of view and we think we are on the right track to co-operate with them again.

ING: I also approached ING (a bank too). Our main contact is in Paris, but is trying to get some names in Amsterdam where are the Head quarters. Meanwhile, we are approaching ING in Belgium for them to give us names as well. The proposal for ING would be to become Corporate Partner and Partner of the EMCC.

Other meetings: Maria Cruz and I will spend the week of the 23rd in London for several meetings. First we will meet our Corporate Partners, bearing in mind that the contract with Thomson terminates on the 15th of March, therefore we have to start negotiating the new contract. We will meet other international law firms for the EMCC. We will meet as well The Lawyer and other media companies.

IDLO: We made contact with IDLO (International Development Law Organisation) based in Rome. They used to offer traineeships to ELSA. Their President is planning to come either in Brussels or in Paris where we would take this opportunity to meet and discuss further co-operation.

EUA: I made contact with EUA (European Universities' Association). We have a meeting on the 11th of March.

ELFA: I went with Ieva to raise the voice of ELSA concerning the Bologna Process in Strasbourg from the 20th to the 21st of February. This event is a conference organised by the European Law Faculties' Association (ELFA). More information will be given during the ICM in Paris because the package has to be out before attending this event.

From now to the International Council Meeting: Important steps will be taken until the Council Meeting held in Paris. They are the following; ELFA Conference on the Bologna process; our week in London for the Corporate Partners and other law firms and medias; the follow up with UBS and hopefully to meet ING; prepare the negotiation of the new contract with Thomson; prepare a contract with Microsoft.

Tiago Moreira Alves, Secretary General

Administrative Work: As stated in my previous activity report, a significant part of my working time is spent dealing with general administrative tasks. Answering the several e-mails received daily is probably the most popular activity in this matter, but many other tasks, such as dealing with the received correspondence, administrating ELSA ONLINE and the mailing lists, sending the ICM invitations, preparing the ICM minutes, preparing the updated version of the Decision Book and other statutory formalities require a great deal of my attention. As I've stated so many times before "the unseen, but indispensable work for the day to day running of the Association."

The ELSANet Working Group: The Group started its work right after Budva, via an intense e-mail communication between its members. Later on, the Working Group met twice, first in Prague and later in Brussels, in which I was present, in order to draft a document describing the functions to be inserted in the future system. During this process, Microsoft, Corporate Partner of ELSA International, offered to develop and administrate our new system for free, proposal which after being discussed by both parties was accepted. Since then, I have prepared several documents based on the Working Group's work and the many inputs collected among my fellow board members, later sent to Microsoft. Moreover, Microsoft was present in the last IPM, where its representative had the opportunity to get direct inputs from our network.

Training Working Group: The Group started its work already on the second half of January. Nevertheless, mainly due to the work of Nina Klotz, Director for Training, you can all find an Input Paper presented by Group, to be the basis of the discussions on this matter which will take place in Paris. Moreover, all Working Group members are currently working on presentations to be made during the upcoming ICM.

International Council Meeting: I had my first meeting with the OC of the Paris ICM in December, during the transition weekend of ELSA France. This was a great opportunity to meet almost all the involved people on the ICM's organisation and discuss several points regarding this matter. In January, another meeting was held in Paris, this time with the participation as well of Isabelle and Maria, President and VP Marketing of ELSA International. During this meeting we had the opportunity to discuss all pending matters and acknowledge all the significant developments achieved by the OC since our first meeting. Besides the meetings, all the IB is in close touch with the OC, supporting their work on various matters, such as external contacts, logistics, communication, etc.

Network: Short after the ICM I was kindly invited to attend the NCM of ELSA Czech Republic, held in Pilsen, having the opportunity to visit one of the well established ELSA National Groups. Unfortunately, this is not yet the reality in all our Network. However, in the past months we have been intensifying our effort in making it grow stronger and more solid and we are glad to acknowledge that results of our joint work with the relevant national officers can already be seen:

ELSA UK: Following up from the work developed last year, the International Board is working closely with several ELSA interested people in the organization of another training event, to take place in the last weekend of February in London, with the participation of the International Board. We are convinced that this event, together with the organization of an EMCC National Round, will lead to the definitive revival of ELSA UK.

ELSA Belgium: ELSA Belgium is another National Group which has been inactive in the past couple of years. Despite the existence in the country of 3 active Local Groups, the fact that there is not a functioning National Board since 2001 lead to their isolation from the rest of the network. Being based in Brussels, the IB has been making an effort to keep regular communication with all ELSA interested people in Belgium, promoting the organization of a NCM formally convened, in which a new National Board can be elected. For that purpose, I, together with some fellow board members, have been attending meetings both with currently active and former ELSA members from ELSA Belgium. Other two meetings will take place before the ICM in Paris and therefore we are confident that the situation of ELSA Belgium will know effective developments in the upcoming month.

ELSA Ukraine: After several months of low level of communication, the IB held in December, a meeting with the Group's Director for EO. From the several issues discussed then, regarding I M one must underline the training on EO delivered by myself.

ELSA Russia: ELSA Russia, Observer since 1991, is applying for Membership in this ICM. Therefore, during this month the Group has been preparing all necessary papers and formalities according to our Statutes and Standing Orders. Due to this reason, the communication between ELSA Russia and me has been particularly intense.

ELSA Bulgaria: After several years of inactivity, ELSA Bulgaria elected in the past year a new National Board. After a initial focus on the internal problems found, the VP STEP, Tzevetoslav Mitev, spent 3 days of hard work in the ELSA House in December. He had the chance to have a personal meeting with each one of the members of the IB, which enable him to have a complete overview of the current activity happening in the whole network. These meetings, however, were mainly focused on Internal Management matter, such as ELSA ONLINE, communication, internal structure of the group and training. The success of this 3 days meeting create great expectations in the IB for the work to be developed by ELSA Bulgaria in the upcoming years.

International Students Associations' Meeting: Together with Maria and Emin, I've participated in a meeting held in Brussels, gathering international board members of several students associations. The main topic in the Agenda was the creation of an European Wide Portal for Student's Organisations, project in which we are now working on. Moreover, all participants further discuss the different possible ways of cooperating among each other. Some very good ideas on this matter popped up and we have already received some invitations for the Council Meetings of some of the Associations present.

Maurizio Sorbello, Treasurer

Administration: My main task during the last period was to follow the daily financial running of the association. Dealing with bills, invoices, bank, petty cash, claim forms is my daily job. A lot of attention has been dedicated to the consolidation of the financial structure of ELSA International, with a special eye on the bank accounts.

Debts and Credits: A special attention has been dedicated to the settlement of the debts and credits towards ELSA. A good result has been reached, and it is planned to settle everything before the end of the term.

Membership Fee: My work has included the calculation of the Membership Fee for the financial year 2003/2004. Some technical problems have been discovered in the formula stated in the Decision Book. The interpretation given by the International Board has been recognised as the official one by the Council, during the last International Council Meeting in Budva. I worked on drafting a new formula to be submitted to this International Council Meeting in order to solve the situation.

ELSA ONLINE Fee: My work has included as well the calculation of the ELSA ONLINE Fee for the financial year 2003/2004. Also for the calculation of the ELSA ONLINE Fee the same interpretation used for the calculation of the Membership Fee has been updated.

Accounts: I have been working to help as much as possible the former International Board to finalise and present the Final Accounts for the financial year 2002/2003. I'm working as well on finalising the Interim Accounts for the financial year 2003/2004

Communication: The use of the Financial Management mailing has improved a lot recently. The communication with members mainly regards requests of information about fees, debts, money, transfers, ELSA Development Fund and everything concerning Financial Management area. The communication with the IB members is on a high level.

ELSA Development Fund: As the administrator of the ELSA Development Fund I am following all the needs required. The situation of reports has been updated and the payments have been started again. A new proposal, in cooperation with the Secretary General of ELSA International, has been formulated in order to relate the use of the ELSA Development Fund to the new needs of the association (special eye on training).

Corporate Partners: The financial relations with the Corporate Partners of ELSA International has been cleared out and followed up.

ELSA Moot Court Competition: I am working in cooperation with the Vice President Academic Activities of ELSA International on all the financial aspects of the EMCC on WTO Law, including the possibilities to apply for grants.

Synergy: I have worked for the previous issue of Synergy (2/2003) on all the financial aspect of our magazine (payment, advertisements, mailing etc.). The same work is been done for the next issue of Synergy (1/2004)

Grants: A special attention has been dedicated to the world of Grants. I started a good cooperation with Kristina Juth, Director for Grants of ELSA International. Special attention was devoted to the different possibilities to apply for grants. Some applications have been submitted.

Imiso/ILEF: I am working in cooperation with the President of ELSA International in dissolving these associations that were founded in the past by ELSA International and are not active anymore. A special eye has been dedicated on the formal aspects, including the financial one.

ELSA House: All the financial aspects related to the use of ELSA House have been followed. Our punctuality has left us having a good relation with the Landlord. Some good results have been reached, and we are trying to solve all the problems related to the ELSA House.

Let me express all my gratitude to the members of the International Board. It is really a pleasure to work with them, and I learnt a lot from them. Thanks!!!!!!!!!!!!

Maria Cruz Ferreira Costa, Vice-President for Marketing

Apart from the daily job in the office and an impeccable communication, an in-depth update of activities maintained with the Marketing Officers, since the ICM in Budva, my field of activity have been mainly focused on the following issues:

External relations: I have assisted our President Isabelle Ginet-Kauders in the research for funds and the enlargement of our external relations' pool, as well as, making the current one stronger. Together we have attended several meetings to law firms, banks and consultant International brands in Brussels, Geneva, Paris and London. For further details and names of the companies approached, please refer to the list that Isabelle has provided in the BEE Activity report.

Institutional Relations: Following the Marketing OYOP and especially the aim of being more present in Brussels, I have attended several meetings and conferences in Brussels, primarily focused on the European Parliament, the European Commission and the Committee of the Regions in order to enlarge our cooperation with them. I have also visited several European lobbies mostly related with Education and Youth. I am currently working in the convalidation and recognition of European titles, as well as, several aspects related to the Bologna Process. I am working on a report, which will be submitted to the European Institutions, on behalf of ELSA.

In November, together with Iulia Vass, Vice President for S&C, we had meetings with several institutions in Geneva, in order to make our relations stronger and establish new cooperation agreements. Currently I am dealing with the procedure to get Consultative Status in the International Labour Office, ILO. I have drafted the new agreement of cooperation with EFTA on an ad hoc basis, as well as, the Memorandum of Agreement with World Health Organisation, WHO and with the United Nations Research Institute for Social Development, UNRISD.

I regularly update the Council of Europe about ELSA activities.

I have been appointed Head of Delegation on the Commission of the Status of Women, in its 48th Session, which will be held in the United Nations Headquarters in New York.

As well, following the role of Public Relations, I have organised some meetings and receptions for the rest of the Board to attend Conferences and be invited to training Sessions in several venues, award giving ceremonies and debates.

UNESCO: Meeting on High Education and The Role of Youth in this sector in December 2003. I form an active part of the follow up group and I have received an invitation to be a member of the next Panel Discussion thanks to a positive contribution made on behalf of ELSA. I am administrator of the New Agreement of Communications with UNESCO towards ELSA Network on several activities of interest for the Network. Follow up as well on the Higher Education Conference held in the June 2003.

International Relations: I am holding a meeting with the American Bar Association in New York in order to negotiate a partnership at the end of February. I also keep the contacts with ALSA and COLADIC, especially regarding marketing materials and their

websites. I have sent an input paper to the Young Lawyers Association in Latin America and the Caribbean regarding the Education and Equal Opportunities of Young Women.

Marketing materials: I supported Ieva Zebryte, Vice President Academic Activities with the work related with the EMCC. I am working on the creation of new STEP brochures, new ELSA Posters and Calendar, and maybe more Marketing materials. In December I worked on the creation and delivery of the ELSA Christmas cards.

Synergy: This magazine drains me of all my energy. It is an unimaginable amount of work. I have launched a Call for a Coordinator in order to help me out but no one applied resulting in more black circles under my eyes. I worked on the delivery of the previous issue, number 34 and on the preparation of the new one, number 35. ELSA International has created a database with several European companies for printing and layout regarding SYNERGY

ELSA Identity Handbook: Update and publication.

MEDIA: I succeeded in my attempts to get more MEDIA coverage for ELSA in some professional publications, 'The Lawyer' and 'Reuters' are the main ones involved and we are now trying to improve this cooperation. A contact with 'The Financial Times' is at the negotiation stages. I have also established current negotiations with 'Euroactiv' and 'European Voice'. I also promoted ELSA in Top Careers publications. I am working on a project with ELSA Milan and 'Il sole 24 ore' for a fair which will be held next June.

World MBA Tour: ELSA and topcareers have agreed once more to join forces in Europe to promote each other. This time through 'The World MBA Tour'. The fair will take place in nine different European cities, with the collaboration of ELSA in Moscow, Stockholm, Frankfurt, Paris, London, Amsterdam, Rome, Lisbon and Barcelona. I am the manager of the project with topcareers and I am in charge of the exchange of marketing materials with this firm. I negotiated with them to provide ELSA with training from the London School of Economics.

Grants: I am actually working on a grant from the Council of Europe for Synergy and other marketing materials with the help of Kristina Juth, Director for Grants of EL.

Sister Associations: I worked on the Creation of a European-wide portal for Student Organisations and the study of further possibilities based on cooperation and sharing materials on an ad hoc basis. We are forming a basis of support and help. Identifying our common efforts and goals. We have been invited to different Council Meetings organised by sister associations.

Travels: Just after the ICM in Budva, I visited ELSA Croatia. I also visited ELSA Bosnia and Herzegovina, in Banja Luca. Guys your hospitality is amazing! In November I attended the NCM of ELSA Switzerland in Lucerne, together with Isabelle, Iulia and Ieva. In January Isabelle, Maurizio, Emin and me attended the NCM of ELSA Germany. Once again thanks all of you for your hospitality, especially to ELSA Hamburg for covering my participation fee.

DIRECTORS OF ELSA INTERNATIONAL 2003/04**Dalma Dudás, Director for Moot Court Competitions**

Dearest Absolutely Amazing Friends,

The days of the Paris ICM are getting closer and closer ... so it's Activity Report time again.

Looking back at those nearly 4 months that have passed since the ICM in Budva, I must tell you that a lot of work has been done and in spite of difficulties we had to face notable progress has also been made. But of course, we are nowhere near to finishing our work!

National Rounds of the EMC2: Contacts with the organizers of National Rounds, thanks also to the personal meetings and chats during the previous ICM have been established. National Rounds have been and are being organized in Lithuania, Malta, Norway, Romania and the United Kingdom. Although Hungary this year had to withdraw from organising the respective National Round, we are very proud of the efforts, hard work and appreciation the Network is achieving by these high quality events.

Registration: Due to some difficulties that have unexpectedly come up, the IOC has decided to postpone the deadlines for registration and the dispatch of the memorials which have fortunately not caused any drawback in the procedure of registration.

EMC² Mail: The IOC has been working very hard on publishing the second edition of the official newsletter of the ELSA Moot Court Competition: EMC² Mail, which is prospering and is becoming more and more popular not only amongst students and participants but also professionals. We have been receiving subscriptions for the newsletter and thus high interest in next year's Competition already from all over the world.

Besides these major issues the IOC has been fulfilling its daily tasks by responding to enquiries from participants, interpreting the Rules of the Competition, arranging for the Clarifications to the Case and preparing the new Tips for teams participating in oral rounds and the website has also been updated with the relevant information.

Unfortunately I will not be able to see you in lovely Paris, but I wish you all fruitful discussions on the future of our little child, the EMC² and I hope that you will crazily enjoy every single moment of this unique event!

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Espen Nakstad, Director for United Nations**2004 - TEN YEARS AT THE UNITED NATIONS!**

ELSA's cooperation with the United Nations officially started in 1994 and this Council Meeting marks a ten-year anniversary few would have predicted a decade ago. The United Nations of today comprises a network of offices, programmes and commissions that are of vital importance to governments and citizens in many countries. These institutions connect to civil society organisations (like ELSA) through UN's Economic and Social Council - UN ECOSOC - which offers information and a variety of activities for law students.

International Council Meeting: During the Paris Council Meeting we will look back at the success stories (and not so successful stories) of ELSA-UN cooperation through a special plenary presentation. Rome, Geneva, Vienna, Paris, New York and The Hague are among the places visited as we glance at previous ELSA delegations and programmes.

Marketing of UN in ELSA: Among the lessons learnt from the past is the continuous need for planning and marketing of external events. Without awareness in the student communities, it means little that ELSA is granted special consultative status with the Council as well as with the UN Commission on International Trade Law (UNCITRAL), The UN Educational, Scientific and Cultural Organisation (UNESCO) and has a cooperation agreement with the UN High Commissioner for Refugees (UNHCR). So why not visit UN headquarters in Geneva next time you go on a study visit? Why not visit the UN Commission on International Trade Law in Vienna? Why not invite a lecturer from the office of the High Commissioner for Refugees next time your local group organizes an international seminar?

New ELSA UN Tools: There are great opportunities for local groups within the UN system. A detailed list of contacts and information will be presented to the S&C and BEE workshops during the ICM. The new UN handbook will also be presented along with current and future ELSA delegations to international commissions at the United Nations.

So, is there anything to add?? - It is all there waiting for you at www.elsa.org !

Kristina Juth, Director for Grants

Since the ICM in Budva my field of activity has been as follows:

International grants: I have continued the research for funds for ELSA International. At the moment I am with the International Board considering applying for a grant from the Public Welfare Foundation. The request for financial support would be aimed at covering administrative costs of ELSA International. ELSA International will also in the near future submit an application to the European Youth Foundation for Synergy and SC posters.

Informing the network: I have regularly informed the network about current programmes on grants on the ELSA email lists.

Communication: I have the privilege to receive several emails per week from ELSA groups wishing information on grants for their projects. For every request I do thorough investigation on available grants programmes, which is a task that demands several hours each time.

ELSA Handbook on grants: I am currently working on the grants handbook, which will be published shortly before the ICM in Paris. I will present the handbook and give training on its content in the upcoming ICM.

Training: In the ICM of Budva I gave several trainings on grants, both relating general grants theory and also giving practical tasks to the workshops. The training materials from the ICM in Budva can be found in the ELSA Archives in the folder: Grants.

NCM of Finland: I had the pleasure to attend the NCM of Finland in the old city of Turku, where I gave a few hours training on grants for the Finnish LGs. I also had the honour to chair the joint BEE and FM workshop and party in the smashing 20 year celebrations of ELSA Finland in the evening. The plentiful food and drinks and the handsome toastmasters ensured a party which will probably take ELSA Finland another 20 years to be able to repeat. I want to thank the hosting group, ELSA Turku for their great hospitality and professional arrangements. And that they bring men to the Finnish ELSA ☺

Council of Europe: As the former Coordinator for European Institutions (2001/02) I have a special attention to the developments of the NGO relations within the Council of Europe. With the resolution (2003)8 of the 19 November 2003 the Council of Europe has changed the status of ELSA and other International NGOs from consultative to participatory status. The designation 'participatory' status better express the content of the relation between the NGOs and the Council of Europe.

Nina Klotz, Director for Training

Since the ICM in Budva some months have passed and of course there were some (or maybe some more) things to do for me as Director for Training. Hence I will give you a short overview of my work since October:

Communication with the groups: Communication is essential. That is not only true for the work in an ELSA group, but especially for me as the international director for training.

Therefore one of my main aims in the last months was to follow up on the fruitful talks I held on the ICM in Budva and get or stay in contact with as many groups as possible.

Since the last ICM there were some training requests and it was always possible to support the groups with trainers. But considering that there are 37 countries with more than 200 groups a number of less than 10 requests is not very high. To increase the activities in the field of training is therefore an aim for the next half year with the special focus on transition and planning sessions as most of the groups have elections.

When you're interested in training or plan to arrange a training or even already have concrete plans for a training event please contact me and I will do my best to support you.

Communication with ITP: The ITP consists of 32 trainers from 16 countries. Besides staying in contact with them and give updates on a regular basis about ELSA I forwarded the training requests and supported the trainers giving a training with the information they need as well as helping them with upcoming problems.

In order to have a constant refresher of the trainers I started planning a refreshment meeting for ITP which will take place this summer.

Training Files: In the ELSA House there are a lot of training files – papers as well as digital. As they had no real structure (9 ring binders and several 100 MBs) I restructured them in order to find the information easier when they are needed by ITP or IB.

Working Group on Training: At the last ICM in Budva Training was a big issue in the IM workshop. There the perfect ELSA Officers' career was developed and to follow up this concept a working group was created. Together with the SecGens of Malta, Austria, Denmark, Sweden and ELSA International I worked in order to present a mature concept at ICM in Paris as we want to set the starting point for implementation there.

Patrick Zupansic, Director for Human Rights

After the ICM, I did the following:

Newsflash: The weekly Human Rights Newsflash is continuing. Every week a new Flash is delivered, with news in the area of human rights, on a European, but also global level, and with news in the area of International Criminal Law. Proceedings in Courts are followed, with the most important ones being the ECHR and ICTY.

Lawweb: Links for the ELSA Lawweb have been collected, and are all the time being looked for.

Newsletter: Also the Newsletter is being worked on, but without many events to publish, it is impossible to bring out the Newsletter.

More Directors/ Information : I've started with trying to get more Directors for Human Rights on a national and a local level. Due to various circumstances, in many countries there is no priority on a Director yet. Therefore the VP's S&C and AA should also be well informed about what is going on in Human Rights land. To achieve this, I've been trying to get them subscribed to the HR Email list, or to the HR Newsflash. I succeeded with this to a large extent.

Trainings: I gave a Human Rights training during the NCM in Romania, which was the only International event I could attend in the last months.

Co-ordination: Besides this, I'm trying to help several groups with looking for and giving information for their events, and with organizing their Human Rights Department.

Sara Meli, Director for the Students' Trainee Exchange Programme

After the International Council Meeting (ICM) in Budva I went back to Brussels for a while where Emin Sanli (VP STEP ELSA International) and I worked on drafting a list of tasks which had to be concluded before this ICM. It was then time to go back home and start my university life once again. Juggling ELSA and exams became once again an everyday thing! And now here I am back in Brussels and the Paris Council Meeting is just around the corner!

Guidelines: First thing I had to do after the ICM was to compile the information provided by the network for the Guidelines defining 'advanced' and 'general' to be used as a tool when filling in the Student Application Forms and Traineeship Specification Forms. Definitions for these two terms were worked on during the Budva ICM by a working group and then discussed with the workshop. I sent out an email asking the countries which were not present during the said ICM to send me a description of the way they made a distinction between the terms. I put the information together and sent the information to the STEP list.

STEP Handbook: The need for a STEP handbook is very evident, thus I started working on this. The Handbook will be presented to the STEP Workshop during this ICM and will include all information which a STEP officer needs and should know. This will be very useful even for transition purposes and will be available in the ELSA online Archive.

International STEP Meeting (ISM): After the Budva ICM discussions about the ISM and work on the agenda started, focusing on the needs of the network. The ISM took place in Innsbruck, Austria between the 14th and 17th February. During this ISM the participants were split into two separate groups – Freshers and Advanced, and I delivered the Freshers workshop. The idea behind this was to give the people who have experience in STEP the chance to discuss matters in greater depth while giving the freshers a solid base. My aim for the freshers workshop was to inform and motivate the participants some of whom were very new to the ELSA world. During the workshops we discussed various topics including 'What is ELSA?', 'What is STEP?', ELSA Online, Job hunting training and the Decision Book. We were also lucky enough to have the help of ELS member and STEP supporter Pierangelo Graziani who gave valuable training sessions during the ISM. This together with the enthusiasm of the participants led to many a fruitful discussion.

At the moment I am finalising the Handbook and working with Emin on this ICM's agenda, which we hope will lead to productive and concrete discussions.

PROPOSALS

ELSA INTERNATIONAL

Principles of the ELSA Moot Court Competition

The International Board proposes to amend the Decision Book by replacing the Council Decision AA 02/03 I with the following:

Principles of the ELSA Moot Court Competition

1 Organisation

1.1 *The ELSA Moot Court Competition on the Law of the World Trade Organization (EMC²) is the annually organised international moot court competition of The European Law Students' Association (ELSA).*

1.2 Aim

The aim of the EMC² is to develop ELSA as a pioneer in legal education by providing its members the possibility to discuss legal systems in a spirit of critical dialogue and scientific co-operation and assisting them to be better internationally minded and professionally skilled.

1.3 The International Organising Committee

International Organising Committee of the EMC² (the IOC), as appointed by the International Board of ELSA, is to act as an autonomous but not independent organiser of the EMC². The IOC is primarily responsible for maintaining the autonomous organisational structure and financial sustainability of the Competition.

The Head of the IOC shall be the Vice president Academic Activities ELSA International or the person delegated to be head of IOC by the International Board of ELSA. The Head of the IOC shall call for the IOC members and further involve the IOC.

The IOC is responsible for the overall organisation including drafting the Case, nominating the Panel, issuing and interpreting the Rules of the EMC², advertising the EMC², organising the applications of the teams, organising the Clarifications to the Case, setting up the Timeline of the EMC² and supporting the Local Organising Committee and the Regional Organising Committees according to the Memorandums of Understanding.

1.4 The Local Organising Committee

The Local Organising Committee (LOC) is responsible for all logistical aspects related to the organisation of the Final Oral Round of the EMC².

1.5 The Regional Organising Committees

The Regional Organising Committees (ROC), whether for ELSA or non-ELSA Regional Rounds, shall be responsible for the organisation and financing of the respective Regional Rounds subject to prior agreement and consultation with the IOC.

1.5 Relations between the IOC, LOC and the ROC

Between the IOC, the LOC and the ROC a Memorandum of Understanding shall be established determining all aspects of the organisation of the EMC², that is the Final Oral Round and the Regional Rounds.

1.6 Timeline

The IOC will issue a detailed Timeline for the EMC².

2. Rules

2.1 Issuing the Rules of the EMC²

The IOC shall issue the Rules for the EMC² one month before issuing the Case.

The Rules shall be written in accordance with the principles contained herein and shall take into consideration all recommendations made by the Council.

2.2 Language

The EMC² shall be conducted entirely in the English language.

2.3 Scores

The scores of all Rounds will be kept on official scoring sheets. They shall be kept confidential at all times.

3 Structure

The EMC² shall be divided into two principle rounds: a Selection Rounds and a Final Oral Round

3.1 Selection Rounds

This round shall have the aim of selecting teams for the Final Oral Round taking the forms of the Written Round or the Oral Rounds.

3.1.1 Written Round

The Written Round of the EMC² shall serve to select teams for the Final Oral Round where the selection through an Oral Round shall not apply.

3.1.2 Oral Rounds

The Oral Rounds shall take the form of Regional Rounds, being either ELSA or non-ELSA Regional Rounds.

3.2 ELSA Regional Rounds

3.2.1 There shall be, as soon as it is practicably possible, four ELSA Regional Rounds organised on the European continent and the territories of ELSA Member Countries. No less than six and no more than twelve teams shall participate in each ELSA Regional Round.

3.2.2 The applicants for the ELSA ROC may be National or Local ELSA Groups.

3.2.3 Team selection for the ELSA Regional Rounds shall take the form of either selection through assessment and ranking of the written memorials or through successful participation in National Rounds organised by National ELSA Groups prior to the commencement of the Regional Rounds.

3.3 Non-ELSA Regional Round

3.3.1 There shall be a maximum of six non-ELSA Regional Rounds organised in the following geographical areas:

- a) North America*
- b) Central and Southern America*
- c) Africa*
- d) Asia I*
- e) Asia II*
- f) Oceania*

3.3.2 The applicants for the non-ELSA ROC shall be selected by the IOC upon invitation or application, assessment being subject to certain criteria issued by the IOC.

3.4 The Final Oral Round

The IOC shall determine the number of teams being admitted to the Final Oral Round of the EMC² each year on the basis of applications received from and the actual availability of the various Selection Rounds.

3.4.1 Contents

The Final Oral Round shall consist of a number of sessions where paired teams will plead their arguments in front of a panel. These rounds shall progress from preliminary rounds to elimination rounds.

The IOC can in cooperation with the LOC as early as possible before the case is published decide to reduce the dimensions of the competition from the prior year if the size causes financial or logistical difficulties that cannot be overcome.

3.4.2 Venue

The venue for the Final Oral Round of the EMC² shall be in Geneva, Switzerland. Should an agreement for the organisation of the Final Oral Round of the EMC² at the WTO Headquarters not be available the IOC shall consider other suitable venues reflecting the theme and aims of the EMC².

3.4.3 Time

The IOC shall fix the dates of the Final Oral Round in cooperation with the LOC.

3.5 Disclaimer

Until the above structure can be fully implemented it is subject to the IOC discretion to adopt a Structure of the Competition on a yearly basis making sure that these Principles serve as strictly as basis for such interim solutions.

4 Case

WTO law experts, upon request of the IOC, shall draft the case. The case shall be published according to the timeline of the EMC².

5 Panel

5.1 The judges forming the Panel of the EMC² shall be WTO law experts nominated by the IOC. The ROC shall select the judges upon consultation with the IOC whereupon the latter shall officially nominate the panel of each respective Regional Round.

5.2 Fairness

The IOC shall endeavour to ensure that the bench is perceived as being neutral and fair.

6 Participation

6.1 Team Composition

Each team shall be composed of two to four members. There shall not be more than one team per University. Participation in the EMC² shall be open to all universities located in the territory of the WTO Member States.

6.2 Team Members

Any student enrolled at a law school, accredited under national law, that awards a degree that permits to its graduates to enter in a legal profession is eligible for team membership. This includes students of undergraduate and masters programmes only. Doctorate students are excluded.

6.3 Grounds of Exclusion

Persons that are engaged in the practice of law or any work of a nature that would provide them a significant or unfair advantage and persons that have previously participated in the Final Oral Rounds of the EMC² are not eligible for team membership. Persons involved in the organisation of the EMC² or of any moot court connected to it are excluded from participation.

6.4 Team Assistance

Teams shall be encouraged to receive outside assistance that does not overly interfere with their work.

6.5 Registration

Teams are to register with the IOC within the specified time.

6.6 Fees

Every team will pay an Administration Fee on registration.

Teams participating in Oral Rounds may also be required to pay an additional Participation Fee. Where this is charged, this will include an academic and social programme, accommodation, meals, and administration costs.

ELSA International shall establish both the administrative and participation fee taking into account the budget and the nature of the event. The participation fee for an Oral Round shall be established together with the OC for that Oral Round.

6.7 Team Identification and Anonymity

In accordance with the best tradition of the international moot court competitions, the IOC, LOC, ROC and the National and Local ELSA Groups will take all necessary measures in order to assure the anonymity of the participants.

7 The ELSA Network

The EMC², being a project for the entire ELSA Network, requires cooperation and communication between the IOC, LOC, ROCs and the National and Local ELSA Groups.

ELSA Groups are to be involved in finding participants for the EMC² making their members aware of the Case and the Rules, including but not limited to, the Timeline and the Structure of the Competition. Where ELSA Groups are actively involved in finding participants and fundraising for them, they must ensure that the team members are satisfactory representatives of their university and the ELSA Group. For this reason they should ensure the proper coaching of teams.

The IOC, LOC and ROCs safeguard the interests of the ELSA members throughout the organisation of the EMC².

Through the EMC² ELSA shall also strive to develop a moot court tradition in all member states. In all matters concerning EMC² ELSA member states should be given priority. The aim of this is so that we reach a situation where most member countries take part in the EMC².

STEP Cycle

ELSA International proposes to the Council the following:

To implement two deadlines for the Jobhunting and Student Hunting periods of the STEP Cycle.

During the period before and up until the first deadline the Matching Process will be stopped and will then be restarted, once the first deadline is reached.

Once the Matching is realised, it will stop again until the second deadline, which will be twenty one (21) days following the first deadline. This second Matching Process will continue to run until the beginning of the Jobhunting period.

This process will be implemented as from 1st August 2004.

Comments:

During the International STEP Meeting, needs of the online system were discussed and three main points were emphasized by the Workshop:

- Transparency
- Flexibility
- Warning System

These three points are important when identifying the reasons behind the problems being faced. "Transparency" is needed at the beginning of the procedure, which will help to get more applicants and as a consequence, more employers. "Flexibility" is needed in the middle of the procedure to increase the ratio of the matching. Finally "Warning System", which means the follow up, is needed to conclude the procedure.

Implementing most of these changes above is only possible with the implementation of a new system. However, there are also some other changes which we can start without a new system. The implementation of two deadlines or simply "stopping the matching process for a period of the STEP Cycle" is one of the changes that we can implement.

With this implementation, we aim at:

1. Creating an orderly system in STEP: Local STEP Officers have lots of various tasks but they don't have a structure to follow. During the Problem Solving Workshop at the Budva International Council Meeting, the Workshop mentioned "the lack of structure in STEP" as one of the biggest problems. By dividing the tasks of the STEP Officers over periods of time, we will help them to untangle the knot which is the consequence of tasks given over a large period of time (in one year) and to increase their productivity, encouraging them to focus on "some" tasks "in a specific time of the year".
2. Increasing the ratio of the matching: When the matching starts to run after the deadlines, there will be a considerable amount of traineeships and applicants in the system and as a result, there will be a satisfactory amount of realised traineeships.

3. Until the first and second deadline, National and International STEP Officers will have time to monitor traineeships and to correct “human errors” in the Traineeship Specification Forms. Moreover, they will have enough time to “negotiate” “unrealistic requirements” requested by employer. This will increase the number of matches.
4. Preparation for upgrading the system or for the future system: This implementation is the first step towards satisfying the needs mentioned above and in the event of the implementation of this upgraded system, we will not lose one more year to decide and to wait for a new period of Jobhunting.

The implementation will be based on two (2) Jobhunting periods during the year. In the first period, the matching process will not run until the first deadline when the matching will run once.

Following twenty one (21) days, the second Jobhunting period and the matching period will restart after reaching the second deadline, until the beginning of the next Jobhunting period after six (6) months.

With implementing a double deadline, we aim to increase the satisfaction of the employer and applicants. If there will be any traineeship without any application, they will have the chance to be matched during or after the following deadline process.

After the deadlines (means during the second Jobhunting period) the matching will be running every 24 hours, as it is now. So any employer or student who wants to submit his/her form or application will be directly in the matching process after being approved by the STEP Officers. However, it would be better for employers and students to be matched during the deadlines, where they can get more choices.

The dates below are some suggestions:

1st September: The beginning of the First Jobhunting Period (matching stops)

15th February: First Deadline (matching runs once)

After 21 days: Matching restarts

Amendments to the BEE Decision Book

The International Board proposes to the Council the following:

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

3. Project Sponsorship - Procedure

The Organising Committee of a project organised by ELSA International or an event organised by ELSA International is not bound by the fundraising regulations of their country, but shall be considered as ELSA International for the purposes of these regulations.

Approaches towards a National contact or an International contact not being the Main Office, for a programme or project undertaken by ELSA International shall follow the Regulations in 2.D (~~2E~~), (i) and (ii).

All approaches made by National groups to International contacts shall follow the procedure laid down in sec 2.G (~~2H~~).

Comments:

The BEE 08/01 II was taken in the XL International Council Meeting, held in Coimbra. The original proposal, presented by ELSA Austria, included in point 2 of the Fundraising Regulations points from A to H. However, during the discussions held by during the ICM, point C was amended and point D was deleted. However, in the final proposal put into a vote and approved by Council, the point 3 was not amended tacking in consideration the new enumeration of point 2. Consequently, this point addresses, in its second paragraph, to points 2E ("ELSA International approaching an external contact classified as National or International" in the original proposal) and 2H ("When approaching an International contact, the National group should..." in the original proposal) which are, in the approved amended proposal, points 2D and 2G, respectively.

Therefore, the International Board proposes to amend Point 3 of the Fundraising Regulations, in order to address paragraph 2 and 3 to the correct correspondent regulations.

Amendments to the IM Decision Book

The International Board proposes to the Council the following:

The following should be inserted in the IM 01/99 II:

The ELSA Development Fund

5. Eligible Applicants

The following are eligible Applicants:

[...]

- *National Group, disregarding its financial structure and level of activities, organising an event as described in point 3 paragraph 1 in order to cover totally or partially the travel expenses of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:*
 - *The event's target group includes potential participants coming from National Groups which fulfil the requirements present in paragraph 1;*
 - *The number of non-national participants shall represent at least 50% of all the participants, shall enough valid applications of non-nationals be submitted;*
 - *The training sessions delivered by the relevant trainers from the ITP shall be held in English.*
- *National Groups, disregarding its financial structure and level of activities, for their Local Groups organising an event as described in point 3 paragraph 1 in order to cover totally or partially the travel expenses of trainers from the ITP, whenever the following criteria are cumulatively fulfilled:*
 - *The event's target group includes potential participants coming from National Groups which fulfil the requirements present in paragraph 1;*
 - *The number of non-national participants shall represent at least 50% of all the participants, shall enough valid applications of non-nationals be submitted;*
 - *The training sessions delivered by the relevant trainers from the ITP shall be held in English.*
- *The International Board to cover totally or partially the travel expenses of trainers from the ITP to attend and deliver training sessions at ICM's, IPM's and ISM's.*

6. Application Procedure

[...]

For the purpose of point 5 paragraph 6, the International Board shall, as soon as a decision is taken and no later than 2 weeks before the starting of the relevant event, inform the National Groups on the maximum amount of the financial support and on the grounds of the decision.

Comments:

This proposal has the following aims:

- To promote regional cooperation in Training;
- To promote use of the trainers from the ITP;
- To ensure quality trainings at ICM's, IPM's and ISM's.

According to the current ELSA Development Fund criteria, a Group with a solid financial structure and good level of activities can not be supported in any extent by the Fund in case it is willing to organise an international training event which aims at supporting week neighbouring groups. Being the regional cooperation one of the most effective tools for the strengthening of our Network, it is not logical that the ELSA Development Fund does not encourage, in some extent, the most capable groups to organise such events. However, to ensure that the spirit of the Fund is not jeopardised, this possibility shall be limited to specific situations as described in the presented proposal. We must stress that this idea was already introduced in the prior International Council Meeting and International President's Meeting, receiving in both occasions the support of the National Groups present.

The ELSA Development Fund has at its aims "To overcome structural weaknesses in national groups" and "to support measures or activities taken to develop and consolidate national groups". The point 2 of the Fund's regulations sets as one of its methods to "provide support to cover the travel expenses of [...] trainers from the ITP [...] assisting the national group in development and consolidation". However, when analysing the eligible applicants according to the current criteria, one concludes that it is not possible to use the Fund to cover any expenses of trainers of the ITP when delivering trainings at ICM's, IPM's and ISM's. Once again, the current regulations lead to an illogic situation, as these events constitute an unique opportunity to reach, at once, the large majority of our National Groups, being, therefore, one of the most privilege tools to implement the "On-Site Assistance". By enabling the International Board to make use of the fund for these purposes, the International Board thinks we will make, once again, the ELSA Development Fund Regulations in more respect for the Fund's aim. Once again, by limiting the possibility of the International Board to apply itself to the Fund and binding it to the duty of reporting to the National Groups whenever making use of this clause, we are certain that the spirit of the Fund is not jeopardised.

Audited Interim Accounts - Financial Year 2002/2003

The International Board proposes to the Council the following:

"The audited Interim Accounts for the period from 1st of August 2002 to 31st of January 2003 shall be approved"

Comments:

The Interim Accounts for the Financial Year 2002/2003 will be presented after auditing together with the auditors report.

Audited Final Accounts – Financial Year 2002/2003

The International Board proposes to the Council the following:

“The audited Final Accounts for the period from 1st of August 2002 to 31st of July 2003 shall be approved”

Comments:

The Final Accounts for the Financial Year 2002/2003 will be presented after auditing together with the auditors report.

Audited Interim Accounts - Financial Year 2003/2004

The International Board proposes to the Council the following:

"The audited Interim Accounts for the period from 1st of August 2003 to 31st of January 2004 shall be approved"

Comments:

The Interim Accounts for the Financial Year 2003/2004 will be presented after auditing together with the auditors report.

Budget ELSA International 2004/05

The International Board proposes to the Council the following:

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

General Income		
Externals		70.000
Membership Fee and Administrative Fee		15.150
ELSA ONLINE Fee		10.000
Income from Area (Saldo Area)		12.500
Miscellaneous		2.000
General Income total		109.650

Overheads		
ELSA ONLINE Administration		15.000
Allowance		8.400
Representation		1.000
Directors		7.000
International Trainers Pool		3.000
Auditing		2.800
Council Meeting		6.000
International Presidents Meeting		1.000
Travels		10.000
The ELSA House		24.000
Heating, Electricity, Water, Repairs		6.300
Office Equipment (incl. Depreciation)		3.000
Communication		8.000
Copying		500
Accounting		2.000
Bank Charges		950
Posters, Flyers		2.000
The ELSA Development Fund		4.200
Del Credere		3.500
Miscellaneous		1.000
Overheads total		109.650

General SALDO		0
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Membership Fee

The International Board proposes to the Council the following:

The FM Decision Book shall be amended as follows:

Fees

1. Membership Fee

The membership fee calculation is based on the number of local groups in the national member group and the Gross Domestic Power (GDP) for the country.

Global Membership Fee is the total amount of Membership Fees to be collected by ELSA International from the National Groups in accordance with the Statutes.

A Member Country is any country in which the National Group is a member of ELSA International.

Number of Local Groups.

A Member country has one national Group and at least one Local Group.

The number of local groups in a country is defined without counting the National Group.

For the GDP the figure "real GDP per capita (PPP\$)" as published in the latest issue of "Human Development Report" published for UNDP will be taken into consideration.

For Member Countries not found in the list in the "Human Development Report", the GDP of the Member Country with the lowest GDP is used.

To calculate the Membership Fees

Groups-by-GDP = The number of Groups for a Member Country multiplied by the GDP of the Member Country.

Sum-of-Groups-by-GDP = The sum of Groups-by-GDP for all Member Countries

The Membership Fee for a National Group is Groups-by-GDP for the Member Country multiplied by the total Global Membership Fees divided by the sum-of-Groups-by-GDP.

New National Member Groups

National Groups becoming members at the Spring Council Meeting will be taken into the membership calculations for the following year and invoiced together with the rest of the national member groups. The new national member group becoming member at the Spring Council Meeting will not pay membership fee for the year in which it becomes a member.

NATIONAL BOARDS

Proposal by ELSA Norway on Lecturers and Panel Discussions

ELSA Norway proposes to the Council the following:

The AA and S&C parts of the Decision Book shall be amended as follows:

AA POLICIES

1. General

[...]

"Academic Activities are ELSA Selected Papers on European Law (ELSA SPEL), Essay Competitions, Studies Abroad Events, The ELSA Guide for Legal Studies in Europe (ELSA GLSE), Legal Research Groups, the ELSA Law Web, Moot Court Competition and Lawyers at Work Events (L@W Events),[~~Lecturers and Panel Discussions~~]"

Legal Explorations

All this section is to be removed from the AA Policies.

S&C Policies

1. General

1.1 *An S&C event is a seminar, a conference, a lecture, a panel debate, a law school or a study visit"*

[...]

4. Lecturers

With the same content as the current point 1 of Legal Explorations section of the AA part of the Decision Book.

5. PanelDiscussions

With the same content as the current point 2 of Legal Explorations section of the AA part of the Decision Book.

Point 4 and 5, as previous – to be new point 6 and 7. A.S.O

*Moreover – to ensure the final decision in correct order and due to the over standing:
ELSA Norway proposes to do the presentation in the final plenary for respectively the AA and the S&C WS in reverse order, meaning that the presentation and approval of the S&C WS Report and proposals will be done before the presentation and approval of the AA WS*

Proposal of ELSA Austria on the Membership application of ELSA Russia

ELSA Austria, seconded by ELSA Czech Republic, ELSA France and ELSA Germany proposes to the Council the following:

"In view of the fact that ELSA Russia, currently an Observer of ELSA, has fulfilled all the statutory requisites for Membership in ELSA and has submitted all necessary documents to the International Board of ELSA, it shall be admitted as a Member of ELSA in accordance with article 5 of the Statutes of ELSA."

Proposal by ELSA Italy on the STEP FEE

ELSA Italy proposes to the Council the following:

The FM part of the Decision Book shall be amended as following:

Fees

[...]

4. STEP Application Fee

The STEP Fee calculation is based on the number of LBs 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:

$$\text{STEP Fee} = (\text{Number of LBs} + 1) * \text{STEP application Fee}$$

The STEP application fee shall be annually adjusted according to the latest information on the GDP per capita, published by the United Nations in the Human Development Report, at the 15th of July every year.

The payment to EI shall be done during the spring ICM for the period 1st jan - 31st dec of the previous year.

Comments:

The reason of the STEP fee application were found in the enormous work made by International VP STEP and the expenses faced by the EI, to collect the applications coming from all the members, to print out, to sort them and, finally to deliver.

Since the implementation of EOL, this work is done by the system and there are no expenses for it: nothing is due to the Chord 9 whatever could be the number of the step applications "submitted" or "applied"

ELSA Italy considers that a fixed fee and the change of the system of calculation can bear many positive aspects:

- 1) the STEP officer (at all levels) doesn't need to check and print the pages of EOL to prove how many "applied" has. It means less work and less time wasted, less problems during the transition. So, the stepper can focus on job hunting, student hunting and preparation for the reception.
- 2) To calculate the jobs or the step applications "cancelled" won't be more a problem.

- 3) After the acceptance of the step application submitted, the applicant can apply for a traineeship without the LB could do anything. The "submit" is the last moment the step officer can check the step application. After the acceptance, if the applicant doesn't pay the step fee, the only thing the stepper can do is to cancel the step application. In any case, the debt with the IB was born. For this reason many LBs ask a deposit to the applicant before the acceptance of the step application. This solution stands surety for the budget of the LB, but it's a disincentive to fill the step application. The system proposed will solve this problem cos whatever will be the number of applications coming from a LB, the fee due will be the same.
- 4) At this moment, waiting for the implementation of the system or the coming of the new one, the problem of the step applications "applied" after the deadline will be eliminated.
- 5) The LBs will be more motivated to the Student Hunting if they can continue to ask the step applications fee. Whatever will be the number of applications, they have a fixed fee to pay to their NG. In this way the STEP can be an income for their budget and they can use this money to face other expenses like marketing materials, welcome package, STEP day, and so on.
- 6) EI will have an assured income.

INPUT PAPERS

ELSA INTERNATIONAL

ELSA and Legal Research

With the Support of Jakub Handrlica

If you are rigorous in your career planning – and we hope you are – you are immersed in researching all the possibilities to achieve skills that would assist you in the future work of a lawyer. Legal Research is what being in the legal profession is all about. *Regardless* of which field or branch of law one has chosen to work, or specialise in, no lawyer can succeed in his or her career without constant research. Why? Because the legal norms, regulations and acts increase and change, there are more and more cases to be taken into consideration, in beginners' eyes the jungle of legal norms can seem scary and unpredictable. On the one hand, is the theoretical knowledge, achieved during studies; on the other, is the reality of intermediately changing world of legal regulation.

ELSA assists law students and young lawyers in performing legal research in various areas of law. It is highly beneficial to learn the crucial skills of legal research while studying since these skills will become helpful in the future life of *any law student*. It is the work with the legal databases, finding out the legal norms and judicial decisions and of course, comparative research. Universities do not always give students the necessary practice in carrying out research. This is why ELSA has established a field of activity in legal research. This provides students with opportunities to improve their academic skills, as well as increase their knowledge and know-how.

ELSA's Legal Research activities consist of two main pillars: 1) Legal Research Groups and 2) the ELSA Law Web.

1) Legal Research Groups: A Legal Research Group (LRG) is a small group of law students and/or young lawyers who are interested in a specific field of law and have decided to carry out research on that topic with the aim to make their conclusions public. LRG can work on local, national or international level, depending on the topic, the working methods and the language chosen. In the past, several LRG resulted in relevant output in different Local Groups. For example Italian LRG's in *Naples* made research in the area of the connection of mafia and state institutions, Greek LRG in *Athens* organised a conference on the computer law, Czech LRG in *Prague* is cooperating with the Faculty on the lessons of medical law etc. The most important thing is of course that the topic is *motivating* to you and the other participants. You might also contact a professor at your faculty, a specialist outside the faculty or a scientific institution which could come up with inspiring ideas. Also consider choosing a topic in the field of one of the commitments of ELSA – Human Rights, Trade Law etc.

Normally LRG has approximately 3-6 participants (*most effective*). The members should naturally be law students or young lawyers who have a sufficient knowledge in the topic, and who are willing to commit enough time to the project.

The LRG's co-ordinator should have a good knowledge on the topic of the LRG, and be able to *motivate* the participants. He or she should also be able to participate in fundraising and producing the final outcome of the group. Furthermore the co-ordinator should be the contact person for the Vice President Academic Activities ELSA International (VP AA) or at least be the one constantly reporting to National AA Officer.

Advisors can be law professors, lawyers, or other legal professionals with sufficient knowledge in the field of the LRG. Apart from the general advice the advisors can give, it is also possible to ask them to act as editors.

When the research work is finished, the group should come up with a finalisation project of the LRG. This can be a publication, series of articles in a legal periodical and participation or organisation of a conference.

2) ELSA Law Web: The other part of the Legal Research in ELSA is the ELSA Law Web, which is a practical tool for anyone looking for information about other countries' laws and legal systems. ELSA Law Web is a collection of law-related links with short descriptions, which are easily searchable.

The ELSA Law Web is a collection of law-related links divided in different categories in order to facilitate finding information about other countries' law and legal system. It also includes links to websites of law faculties, public institutions and law publishers as well as information on the legal profession in a particular country.

Furthermore, there are many links to human rights related pages and to websites of NGOs, EU institutions and international organisations.

While the Local ELSA Groups are responsible for collecting law-related links of their community in the internet and sending the collected information to the National Group for forwarding to ELSA International, as well as promoting the ELSA Law Web to students and young lawyers, ELSA International provides necessary information on how to update the ELSA Law Web to the National and Local Groups and collects and updates the information for the ELSA Law Web which is located on the website of ELSA International.

Conclusions

The above restatement of Legal Research practices in the ELSA Network should serve to facilitate the discussion at the International Council Meeting on the shortcomings of the Networks goal, as set out by the subsection Legal Research Group of the TYTP 2003/ 2005 - "Target: 25 LRGs across the Network of which 5 involve more than 1 local group"!

INTERNATIONAL STEP MEETING**STEP Needs on the Online System**

One of the topics of the workshop held on 15th February was the question of the needs of the current and the following system. Many proposals have been presented by various local groups, the main being:

- flexibility
- warning system
- transparency

Flexibility

One of the main points should be to give the system possibilities. That means to implement the system of **and** and **or** in case of language skills and legal studies! In order to increase the chance of the applicant to be matched the 100%-matching would be removed.

Warning System

Often problems arise when the stepper misses deadlines or when is not aware of what is happening in the STEP menu. Some sort of warning system should be established so that such mistakes can be eliminated. This system would remind the stepper of the deadlines, matches and changes in the status of the applicants. it would also give the national stepper general overlook of what is going on. This would be done in the form of email automatically sent to steppers.

Transparency

Steppers and the applicants should have an opportunity to see the details (not all of them) of the available TSs.

There's been plenty of other suggestions to make the system more transparent (such as a catalogue of available TSs).

TRAINING WORKING GROUP**Perfect ELSA Officers' Career**

By Nina Klotz, Director for Training of ELSA International

At the ICM in Budva the IM workshop discussed a lot about training and how training can help to improve the current situation in the network. As result of these discussions the workshop developed "the perfect ELSA Officers' career", a concept which matches the different stages of an ELSA member with the adequate training.

The achievement of this concept which is geared on long term profitability will be: More skilled people, more motivation, more activities, more active and better skilled members, even more motivation, more activities (higher quality), more active members...

Now the concept in detail (diagram on the next page):

Starting from the assumption that people enter university when they are 18 or 19 years old we have a concept for 3 respectively 4 years:

One year as a member, one year as a Local Officer, one year as a National and one year as an International Officer.

After our student has entered university, there should be one or more general ELSA marketing events aimed at attracting new members. The interested student attends a Freshers Camp to get to know more about ELSA and other things (Soft Skills). Then he is at the point to decide:

1) if he becomes a member or not (we will never get all of them)

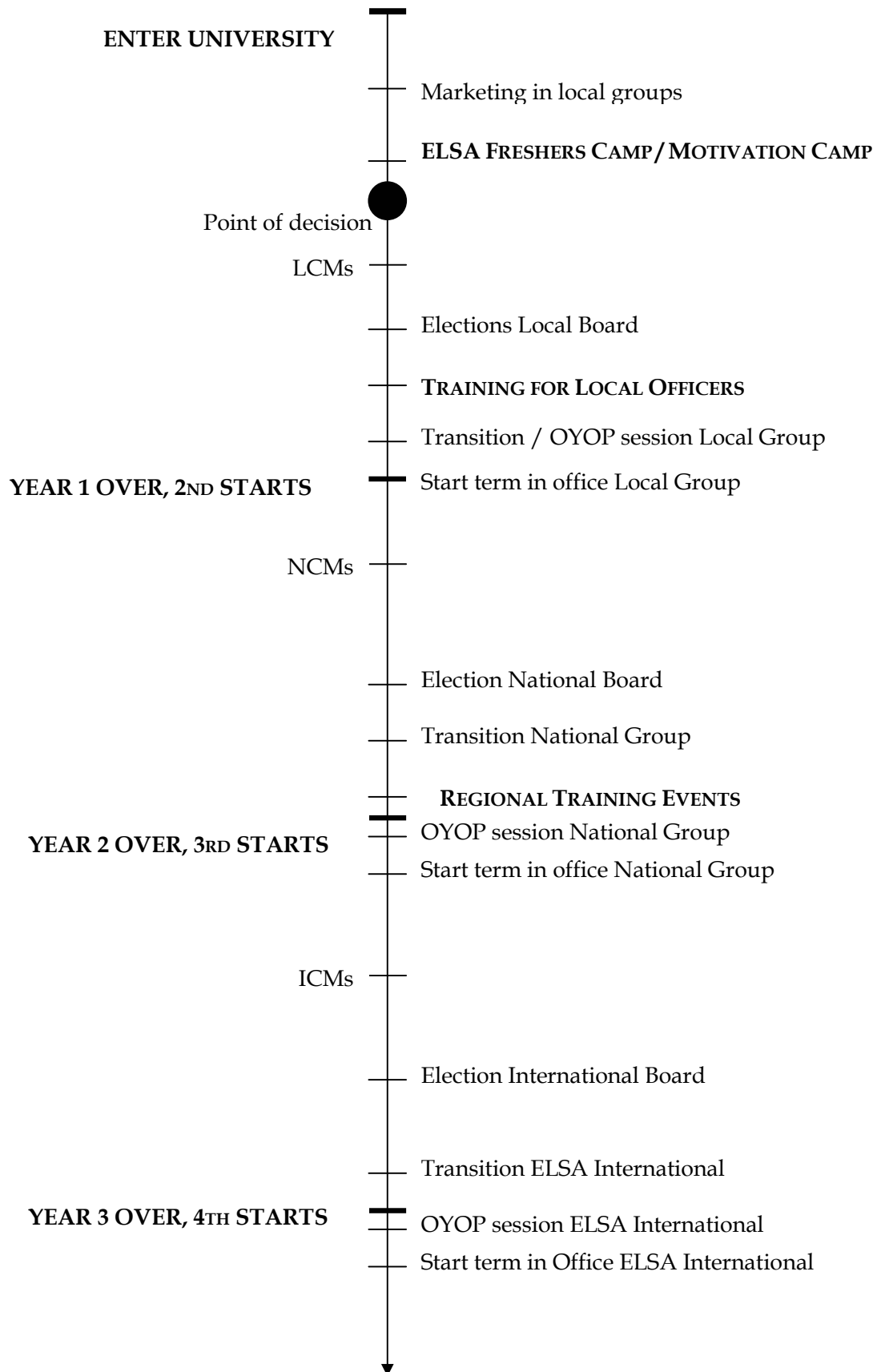
2) and if he becomes a member whether he will be active or just participate.

During this first year the members shall start becoming involved in the activities of ELSA – step by step (e.g. member of an OC). And we should not forget the participating members as we also need them (events without participants are not motivating).

At the end the member runs for the Local Board and gets elected. He attends a Local Officers Training Event to get a deeper understanding for ELSA - its structure and his tasks. After this training there is transition and a planning session with the old board and the work as Local Officer can start.

In the second year the Local Officer attends the NCM's and after one year he has collected a lot of experiences and is ready for the work as National Officer. So he runs for National Board and gets elected. After transition with the old board and thus the knowledge of the work in his own country he attends a Regional Training Event where he learns more about the international level, can share experiences with other National Boards and discuss the "hot topics" with them. Back at home the National Board will have planning session to set objectives. The term in office starts.

The third year he works hard as National Officer, attends the ICM's and starts thinking about doing a fourth year as International Board Member or Director of ELSA International.



This is the perfect ELSA Officers' career developed by the IM workshop at ICM in Budva – in clear structure step by step. Of course the workshop detected weaknesses in realisation of this concept that's why a working group was set up to follow up the concept and especially the atonys. In the following the methods of resolution for the several items will be presented.

1) content of the several trainings

The concept is based on several trainings which should be passed by the active members to be optimal prepared for their work on each level. All trainings are based on the top of each other. In the following the several trainings are explained, design parameters and emphasis are given but of course every training has to be draft individually.

a) Freshers Camp / Motivation Camp

Freshers Camp should give interested students a first overview of ELSA. Normally students are attracted by some marketing events in the local group and want to know more about ELSA. To get them to an event lasting one weekend anywhere in the own or a neighbour country the event has to offer more than an introduction in ELSA. For this Soft Skill Trainings can be used. Soft Skills are getting more important for work life as well as for university and build the basis for a successful ELSA work as we always have to present ELSA... As new students at university often look for new friends the Freshers Camp is also an event where they can and will get to know other students so the social part of the event is important as well. To give a first impression of ELSA which consists of a network of 37 countries the Freshers Camps can or even should be cross border.

The proportion at this event should be:

ELSA knowledge 1/3 + Soft Skills 1/3 + Social programme 1/3

Following Trainings should be given:

- general ELSA training
- personal Soft Skills like presentation skills, public speaking...

b) Local Officers Training

The members are elected as Local Officers. Till this point they have a general overview of ELSA and helped organising some events so collected first experiences in working for ELSA. Now they need Local Officers Training to get a deeper understanding of the association. They have to be offered advanced ELSA training as well as ELSA work related trainings. These meetings of all Local Officers in a country are also a good possibility to get to know each other, to share their experiences, to communicate and to cooperate. For this it is the best to make the trainings national.

Following trainings should be given:

- advanced ELSA trainings (area trainings)
- ELSA work related trainings like fundraising, planning...
- Introduction to theory of team work, conflict management...

c) Regional Training Event

The National Board Members are elected and already had transition with the old board. So they know what exactly is going on in their country. Now they need to meet with other National Boards to get to know, to share experiences, to discuss the actual topics and problems in the network and to start cooperation (like Local Groups in a country). Sounds like an ICM today but at Regional Training Events there will be trainings for the National Officers, they will cooperate regionally and they will prepare ICM by discussing topics so ICMs "get back" to the supreme decision-making body of ELSA.

Following trainings should be given:

- ELSA training (international level)
- ELSA knowledge trainings on a high level (planning...)
- Advanced Soft Skill Trainings (leading teams, conflict management...)
- Time to exchange experiences on and to discuss topics

d) Transition

Transition is important on all levels – local, national and international. Here the specific knowledge about a group and the work in the group, the experiences of past years will be transferred from the old board to the new one.

On the local level the Officers Training should take place before transition. So the new board members have the general ELSA knowledge and during transition they can concentrate on the real transition and don't have to lose time for general stuff.

On the national level it's a bit different: here the Regional Training events should be after transition because the National Board Members have already the general knowledge about ELSA and with transition they get the specific knowledge they need to have fruitful discussions with their colleagues from other countries.

e) planning session

After trainings and transition the planning session must not be forgotten! It is important for the board to have common goals and to make a plan with aims and activities for the term in office.

Locally this will be done after transition, nationally it should be done after the Regional Training Event as the board can exchange experiences with other countries before and consider regional or international aims.

2) number of needed events / organisation of events

There are several trainings with several target groups. It is an aim that all people of a target group can attend the training so the question comes up: how much training events do we need in the network?

a) Transition and Planning sessions

Of course every board needs it! Normally the old board plans and organises but the new board should be aware of the realisation.

b) Regional Training Event

The target group for these events are the National Board Members. Here we have a manageable number of people. Looking into a map and deviding Europe into regions we will have the following ones:



It is visible that the regions overlap and are not clearly divisible. But this is no problem: We do not want to divide ELSA into five groups but want regional coming together and cooperation so there are no real borders. Of course it is free choice for the National Boards where to go in Europe but we can act on the assumption that they will attend the geographically nearest event as it is lower travel costs. Important is that a board comes as a whole to one event as just like this regional cooperation can arise in all areas.

In every circle there should be one Regional Training Event. These are the training events which need regional cooperation and coordination to organise. The organisation

has to be done – like normal – by one group but with the help of the others around if necessary.

Regarding the timeline Regional Training Events should take place just around the starts of term in office. Of course it is much easier if all groups will have the same period in office so as most of the National Groups have 1st of August till 31st of July (like ELSA International) the rest of the groups should really think about approximate their period. Considering this the time for Regional Training Events would be from middle of July till the end of August.

c) Local Officer Training

As said before this training event is for Local Officers and it is the best to make them national (cooperation...). This means that we need one event per country.

Organised by one group there are two possibilities:

First of all the Local Officer Training can be an extra event lasting one or two days or a whole weekend. The second possibility could be a combination of NCM and Local Officer Trainings. The programme could be divided in workshops for the trainings and plenary sessions (like an ICM). Doing it like this would mean one event less with all consequences (no organisation, not more time to spend, no extra travel costs...), a simplification and facilitation especially for smaller countries, and most of the countries already offer some trainings at their NCMs.

What was said for Regional Training Events goes for Local Officer Trainings as well – the groups should approximate their term in office so it is much easier to organise the trainings and to start good cooperation between the local boards in a country.

d) Freshers Camp / Motivation Camp

Here the target group is the biggest one – theoretically every new student. In reality of course it is less but still it is the event where we need a lot of and at the moment cannot really say how much. But this is also a training event where we – looking into the network (map below) – can find a lot of events which are already organised. These events can be taken as a starting point, as the basis from where we build up.

Still the question: how much do we need? It depends on the principle “supply and demand” but also has something to do with marketing and cooperation. As said above these events can be cross border events – organised by two or more countries together. So a first number could be 25 – 35 events, market as one concept of the ELSA network (idea: homepage, flyer, poster (maybe a common one: “Freshers Camps in ELSA”)). And if there will be more demand we have to increase the number.

To make the organisation easier there are some ways:

- The events can be cross border so two or more countries organise the event together - less work for one group.
- We can combine Regional Training Events and Freshers Camps:
Making two programmes – one for the National Officers and one for the Freshers
- and the social programme (or parts of it) can be together. It is a big event then

- but it is also motivating for Freshers to see, get in touch with and get to know National Board Members. And we have five more events for Freshers.
- Another possibility next to Freshers Camps is to offer an extra programme at National Council Meetings for new people in ELSA. But this cannot replace the Freshers Camps as it will address more the ones which are already willing to get involved.

When should these Events be? There are different opinions: Some says it is the best to have them immediately after start of university – means October/November – others says its better to have them after some time – means January till March. This discussion is one we don't have to argue till the end as we can combine and have a net of events: some are earlier, some a bit later and the students can choose when where to go.



Events for Freshers:

- 1 ELSA Malta: "ELSA goes Gozo"
- 2 ELSA Austria: Freshers Camp
- 3 ELSA Croatia: Freshers Camp
- 4 ELSA Sweden: training weekend for newcomers by ELSA Lund
- 5 ELSA Norway: some trainings for freshers on an irregular basis
- 6 ELSA Italy: Freshers Camp
- 7 ELSA Hungary: some Motivation Camps by local groups
- 8 ELSA Czech Republic: Freshers Camp by ELSA Prague
- 9 ELSA Serbia & Montenegro: "Jump out for from crowd"
- 10 ELSA Germany: some Freshers Camps by local groups
- 11 ELSA Lithuania: Freshers Camp
- 12 ELSA Romania: Motivation Camp
- 13 ELSA Poland: Freshers Camp
- 14 ELSA Portugal: Freshers Camp
- 15 ...
(there might be some more not known now)

Other international training events in the network:

- A ELSA Poland: Central and Eastern Meeting (August)
- B ELSA Russia: Baltic Training (September)
- C ELSA Italy: ELSA Italy Training Days (August)
- D ELSA Denmark: ELSA in the Sun (July)

At the end of this item one more thing is important to make clear:

Freshers Camps and Local Officers Trainings are the two events local and national groups already organises. Here we can easy start implementing the concept. Contrary to them the Regional Training Events needs regional cooperation and coordination – just to bear in mind.

And a last point:

Some might say that they have no people to organise such events. For them the regional cooperation resp. cross border trainings is the solution. Like this they can get some new people and build the work in their country up.

3) Tools at our disposal

To offer all these different training we need resources – people who can help us by organising as well as - and especially - for holding the trainings. For this ELSA has different tools which can be used:

- International Trainers Pool (ITP) / national trainers pools (in some countries)

- ELSA Lawyers Society (ELS) / national alumni associations / alumni in general
- Current local, national and international level
- Externals (from law firms, professional training companies, governments, sponsors...)
- Manuals (e.g. transition manual)

- ELSA Development Fund

4) Coordination and Help

While implementing the concept as well as afterwards when it runs there is a requirement of coordination on the one side and help by organisation especially by drafting the programmes on the other side.

Coordination is something which must be done by one agency. This can be ELSA International especially the Director for Training.

Help by drafting programmes, find people to give trainings... can also be given by ELSA International especially the Director for Training. At this point also ITP can be consulted as the trainers can help by developing training agendas.

5) Is this career obligatory?

As it was said at the beginning this is the concept in clear structure step by step. In reality of course there will be people joining ELSA in the second or third year at university, there will be people not being active in ELSA for three or four years but just two, there will be people being an officer in a level for two years instead of one and going on in the "career". But this won't be a problem. Regarding the positions on local, national and international level we see that the number is on the decrease:

We always have seven board members plus directors. But 220 LGs, 37 NBs and 1 IB.

Of course we want the people going on the career in order to have competent LBs, NBs and IBs but the ones joining ELSA later or being active just for one or two years... won't blow up the concept.

And we cannot force somebody to attend the trainings. Since 1999 there is a part in decision book (IM) called Human Resources which also says things about trainings but since 1999 it does not happen this way. It is not our aim to make new decisions as paper doesn't blush.

Our aim is to realise our concept, to offer the trainings and to motivate the people to attend them. We will never get all but all the more we offer we will have more participants which are more motivated and will motivate other people again by talking with them or organising events for them...

It is a cycle and we have the task to start it now. "Back to the basics to jump higher!" In Budva we went back to the basics by developing our perfect ELSA Officers' career, in Paris we have to start jumping to bring ELSA to the highest point. So, let's get started!!!

NATIONAL GROUPS

Input Paper on the Studies Abroad Programme and the L@W Events by ELSA Sweden

Studies Abroad Programme

1. Introduction

The Studies Abroad Programme (the SAP) is one of the oldest programmes in Academic Activities. The programme includes everything related to studies abroad -hence the name. The programme was originally intended to be a sister programme to STEP. Where STEP concentrated on working abroad, SAP approach aimed to make it easier for students to study abroad. SAP would seek to help students who were going to study in a foreign country as well students coming to the host country to study.

The aim of SAP is to provide:

- A positive learning experience
- Interaction with a new cultural and social environment
- Develop the students awareness and knowledge of social issues and different practices of the host country

SAP is divided into three different areas:

- 1) Information. The information is mainly provided by the GLSE;
- 2) Outgoing students' information meetings. The person who is going to study in a foreign country is told what to expect and by that he or she will be mentally prepared;
- 3) Incoming student's reception - reception programme - to help the exchange students to find themselves at home in the new environment

2. ELSA Guide to Legal Studies in Europe (GLSE)

This is the most developed part of the SAP. The 2000/01 GLSE provides information about more than 300 law schools and universities in 38 European countries. The information is given by students for students and therefore it covers the areas most students will be interested in such as general information about the country and its legal education. It also includes outlines of the cities for example the nightlife and how to find the way to the best libraries.

The responsibilities of the VP AA

- Ensure that the information from your country is correct and updated
- Promote GLSE, both to the universities, libraries, embassies, your Local Groups etc.
- Promote the possibilities of the book to ELSA members

3. Preparation meetings – for outgoing students

When the university is sending out exchange students it is the LGs task to gather the outgoing students to a meeting in order to prepare them for studying abroad and inform them about their country of choice. Students who will spend a long time in a foreign country should be told what to expect to avoid a possible culture shock. They should also be helped to get in touch with the local ELSA group to be able to prepare themselves fully.

The responsibilities of the VP AA

- To organise meetings with the outgoing students and introduce them to GLSE as a tool of information
- Helping students to contact local ELSA groups at the universities where they will be studying
- Help the student with accurate information

As VP AA you can co-operate with the university if they arrange activities for the outgoing students. Another idea is to work with exchange programmes such as ERASMUS and SOCRATES.

4. Reception programme – for incoming students

The reception programme is intended to help incoming students to ease their time in the host country. The aim is to fully integrate the student in the new environment. One problem that often occurs in the university reception programme is that the exchange students tend to be segregated from the rest. This is something that is important to avoid.

Responsibilities of the AA officer:

- To set up an agenda for the reception programme
- Inform the new students of their possibilities and options provided by the LG
- Try to involve the exchange students in the daily work of the LG
- Provide a reception package for the newcomer with basic information of the country, the city and the university
- If possible appoint a contact person for each exchange student

5. Experience from Sweden

Most LGs in Sweden have the same type of approach to the SAP. Many of the members are not really aware of what SAP is, but most of them know that ELSA is arranging activities for the exchange students.

- GLSE

All the LGs in Sweden have a copy of the GLSE and they use it mainly on demand. If someone is going away on STEP they can have a look in the GLSE. The book is also used if someone comes in during reception hours and asks about studying abroad.

- Reception Programme

Differs from LG to LG but mostly it includes a welcome party for the new exchange students where they can mingle with the LG members and also meet other exchange students. Apart from that they also get a newsletter from the LG in English on a regular basis and they are therefore informed and invited to all the activities arranged by the LG.

6. Points to discuss:

- How can we reach both the outgoing and incoming students?
- What can we do for the outgoing students?
- What kind of activities should be included in a reception programme?
- In what way can the GLSE be used working with SAP?

Lawyers at Work Events**1. Background**

A European Lawyer Day was held on the ICM in Brussels in 1992 and from this an idea to have Lawyers at Work Events (L@WE) developed. The idea the programme is to give students a chance to gain a more practical view of the profession as a counterbalance to the often very theoretical education received at the university.

The aim of L@WE is to provide students and young graduates with the opportunity to understand the different career opportunities that are open to lawyers after their studies. These events should enable the students to meet experts from the various professions relating to a Law Degree.

2. Tips and hints

There are many ways of making this programme work. You, as an AA officer might decide to have smaller events on a regular basis or maybe a bigger event more seldom. The idea behind these events should be to allow students to know all the possibilities that studying law opens up for them and a good way of accomplishing this is to make the events very practical. For example a considerable amount of time should be set aside to allow direct questions from the students.

When you choose people to speak to the students make sure that you choose people that are able to transmit their experiences in a pleasant and interesting way. It is often more better to choose someone who enjoys his work very much and who has an ability to convey his message even though he might be less important than a very famous expert.

It is also important that you dare to make direct contact with the speakers; they will often enjoy this approach from young people.

3. The Swedish way

The Swedish LG officers arrange approximately one small LAW event every month. This could be a visit to a law firm that works with an interesting legal approach. The Event is usually formed as a visit at the actual workplace, with a presentation of the firm and its legal topics. After the presentation there is time for interaction between the lawyers and the students. Usually these events have an easy going atmosphere with ability for the students to develop their network and ask the lawyers questions.

Occasionally bigger events are arranged where several legal professions are represented and these events tend to be very popular.

This is a win/win situation for both the local ELSA group and the firm. The students might increase their network and they gain knowledge of the working life while the firm gets the possibility to choose their profile towards the students.

Examples of places to contact:

Amnesty International

Ministry of Justice

The Supreme Court

National Tax Board

Different Law Firms (both big and small)

National Patent Registration Board

Ministry of Foreign Affairs

National Crime Victim Organisation

Insurance Companies

The Red Cross

Legal Clinics

University (legal academia)

Notary Office

Judges' Professional Union/ Society/ Association

Bailiff Professional Union/ Society/ Association

In-house lawyers of various companies, non-governmental organisations

ANNEXES

APPLICATION FOR MEMBERSHIP OF ELSA RUSSIA

Activity Report



**The European Law Students' Association
RUSSIA**

ACTIVITY REPORT

IN SUPPORT OF

**APPLICATION FOR
MEMBERSHIP IN ELSA**

10th February 2004

Foreword

Dear ELSA friends,

Hereby, in concern with ELSA Russia's application for Membership in ELSA, we are glad to present this Activity Report in order to state our National Group's activities during its period as an Observer.

ELSA Russia has become an Observer of ELSA in 1992 and has been supporting aims and activities of ELSA since then.

Our National Group has developed actively during the past years and by now represents 9 Local Groups from the Baltic Sea to the Pacific Ocean.

We hope that this Activity Report along with the other documents presented to the International Board and to the International Council Meeting will ensure admittance of ELSA Russia as a Member of ELSA.

On behalf of ELSA Russia,

Danil, Maria, Sergey, Olga, Iskender, Sergey and Natalia
National Board
ELSA Russia

Historical Review

ELSA Russia became an Observer of ELSA in October 1992 at the XXII International Council Meeting of ELSA held in Brussels, Belgium. However, the first official records of the current ELSA Russia started in the middle 90's. ELSA Russia has been established at the Faculty of Law of Moscow State University in the beginning of 1995. It was the first generation of current ELSA Russia. Then, by the end of 1996 ELSA Russia has been relocated to Peoples' Friendship University of Russia (Moscow), where it managed to get support from the administration of its respected Faculty of Law.

Law students took part in various international ELSA events, inter alia, in Czech Republic, Italy, Poland and so on, including, of course, STEP. By now the representatives of those both legendary generations of the National Boards of ELSA Russia have already become partners and senior associates of leading international and Russian law firms based in Moscow. The third generation has engaged into ELSA activities in 1998. They have maintained ELSA Russia until the very recent time and transferred the powers to a new generation in 2002.

Thanks to the first website of ELSA Russia (dated 1998) and a lot of news that were published in the Newspaper «Law School», those interested had opportunity to get necessary information about ELSA. The number of Local Groups has been increased to six; the other key project was the 400-items list of Russian Universities for ELSA ONLINE. But the most important thing was that students, who have gathered in St. Petersburg in March 2002 for the I National Council Meeting of ELSA Russia, have already known each other. The matter of continuity of generations is of a great significance for every organisation and ELSA Russia is not an exception.

Board Management, External Relations and Expansion**Board Management**

Members of the National Board of ELSA Russia are from different Russian cities and, therefore, due to the «notorious» Russian distances the National Board meetings in person take place once in two-three months. But there is the special mailing list for members of the National Board for their constant communication and decision-making. We use all the available means of electronic communication in order to keep in touch with the National Board members as closely as it is necessary and appropriate. Current National Board was elected in a democratic and free will manner. The rotation of National Board members is provided and guaranteed by the new Statutes of ELSA Russia, which ensures a continuity of our Association.

ABA CEELI:

ABA CEELI was a partner for the recent All-Russian Essay Competition 2003. The potential of our co-operation with this organisation is quite significant, especially regarding our growing interest and increasing engagement in the Moot Court Competitions, including the Moot Court Competition to be organised by ELSA Russia itself.

«Pericles»: American Business & Legal Education Project:

ELSA Russia acts as an agent in distribution of the information and materials on the «Pericles»' University of San Diego Fellowship Competition among the law students all over the country. Several members of ELSA Russia's Local Groups were winners of this competition in 2003 and got scholarships for studying law abroad in the summer time. In December 2003 «Pericles» provided the free office space, conference rooms and coffee-breaks for the Extraordinary National Council Meeting of ELSA Russia took place at the «Pericles»' headquarters in the centre of Moscow, 100 meters from the Red Square.

«Concept»: Training and Consulting Company:

According to the results of our negotiations and arrangements in the end of 2003, this company is ready to provide its professional trainers for the National Council Meetings of ELSA Russia, Baltic Trainings and other events at its own cost. This company specialises on the professional trainings for the personnel of the big international and Russian companies in St. Petersburg and other Russian cities.

ELSA Lawyers Society:

ELSA Russia successfully co-operates with the ELSA Lawyers Society. The first ELS Event in Russia took place in Moscow and St. Petersburg in March 2003. The ELS President Erik Vrij participated as a special guest with the opening report at the International Law Conference organised by ELSA St. Petersburg in March 2003. The second ELS Event will take place this summer, when several ELS members will visit Russia. The National Board spreads information about ELS among ELSA Alumni in Russia. The members of the current National Board plan to enter ELS in 2004 or 2005 and to stimulate the engagement of the Russian ELSA Alumni in ELS activities.

ALSA Japan:

In the end of 2003 an Agreement was signed between ELSA Russia and ALSA Japan. Under this Agreement the informational exchange and Study Visits shall be arranged between our Associations. The informational exchange will take place on a regular basis from now on, and the intended Study Visits will be organised every year or every second year. The first visit of the ELSA Russia's delegation to Tokyo will take place in May 2004 and the first visit of the ALSA Japan's delegation to Russia (Vladivostok, Moscow and St. Petersburg) will take place in October 2004.

The Law Students Association of India:

Notwithstanding the absence of a written Agreement, ELSA Russia has developed co-operation with the Law Student Association of India. The informational exchange between the two respective Associations, as well as the possibilities for Russian law students to publish their articles in English in Law Newsletter «Sinai» (produced by the Law Students Association of India) are the subject of this bilateral collaboration.

Expansion

The National Board stays in close contact with a few initiative groups of law students in Magadan (Far East of Russia), Tomsk (Middle Siberia), Veliky Novgorod (North-West of Russia), and Vladikavkaz (North Caucasus). We suppose that new Local Groups will be established in these cities very soon.

Internal ManagementStatutes:

In 1992 when ELSA Russia became an Observer of ELSA it was registered as Public Organisation with individual members and covered only law students from Moscow. During the second part of 90's a few Local Groups were established. By the beginning of the year 2002 there were 6 Local Groups in ELSA Russia: ELSA Bashkortostan (established in 1998), ELSA Dubna (established in 2001), ELSA Udmurtia, later renamed as ELSA Izhevsk (established in 2000), ELSA Kursk (established in 2001), ELSA Novosibirsk (established in 2001) and ELSA St. Petersburg (established in 1998). These Local Groups gathered in St. Petersburg in March 2002 for the I National Council Meeting of ELSA Russia where the new organisational structure of ELSA Russia was established – with Local Groups as Members and Observers. The National Board of ELSA Russia started drafting Statutes of ELSA Russia as Association. The new Statutes of ELSA Russia were sent for the consideration of the International Board of ELSA in August 2003 and were approved by the Extraordinary NCM of ELSA Russia in Moscow in December 2003. The new Statutes were written in accordance with the Statutes and Standing Orders of ELSA and Russian Legislation. The new Statutes of ELSA Russia are compatible with the Statutes and Standing Orders of ELSA.

Archive:

One of the goals of the National Board of ELSA Russia and Secretary General in particular for the year 2003 was the restoring of the Archive of ELSA Russia. Almost all documents of the Archive are in order and the work will be finished before the transition with the new National Board.

Website:

The new website of ELSA Russia was launched in summer of 2002 and contained basic information about ELSA. The current website of ELSA Russia (at <http://www.elsa-russia.org>) was launched in summer of 2003 and has better structure and design than the previous one. Registration at this website gives to the members of National Board of ELSA Russia the opportunity to post News themselves and to individual members of ELSA in Russia – to post messages in forum and access the Archive of the documents of ELSA Russia.

Mailing lists:

There are different mailing lists in ELSA Russia: general information mailing list for all interested in ELSA in Russia, mailing list for National Board of ELSA Russia, mailing list for local boards, mailing lists in different Local Groups of ELSA Russia. Also members of the Local Groups of ELSA Russia and members of the National Board of ELSA Russia are subscribed to the international mailing lists of ELSA provided by «L-Soft».

ELSA ONLINE:

ELSA Russia started use the ELSA ONLINE system in the beginning of the year 2002. After the I National Council Meeting in St. Petersburg (March 2002) information about ELSA Russia and its Local Groups is updated regularly. Thanks to ELSA ONLINE the National board of ELSA Russia has an opportunity to monitor situation with

information flow in Russia – we receive lots of application forms from different Russian cities and we can see in which cities there are active law students who wants to open new Local Groups.

Members and Observers of ELSA Russia:

ELSA Russia currently has 9 Local Groups:

- 6 Members: ELSA Bashkortostan, ELSA Izhevsk, ELSA Kaliningrad, ELSA Samara, ELSA Saratov and ELSA St. Petersburg;
- 3 Observers: ELSA Kursk, ELSA Novosibirsk and ELSA Vladivostok.

Organisational structure of ELSA Russia is provided and guaranteed by the new Statutes of ELSA Russia, which ensures a continuity of our Association.

Transition:

Since the beginning of new history of ELSA Russia there was only one transition between National Board 2002/2003 and National Board 2003/2004. This year current National Board of ELSA Russia is planning to have transition weekend with the National Board 2004/2005, which will be elected at the IV National Council Meeting of ELSA Russia in Kaliningrad (April 2004).

Trainings:

The first trainings for local officers in ELSA Russia were organised during the II National Council Meeting of ELSA Russia in Moscow (February-March 2003). The National Board has invited two ITP trainers – Johan Almer (Sweden) and Karina Sultanova (Kazakhstan) – to give trainings in ELSA knowledge, Fundraising, Transition, Financial Management and Marketing. The travel costs of ITP trainers were covered by the EDF. The second trainings for local officers in ELSA Russia were organised during the Baltic Trainings 2003, where three ITP trainers – Veronika Kotek (Switzerland), Maria Moguilnaia (Russia) and Leander Palleit (Germany) – gave trainings in Project Management and related areas (Fundraising, Human Resources, Communication, Marketing, etc.). The travel costs of two foreign trainers were again covered by the EDF. ELSA Russia is planning to organise the Baltic Trainings 2004 in September this year and local officers of ELSA Russia will surely take part in this event.

International Council Meetings:

ELSA Russia has participated in 7 ICMs so far:

XXII International Council Meeting of ELSA in Brussels, Belgium (October 1992);

- XXIII International Council Meeting of ELSA in Hamburg, Germany (March 1993);
- XXV International Council Meeting of ELSA in Prague, Czech Republic (March 1994);
- XXXI International Council Meeting of ELSA in Prague, Czech Republic (March 1997);
- XXXVII International Council Meeting of ELSA in Warsaw, Poland (March 2000);
- XLII International Council Meeting of ELSA in Alanya, Turkey (November 2002);
- XLIV International Council Meeting of ELSA in Budva, Serbia and Montenegro (October 2003).

Financial Management

In 2003 ELSA Russia united efforts of its Local Groups and paid ELSA Russia's debts to ELSA – Administration Fees for the years 2000/2001, 2001/2002 and 2002/2003. The Administration Fee for the year 2003/2004 was also paid.

The first Budget in the recent history of ELSA Russia – Budget for the year 2004 – was adopted during the Extraordinary National Council Meeting of ELSA Russia held in Moscow on 14th December 2003.

ELSA Russia now has its own bank account, pay-and-cash forms, financial regulations adopted by the National Board of ELSA Russia.

MarketingCommunication with Universities:

A special Questionnaire for Universities was prepared in order to assess the readiness of Universities where no Local Groups are established yet. This will help us to develop contacts with respective Universities, to provide their law students with the necessary information about ELSA and to facilitate the ELSA activities in the other regions of Russia.

Marketing Materials:

The National Board of ELSA Russia has developed the model PowerPoint presentation and ELSA brochure for Local Groups and law students – potential ELSA members. Besides, new ELSA-pins were introduced at the II National Council Meeting of ELSA Russia in Moscow (February-March 2003) and then distributed among the participants of the XLIV International Council Meeting of ELSA in Budva, Serbia and Montenegro (October 2003). Also all members of the National Board of ELSA Russia received business cards made in accordance with Marketing Policies of ELSA.

Newspaper «Law School»:

ELSA Russia maintains its own Newspaper called «Law School» where every Local Group can publish their news and articles on their activities. This Newspaper publication is supported by ABA CEELI and is officially registered in the state media authorities as an All-Russian mass-media product.

Synergy:

In the new history of ELSA Russia (since March 2002) we have managed to publish articles about ELSA Russia's activities in each issue of Synergy.

World Grad School Tour 2003:

ELSA Russia participated in the World Grad School Tour Fair in Moscow in October 2003 where the members of the National Board have been spreading the information about ELSA and established new contacts in respect of further development of Academic Activities and STEP.

Academic ActivitiesELSA Moot Court Competition on WTO Law (EMCC):

ELSA Russia has a top priority to promote the EMCC among Russian law students. Russia itself is not a Member of WTO and therefore this Moot Court Competition is inferior to other well-known Moot Court Competitions (e.g. Philip C. Jessup International Law Moot Court Competition and Willem C. Vis International Commercial Arbitration Moot Court Competition) in popularity. But the National Board of ELSA Russia continues to uphold the EMCC and as a result Russian teams participated in the Written Rounds of the EMCC 2002/2003 and has been registered for the EMCC 2003/2004.

National Moot Court Competition:

The National Board of ELSA Russia carries out the research on possibilities to organise National Moot Court Competition in Russia in 2004 and prepares the implementation strategy for this event. The National Board has chosen Sport Law as a topic for this Moot Court Competition, since this branch of law is only appearing in Russia at the moment, and, therefore, the knowledge about the European Sport Law theory, legislation and practice is highly appreciated. Hopefully lots of Russian law students will participate and get to know ELSA.

Law Journal «De JURE»:

Law Journal «De JURE» is the All-Russian collection of law students' articles. This Law Journal publication is supported by Kaliningrad State University and gives Russian law students the opportunity to get an official academic publication during the time of studying in the University. Law Journal also helps to organise Essay Competitions as the best papers are usually published in this Journal.

All-Russian Essay Competition:

ELSA Russia in co-operation with ABA CEELI, Russian Academy of Advocacy and Federal Bar Association organised All-Russian Essay Competition in August-November 2003 with the topic «Responsibilities of Advocate for Non-quality Legal Assistance». The Essay Competition was dedicated to the 10th Anniversary of the Constitution of Russian Federation. The winners got monetary prizes and all the participants received Certificates and different law books.

PINIL:

ELSA Russia actively participates in PINIL. ELSA Russia was one of the first National Groups who started their research.

Seminars & ConferencesSeminars:

ELSA Russia organises annual one-day Seminar dedicated to the «Kaliningrad Puzzle» – peculiarities of Kaliningrad Region (enclave of Russia on the Baltic Sea), which is held in connection with Baltic Trainings. Last year Seminar was titled: «The Kaliningrad Puzzle: A Russian Region Within the European Union». This year Seminar will be devoted to the legal regulation of foreign investments in Kaliningrad Region.

Conferences:

Local Groups of ELSA Russia has organised several Conferences starting from 2002:
National Conference «Public and Private Law», organised by ELSA St. Petersburg on 28th–29th March 2002;
National Conference «The Perspectives of Russian-Ukrainian Collaboration», organised by ELSA Kursk on 19th–20th November 2002;
International Conference «International and National Mechanisms of Human Rights Protection», organised by ELSA Bashkortostan on 13th–14th December 2002;
International Conference «300th Anniversary of St. Petersburg – 300 Years of Development and Co-operation of Legal Systems», organised by ELSA St. Petersburg on 19th–22nd March 2003;
International Conference «Citizen-Law-State – New Dimension in Political and Legal Culture of Russia», organised by ELSA Kaliningrad on 24th–26th April 2003;
National Conference «Russian Law at the Millennium Frontier», organised by ELSA Tomsk on 30th–31st May 2003;
International Conference «Human Rights: De Jure & De Facto», organised by ELSA Izhevsk on 2nd–6th December 2003;
International Conference «European Law: European Union Law, Council of Europe Law and Russian Legal System» organised by ELSA Saratov on 9th–10th December 2003.
Two more Conferences are already planned for the first part of the year 2004:
International Conference in Kaliningrad dedicated to comparative aspects tax law in Russia and the EU (April 2004) and National Conference in Tomsk dedicated to the recent developments of Russian Law (May 2004).

Law School:

Two Local Groups of ELSA Russia – ELSA Samara and ELSA Saratov – are going to organise a first ELSA Law School in Russia in August 2004. The Law School will take place on a boat going down the Volga River and will be dedicated to the Russian Law. So you have a real chance to see is there any law in Russia ☺

Study Visits:

Local Groups of ELSA Russia – ELSA Bashkortostan and ELSA St. Petersburg – have been involved in several Study Visits with Local Groups from Germany, The Netherlands, Czech Republic, Norway and Poland:
ELSA Torun (Poland) to ELSA St. Petersburg, 29th June – 5th July 2003;
ELSA St. Petersburg to ELSA Warsaw, ELSA Torun and ELSA Poznan (Poland), 4th–11th May 2003;

ELSA Brno (Czech Republic) and ELSA Oslo (Norway) to ELSA St. Petersburg, 26th March – 1st April 2002;
ELSA St. Petersburg to ELSA Brno (Czech Republic), 6th–10th November 2001;
ELSA Leiden (The Netherlands) to ELSA St. Petersburg, 8th–15th July 2001;
ELSA Bashkortostan to ELSA Berlin, ELSA Potsdam, ELSA Leipzig, ELSA Dresden, ELSA Munich, ELSA Cologne and ELSA Hannover (Germany), 1st–12th July 2001.
ELSA St. Petersburg is going to have another Bilateral Study Visit this year – this time with ELSA Ankara.

Student Trainee Exchange ProgrammeSTEP traineeships:

The first STEP traineeship was organised in 2001 when a member of ELSA Bergen (Norway) has been accepted as a STEP trainee for Attorney's assistant at the Advocacy Office «Santalex» in Moscow. The article of this STEP trainee was published in a prestigious Law Journal in Russia called «Russian Justice» and gave ELSA Russia the opportunity to promote STEP. The second STEP traineeship was organised by ELSA St. Petersburg in spring 2003 when a member of ELSA Fribourg (Switzerland) has worked in St. Petersburg Office of «Hedman Osborne Clarke Alliance».

The current difficulties in organising the STEP traineeships for foreign students are concerned with the recently adopted harsh legislative acts. They hinder the planning of the activities in question due to high costs of obtaining the necessary permits for hiring a foreign employee and the time needed for carrying out such procedures. We are now in process of preparing a new strategy for organising the STEP traineeships that will help to surmount these regulative obstacles in full compliance with the Russian law.

Russians in STEP:

Three Russians took part in STEP traineeships since 2002: first one has been a STEP trainee in Tromso Office of «PricewaterhouseCoopers» in autumn of the year 2002, second has been a STEP trainee in University of Turku in summer 2003 and third – in University of Rovaniemi in autumn 2003.

International STEP Meetings:

Representatives of ELSA Russia have participated in the IV International STEP Meeting in Maastricht, The Netherlands (February 2003) and are going to participate in the V International STEP Meeting in Innsbruck, Austria (February 2004).

ELSA ONLINE

More and more members of Local Groups of ELSA Russia registered in ELSA ONLINE apply for STEP.

Statutes of ELSA Russia

*Adopted
by the decision of the Extraordinary National Council Meeting of ELSA Russia
on 14th December 2003*

**ЕВРОПЕЙСКАЯ АССОЦИАЦИЯ СТУДЕНТОВ-ЮРИСТОВ И
ВЫПУСКНИКОВ – ЭЛСА**

**(THE EUROPEAN ASSOCIATION OF LAW STUDENTS AND
RECENT GRADUATES – ELSA RUSSIA)**

Preamble

We, Members of the «Европейская ассоциация студентов-юристов и выпускников – ЭЛСА»,

Establishing independent, non-political association on the basis of principles of law, democracy, free will, publicity, equality and self-government,

Aiming at strengthening inter-regional and international student and professional relations in the field of law,

Promoting by all possible means law enlightenment, education and improvement of law standards,

Supporting ideas of The European Law Students' Association,

Wishing to contribute to scientific, professional and other experience exchange between law students and young law professionals of Europe,

Realising the necessity of developing students' self-government, increasing social responsibility of young people and the importance of youth movement in Russia,

Being conscious of our organisation as a part of youth movement in Russia,

Adopt the Statutes of the «Европейская ассоциация студентов-юристов и выпускников – ЭЛСА».

1. GENERAL PROVISIONS

1.1. «Европейская ассоциация студентов-юристов и выпускников – ЭЛСА» (further on – «Association») is an association of non-political public organisations.

1.2. The Association is a non-profit non-political organisation and does not pursue gaining profit as the main goal of its activity.

1.3. The Association acts according to the Constitution of the Russian Federation, Civil Code of the Russian Federation, other legal acts of the Russian Federation and the present Statutes.

1.4. The Association acts on the basis of principles of law, democracy, free will, publicity, equality and self-government.

1.5. The Association acts on the territory of the Russian Federation.

1.6. The Association is a legal corporate body from the moment of its state registration, it possesses solitary property, has an independent balance, has the right to open settlement and other accounts in credit institutions, can acquire property and private non-property rights in its own name, can be present in the court as a claimant and a defendant.

1.7. The Association has a round official seal with its full name in the Russian language, a stamp and letterheads. The Association can have its own symbols and attributes, approved by the National Council Meeting of Association and not contradicting to the present legislation and the rules of The European Law Students' Association.

1.8. The full name of the Association in the Russian language is «Европейская ассоциация студентов-юристов и выпускников – ЭЛСА». In the English language the name of the Association is «The European Association of Law Students and Recent Graduates – ELSA Russia».

1.9. The Association is liable for all its obligations with all its property.

1.10. The Association bears no responsibility for the obligations of its Members. Members of the Association bear subsidiary responsibility for the Association obligations in equal parts.

1.11. The Association acquires a corporate body rights from the moment of the state registration.

1.12. The place of the executive body of the Association (National Board) is St. Petersburg.

2. OBJECTIVES OF THE ASSOCIATION

2.1. The aim of the Association organisation and activity is to strengthen inter-regional and international student and professional relations in the field of law.

2.2. The Association pursues the following objectives:

2.2.1. Development of mutual understanding and cooperation between Russian and foreign law students and young professional lawyers;

2.2.2. Exchange of experience and knowledge between law students, professional lawyers and scientists;

2.2.3. Participation in developing youth programs, student scientific projects, organising and holding student conferences and seminars, «round tables»;

2.2.4. Assistance in improving educational standards of law students; organisation of experience exchange and development of scientific and practical activity of law students; organisation and holding of Russian and international student trainee exchange programmes;

2.2.5. Protection of rights of Members and Observers of the Association and of their individual members;

2.2.6. Assistance in cooperation between Members and Observers of the Association.

2.3. To achieve the abovementioned objectives the Association shall accomplish any kind of activity not forbidden by the law and not contradicting to the present Statutes. Specific activities shall be accomplished only on the basis of special permits (licenses).

3. ACTIVITIES OF THE ASSOCIATION

3.1. To attain objectives defined in the Statutes, the Association:

- develops and organises special programs and projects;
- organises international cooperation programs;
- organises and holds student trainee exchange programmes in Russia and abroad;
- establishes and develops contacts with related international and national organisations in foreign countries, exchanges delegations and specialists, work experience and information, concludes treaties on cooperation and mutual activity;
- accomplishes legal publishing activity, publishes books, articles and other items, establishes mass media according to the effective law procedures;
- accomplishes business undertakings according to the law, purchases and rents property necessary to fulfil the Statutes objectives of the Association;
- establishes commercial and non-profit organisations for the realisation of the Statutes objectives;
- accomplishes other kinds of activity according to the Federal law and the present Statutes.

4. FOUNDERS OF THE ASSOCIATION

4.1. Founders of the Association are as follows:

4.2. Республиканская молодежная общественная организация «Ассоциация студентов-юристов «ЭЛСА Башкортостан».

4.3. Городская молодежная общественная организация «Ассоциация студентов-юристов «ЭЛСА Ижевск».

4.4. Калининградская региональная общественная организация «Ассоциация студентов-юристов «ЭЛСА Калининград».

4.5. Самарская региональная молодежная общественная организация «Ассоциация студентов-юристов «ЭЛСА Самара».

4.6. Саратовская региональная молодежная общественная организация «Ассоциация студентов-юристов «ЭЛСА Саратов»

4.7. Региональная общественная организация «Ассоциация студентов-юристов «ЭЛСА Санкт-Петербург».

5. MEMBERSHIP IN THE ASSOCIATION

5.1. Public organisations, after being Observer of the Association Observer for the period of one year, having the state registration as a corporate body, sharing the Association objectives and recognising the present Statutes may become Members of the Association. As an exception, a public organisation with state registration as a corporate body and not being Observer of the Association for one year may become a Member of the Association under the presentation of the National Board during the first year after state registration of the Association.

5.2. Founders of the Association are its Members on general basis.

5.3. To become a Member of the Association, Observer of the Association should make a written application to the National Board of the Association. The application should contain the Observer's absolute consent with the Association objectives, recognition of the Association Statutes and decisions of the managing bodies of the Association effective on the date of joining. The application should be supported by notary certified copies of public organisation constituent documents, list of active members, General meeting Minutes (Decision) on the election of the present Local Board, General meeting Minutes (Decision) on joining the Association.

5.4. In a month from filing the application the Secretary General of the Association passes it to the National Council Meeting of the Association with the National Board's recommendation.

5.5. National Council Meeting of the Association during the nearest session considers the application(s) and passes a resolution on admitting Observer(s) to the Member(s) of

the Association; the applicant is informed about the resolution in ten days after the resolution is adopted.

5.6. The National Council Meeting of the Association has the right to reject the application, stating the reason of refusal.

5.7. The Secretary General of the Association keeps the Members Register ratified with the Association seal. Members Register data are published in Russian mass media annually and are made available to all the Members and Observers of the Association.

5.8. During one month a newly accepted Members of Association should pay the membership fee, the amount of which is defined by the National Council Meeting of the Association.

5.9. The National Council Meeting of the Association may define supplementary provisions of joining the Association according to the recommendation of the National Board.

5.10. Members of the Association agree to pay fees annually in the sum defined by the National Council Meeting of the Association for the current year. These funds become the property of the Association.

5.11. Members of the Association retain their independence and corporate body rights.

5.12. Any Member of the Association has the right to leave the Association at the end of a financial year. A written application on leaving the Association is filed to the Secretary General of the Association by its Member; the Secretary General is obliged to inform other Members and Observers about this application. In this case the leaving Member has a subsidiary responsibility for the Association obligations proportionally to its fees during two years from the moment of leaving.

5.13. Members of the Association may be expelled from the Association if their actions (absence of action) contradict to the Legislation of the Russian Federation in effect, to the Association Statutes and to Decisions of the Association managing bodies adopted according to the Statutes. The decision on the expulsion from the Association Membership is adopted by the National Council Meeting of the Association on the recommendation of the National Board. The expelled Members of the Association is subsidiary liable for the Association obligations proportionally to its fees during two years from the moment of expulsion.

5.14. In case of a delay in paying the Membership fee or in any other payments to the Association for a period exceeding one year, defined by the National Council Meeting decision as a payment period, the Members of the Association may be deprived of its voting right at the nearest and the following National Council Meetings of the Association till the moment of paying all debts or till the moment of approving the schedule and terms of clearing off the debts with the National Board.

6. RIGHTS AND OBLIGATIONS OF THE MEMBERS OF THE ASSOCIATION

- 6.1. All Members of the Association possess equal rights and obligations.
- 6.2. The Members of the Association have the right to:
- participate in the Association's activities;
 - participate in the National Council Meeting of the Association through their representatives with the casting vote right;
 - make proposals on improving the Association's activities;
 - elect elective managing and control bodies of the Association;
 - receive complete information on the Association's activities;
 - enjoy support and protection of the Association being given top priority to it.
- 6.3. The Members of the Association are obliged to:
- observe the Association Statutes and inner acts issued to it;
 - mandatory fulfil all the decisions of the National Council Meeting of the Association, of the managing and control Association bodies, which conform to the legislation and the Association Statutes;
 - contribute to the strengthening of the Association material base and develop its activity;
 - pay fees and other specified payments regularly according to the decisions of the National Council Meeting of the Association.

7. OBSERVERSHIP IN THE ASSOCIATION

7.1. Public organisations, having or not having state registration as corporate bodies, sharing the objectives of the Association and recognising the Association Statutes, may become the Observers of the Association.

7.2. To become an Observer of the Association, a public organisation should apply in writing to the National Board of the Association. The application should bear absolute consent with the Association objectives, recognition of its Statutes and effective decisions of the managing bodies of the Association. The application should be supported by notary certified copies of constituent documents of this public organisation (in case the public organisation is state registered as a corporate body), list of active members, General meeting Minutes (Decision) on the election of the present Local Board, General meeting Minutes (Decision) on joining the Association.

7.3. During one month from the moment of filing the application the Secretary General of the Association passes it to the National Council Meeting of the Association with the recommendation of the National Board.

7.4. The National Council Meeting of the Association considers the application(s) at its nearest session and passes a resolution on admitting public organisation(s) to the

Observer(s) of the Association; the applicant is informed of the resolution during ten days from the moment of passing.

7.5. The National Council Meeting of the Association has the right to reject the application stating the reason of refusal.

7.6. The Secretary General of the Association keeps the Observers Register ratified by the Association seal. Observers Register data are published in Russian mass media annually and are made available to all the Members and Observers of the Association.

7.7. During one month a newly accepted Observer of the Association should pay the Observer's fees, the amount of which is defined by the annual session of the National Council Meeting of the Association.

7.8. The Observers of the Association shall make annual payments in the amount fixed at the National Council Meeting of the Association for the current year. These funds become the Association property.

7.9. The Observers of the Association retain their independence and the corporate body rights (if the public organisation is state registered as a corporate body).

7.10. Any Observer of the Association has the right to terminate its Observership at any moment. A written application on the termination of the Observership is filed by the Observer to the Secretary General of the Association, who is obliged to inform other Members and Observers about this application.

7.11. The Observers of the Association may be expelled from the Association in case of not fulfilling the obligations of the Observer of the Association, if their actions (absence of action) violate the legislation of the Russian Federation and/or Association Statutes, and also in case of having the Association Observer's status for over two years. The decision to expel the Observer of the Association is taken by the National Council Meeting of the Association on the recommendation of the National Board.

7.12. All Observers of the Association possess equal rights and obligations.

7.13. The Observers of the Association have the right to:

- participate in the Association's activities;
- participate in the National Council Meeting of the Association through their representatives with the deliberative vote right;
- receive complete information on the Association's activities;
- enjoy support and protection of the Association being given top priority to it.

7.14. The Observers of the Association are obliged to:

- observe the Association Statutes and inner acts issued to it;
- mandatory fulfil all the decisions of the National Council Meeting of the Association, of the managing and control Association bodies, which conform to the legislation and the Association Statutes;

- contribute to the strengthening of the Association material base and develop its activity;
- pay fees and other specified payments regularly according to the decisions of the National Council Meeting of the Association.

8. MANAGING AND CONTROL BODIES OF THE ASSOCIATION

8.1. Managing bodies of the Association are as follows:

- National Council Meeting of the Association (further on – the National Council Meeting);
- National Board of the Association (further on – the National Board);
- President of the Association (further on – the President).

8.2. Control and auditing body of the Association is the Supervising Auditor of the Association (further on – the Auditor).

8.3. The National Council Meeting is the highest managing body of the Association, it is summoned not less than once a year and is considered competent in case of availability of representatives of more than half of Members of the Association (quorum). Each Member of the Association has the right to send to the National Council Meeting not more than 7 representatives. Each Member of the Association has one vote at the National Council Meeting irrespective of the number of its representatives attending the Council Meeting.

8.4. The National Council Meeting is summoned by the National Board on the basis of the decision of the previous National Council Meeting.

8.5. The Extraordinary National Council Meeting can be requested by the National Board, the Auditor or by the half of all the Members of the Association.

8.6. The National Council Meeting is held according to the effective legislation of the Russian Federation, the Association Statutes and the National Council Meeting Regulations adopted by the National Board.

8.7. The National Council Meeting terms of reference provide solution for the following issues:

- adoption of the Association Statutes, making amendments and additions to it;
- adoption of a decision on re-organization and liquidation of the Association;
- adoption of decision on organising separate Association divisions and their Statutes;
- adoption of regulations on the National Board and the Auditor's activities, not contradicting to the Association Statutes;
- election of the members of the National Board and of the Auditor from the individual members of the public organisations, which constitute the Association;

- pre-term termination of the members of the National Board and the Auditor powers;
- approval of the Association annual financial plan (budget);
- defining the Observer's and Membership fees, order and terms of payments, as well as other payments to be made by the Members of the Association to the benefit of the Association;
- approves the list of staff members of the Association, defines the amount and way of paying allowance for the Association personnel, solves questions of financial incentives of the Members of the Association for active participation in its activities;
- accepting of new Members and Observers of the Association;
- expulsion of the Members and the Observers of the Association;
- hearing to and approval of annual reports of the National Board and of the Auditor, of other program documents and other reports of the National Board and of the Auditor;
- approves the symbols and attributes of the Association;
- adoption of decisions for the Association to join Unions and Associations of non-profit organisations, as well as decisions to organise commercial and non-profit organisations in accordance with the Association objectives;
- defining place and date of the next National Council Meeting;
- practicing other powers directly stipulated by the Association Statutes.

8.8. Decisions of the National Council Meeting are generally adopted by simple majority of votes with order and procedure of voting to be defined by the National Council Meeting Regulations. Decisions on making amendments and additions to the Association Statutes, on the Association re-organisation and liquidation, on accepting new Members and Observers of the Association, on expelling of Members and Observers of the Association are made by a qualified majority of two-thirds of total votes of the Members of the Association, the representatives of which participate in the National Council Meeting.

8.9. The agenda of the National Council Meeting is formed by the Secretary General of the Association (further on – the Secretary General) on the basis of suggestions submitted beforehand by the National Board and separate Members of the Association. The National Council Meeting is opened by the Secretary General who reads the agenda of the National Council Meeting.

8.10. The National Board is the executive body of the Association and consists of 7 members, elected by the National Council Meeting for a period of one year, starting the 1st of August in the year of election and terminating 31st of July of the following year:

- the President,
- the Secretary General,
- the Treasurer,
- the Vice President Marketing,
- the Vice President Academic Activities,
- the Vice President Seminars & Conferences,

- the Vice President Student Trainee Exchange Programme.

8.11. The National Board:

- conducts general management of the Association's activities during the periods between the National Council Meeting sessions;
- calls, prepares and holds the National Council Meeting;
- ensures fulfilment of National Council Meeting decisions and monitors their realisation;
- submits the annual report of the Association, other program documents and reports to the National Council Meeting to be approved;
- recommends the National Council Meeting on questions of accepting new Members and Observers of the Association;
- charges members of the National Board and Directors of the Association with separate tasks;
- in case of some members of the National Board quit a public organisation, constituting the Members of the Association before termination of the whole National Board powers, the National Board distributes the abovementioned powers between the other members of the National Board, or appoints an acting member of the National Board to have the Director status out of people who are individual members of the public organisations constituting to the Association;
- makes decisions on concluding civil and legal transactions in the name of the Association;
- forms the Advisory Board of the Association and adopts its Regulation;
- appoints and removes the Directors of the Association from their posts;
- adopts other decisions necessary for attaining the Association objectives, accomplishing its continuous functioning, including adoption of internal regulations, not contradicting to the current legislation, Association Statutes, National Council Meeting decisions.

8.12. The National Board session is considered competent with the participation of at least 4 members of the National Board, including the President or the Secretary General. Decisions of the National Board are made by more than a half of the members of the National Board participating in the session. The National Board sessions are called when necessary, on the President or the Secretary General initiative, but not less than once in two months.

8.13. The agenda of the National Board session may be discussed and voted for by correspondence, by mail, e-mail, video or telephone conference communication, or by exchanging corresponding messages, if this procedure guarantees that messages are sent by the members of the National Board. The National Board decisions in any case are to be made in writing and signed by the President of the Association and Secretary General, authenticated by the Association seal.

8.14. The President:

- is the leader of the Association, acting on behalf of its name without any power of attorney;

- calls the National Board sessions;
- acts as a chairman at the National Board sessions;
- signs and seals decisions of the National Board and the National Council Meeting;
- represents the Association in external relations, signing appropriate documents in its name.

8.15. The Secretary General:

- keeps the Association Membership Register and Association Observers' Register;
- executes the President's powers in his absence, in case of his illness, temporary disablement and other force majeure circumstances;
- informs the Members and Observers of the Association about the National Council Meeting holding;
- forms the agenda of the National Council Meeting session according to the National Meeting Regulations;
- calls the National Board session and informs the National Board members about the session place and date;
- acts as a secretary at the National Council Meeting sessions and the National Board sessions. The National Council Meeting in compliance with its Regulations can transfer secretarial functions to a different person. In case of absence of the Secretary General at the National Board session, the National Board can transfer secretarial functions to a different National Board member during the session;
- represents the Association when dealing with the Members and Observers of the Association.

8.16. The Treasurer:

- fulfils functions of the Association Chief Accountant, if no other decision is adopted by the National Board;
- keeps accounting records of the Association, signs financial documents being approved by the National Board and within the financial plan limits;
- submits accounting and taxation documents to the competent state bodies in compliance with the current legislation;
- is accountable to the National Board and the National Council Meeting for the financial position of the Association.

8.17. Powers and activity spheres of the Vice President Marketing, Vice President Academic Activities, Vice President Seminars & Conferences, Vice President Student Trainee Exchange Programme are determined by the National Board within the limits defined by the Statutes and decisions of the National Council Meeting.

8.18. During the National Board operation period it has the right to appoint officials – Directors of the Association. Only individual members of public organisations, which constitute the Association, may be appointed as Directors of the Association. Directors act in compliance with the National Board directions and are accountable to the National Board.

8.19. The National Board forms the Advisory Board of the Association, which is a supervising and consulting body and consists of people, not being members of public organisations, which constitute the Association. The Advisory Board acts in conformity with the appropriate Regulation approved by the National Board.

8.20. The Supervising Auditor is elected by the National Council Meeting annually and cannot be a member of the National Board. Only an individual member of public organisation constituting the Association may be elected as the Auditor.

8.21. The Auditor holds planned and emergency checks of the Association financial activity, the results of which are reported to the National Board in the annual report and other documents.

8.22. In case the Auditor reveals violations connected with the Association financial activity, he submits an appropriate report to be approved by the National Board and may demand the National Council Meeting to be called.

9. PROPERTIES AND BUSINESS ACTIVITY OF THE ASSOCIATION

9.1. The Association may possess any property necessary as material security for the Association to carry out its activity, excluding the property, which cannot be owned by it in compliance with the law.

9.2. The sources of forming the Association's property are as follows:

- Membership and Observer's fees and other payments effected by the Members and Observers of the Association;
- deductions of the Members of the Association from their sponsors' agreements in the amount specified by the National Council Meeting;
- voluntary contributions and donations of persons and legal entities, receipts from budgets of all levels and non-budget funds, including those of a target character (grants);
- bank credits;
- receipts from activities (including scientific, consulting and publishing and so on), engagements and civil and legal transactions, made by the Association in compliance with its objectives and tasks;
- other payments not forbidden by the law, in the form of money as well as in the form of property.

9.3. Material funds of the Association are spent for attaining the Association objectives in conformity to the National Board decisions. In specific cases grants are spent only in accordance with the aim defined by the grant-giver in its treaty. The Association funds cannot be divided between the Members of the Association apart from their expenses reimbursement caused by the participation in the Association's activities.

9.4. The Association is engaged in business activities only to the extent it contributes to the realisation of the Association objectives and tasks; at that, revenues gained from these business activities shall be spent only to achieve the Statutes objectives and tasks.

10. RE-ORGANISATION AND LIQUIDATION OF THE ASSOCIATION

10.1. The re-organisation and liquidation of the Association shall be based on the National Council Meeting decision in conformity with the Statutes. The Association liquidation is accomplished also on the basis of a valid court decision.

10.2. The Association property after its re-organisation passes to its legal successors.

10.3. The Association property at its liquidation upon satisfaction of all legal claims of its creditors in the established order shall be transferred free of charge for the purposes defined by the National Council Meeting decision on the liquidation of the Association or by the valid court decision.

11. AMENDMENTS AND ADDITIONS TO THE ASSOCIATION STATUTES

11.1. Amendments and additions to the Association Statutes are made by the National Council Meeting according to clauses 8.7 and 8.8 of the present Statutes.

11.2. Amendments and additions to the Association Statutes are effective from the moment of their state registration in compliance with the current legislation.

12. FINAL AND TRANSIENT PROVISIONS

12.1. Inner disputes not regulated by the Association Statutes are to be referred to the court in compliance with the current legislation.

12.2. The Association:

- annually informs the body of the Association state registration on the fact that it continues its activity with the required information enclosed (the scope of information to be included in the Unified State Register of corporate bodies);
- on the abovementioned body's inquiry and in compliance with the current legislation submits decisions of the Association Managing Bodies as well as activities reports;
- invites the representatives of that abovementioned body to take part in the activities held by the Association;
- assists the representatives of the abovementioned body to know more about the Association's activities and how it observes the current legislation of the Russian Federation.

12.3. The initial staff of the National Board and the Auditor are determined in the decision of the Founders.

12.4. The National Board and the Auditor should be re-elected in conformity with the present Statutes at the National Council Meeting, which should be held within two months from the receipt of the Certificate of the State Registration by the Founders.

ANNEX TO ELSA ITALY'S PROPOSAL ON THE STEP FEE

MEMBER	LB	LB+NB	STEP FEE	(LBs+NB)*fee
Austria	5	6	11	66,00
Belgium	7	8	11	88,00
Bulgaria	1	2	3	6,00
Croatia	4	5	4	20,00
Czech Republic	4	5	6	30,00
Denmark	2	3	11	33,00
Estonia	1	2	4,5	9,00
Finland	4	5	10	50,00
France	7	8	10	80,00
Germany	42	43	10,5	451,50
Greece	3	4	7	28,00
Hungary	4	5	5,5	27,50
Iceland	1	2	12	24,00
Ireland	3	4	11	44,00
Italy	21	22	9,5	209,00
Kazakhstan	2	3	3	9,00
Latvia	1	2	3,5	7,00
Lithuania	3	4	3,5	14,00
Rep. of Macedonia	1	2	3	6,00
Malta	1	2	7	14,00
The Netherlands	6	7	10,5	73,50
Norway	3	4	12	48,00
Poland	14	15	4,5	67,50
Portugal	9	10	7,5	75,00
Romania	8	9	3,5	31,50
Serbia-Montenegro	4	5	2	10,00
Slovak Republic	4	5	5	25,00
Slovenia	2	3	7	21,00
Spain	7	8	8	64,00
Sweden	5	6	10	60,00
Switzerland	9	10	11,5	115,00
Turkey	3	4	3,5	14,00
United Kingdom	7	8	9,5	76,00
Ukraine	4	5	2,5	12,50
Bosnia-Herzegovina	3	4	2	8,00
Georgia	3	4	2	8,00
Russia	12	13	4	52,00
ELSA International Income				1977,00
	LBs	LBs+NB	STEP FEE	(LBs+NB)*fee

AREAS' INQUIRIES**AA Inquiry**

Please include the information for both National and Local Groups
Activities from Budva ICM till Paris 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 AA Specification Forms have you sent to ELSA International?
4. Do you use ELSA ONLINE? Yes ☐ No ☐
 - If yes, to download which materials? _____
5. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
6. 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		
➤ Human Rights Events	<input type="text"/>	<input type="text"/>
➤ organised in cooperation 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 for both National and Local Groups
Activities from Budva ICM till Paris ICM

ELSA Group: _____

General

1. Do you have 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. How many S&C Specification Forms have you sent to ELSA International?
5. Do you use the ELSA ONLINE 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 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. Study Visits	<input type="text"/>	<input type="text"/>
5. Institutional Visits	<input type="text"/>	<input type="text"/>
6. From the above, how many were:		
➤ 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 cooperation with UN/European Institutions	<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 <input type="checkbox"/> No <input type="checkbox"/>
3. Do you organise your work according to the One Year Operational Plan of EI?	Yes <input type="checkbox"/> No <input type="checkbox"/>

STEP Inquiry

Please include the information for both National and Local Groups
Activities from Budva ICM till Paris ICM

ELSA Group: _____

General

1. Do you have copy of the STEP Policies (STEP part of the Decision Book)? Yes ☐ No ☐
2. Do you have a STEP Team? Yes ☐ No ☐
3. Do you have national STEP Marketing materials? Yes ☐ No ☐
 - If yes, which ones? _____
4. Do you use the ELSA ONLINE archive? Yes ☐ No ☐
 - If yes, to download which materials? _____
5. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
6. How would you improve the communication in STEP? _____

My Traineeships

1. Traineeships found
2. From the above, how many were:
 - Medium sized firms
 - Small firms
 - Companies
 - Institutions
 - National traineeships
 - Unpaid traineeships
3. Number of applicants per traineeship (average and non-national)
4. Traineeships realised

My Applicants

1. Applicants Forms approved
2. Applicants matched
3. Applicants applied
4. Applicants accepted

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 ☐

BEE Inquiry

Please include the information for both National and Local Groups
Activities from Budva ICM till Paris 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. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
6. 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

Expansion:

1. Has the number of Local Groups in your country increased/decreased? Yes ☐ No ☐
 ➤ 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

4. Which materials do you prepare for specific transition? _____
5. Do you organise your work according to the Two Year Tactical Plan? Yes ☐ No ☐
6. Do you organise your work according to the One Year Operational Plan of EI? Yes ☐ No ☐
7. 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 ☐
8. Do you do tactical/strategic planning? Yes ☐ No ☐

IM Inquiry

Please include the information for both National and Local Groups
Activities from Budva ICM till Paris ICM

ELSA Group: _____

General

1. Do you have copy of the Decision Book? Yes ☐ No ☐
2. Is your board updated in ELSA ONLINE? Yes ☐ No ☐
3. Are the local boards from your country updated in ELSA ONLINE? Yes ☐ No ☐
4. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
5. How would you improve the communication in IM? _____

Communication

1. Do you have a national e-mailing list to your individual members? Yes ☐ No ☐
2. Do you have a national e-mailing list to the local officers? Yes ☐ No ☐
3. Do you have national areas e-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 e-mailing lists? Yes ☐ No ☐

Internal Structure:

1. Number of active LG out of the ones registered on ELSA ONLINE?
 - In those, what is the average number of Board Members?
2. Number of Board Members is your National Group
3. Start of your office term
4. Do you have a national Decision Book? Yes ☐ No ☐
 - If yes, when was it last updated?
5. Is your Group formally registered as an Association? Yes ☐ No ☐

6. Do you have an office? Yes ☐ No ☐
- Do you have internet connection in the office? Yes ☐ No ☐

Administration:

3. Do you take minutes from your Board Meetings? Yes ☐ No ☐
4. 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
2. How many times did you use ITP / National TP for Training purposes?
3. How many times did you use alumni?

Transition and Long Term Planning

9. Does your Group have transition? Yes ☐ No ☐
- If yes, how long does it last?
- What pre-prepared transition materials do you use? _____
- Do you involve ITP /National TP members? _____
10. Do you organise your work according to the Two Year Tactical Plan? Yes ☐ No ☐
11. Do you organise your work according to the One Year Operational Plan of EI? Yes ☐ No ☐

FM Inquiry

Please include the information for both National and Local Groups
Activities from Budva ICM till Paris 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. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
4. 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 Budva ICM till Paris ICM

ELSA Group: _____

General

5. Do you have copy of the Marketing Policies (Marketing part of the DB)? Yes ☐ No ☐
6. Do you have a copy of the ELSA Identity Book? Yes ☐ No ☐
7. Do you think there is the need for a Marketing Manual? Yes ☐ No ☐
8. Do you use the ELSA ONLINE archive? Yes ☐ No ☐
 - If yes, to download which materials? _____
9. How do you evaluate the communication with the IB (1-lowest to 5 -highest)
10. How would you improve the communication in Marketing? _____

Marketing Tools

1. Do you have a webpage? Yes ☐ No ☐
 - If yes, which is the domain name _____
 - Does it have information in English? 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 ☐
 - If yes, how often do you publish it? _____
 - If yes, how do you fundraise for it? _____
4. Who is your primary target group when distributing Synergy?
 - ☐ Active Members
 - ☐ New Members
 - ☐ Externals
5. How many articles did your Group submit for the Synergy, I 2004?
 - Why? _____

6. How many marketing materials did you submit to the EO archive?

➤ Why?

7. Do you have a separate budget for Marketing?

Yes ☐ No ☐

8. Do you have specific marketing materials for:

- ☐ AA
- ☐ S&C
- ☐ STEP
- ☐ Generic ELSA
Promotion

Transition and Long Term Planning

12. Which materials do you prepare for specific transition?

13. Do you organise your work according to the Two Year Tactical Plan?

Yes ☐ No ☐

14. Do you organise your work according to the One Year Operational Plan of
EI?

Yes ☐ No ☐

Future ELSA Website

1. How would you like the future ELSA website to be? Feel free to write a lot!!!!

Grants Inquiry

Please include the information for both National and Local Groups
Activities from Budva ICM till Paris ICM

ELSA Group: _____

1. Are the ELSA Groups in your country aware of grants possibilities? Yes ☐ No ☐
2. Which are your sources of information for grants?
 - ☐ Universities
 - ☐ Internet
 - ☐ Newspapers
 - ☐ National Directors for Grants
 - ☐ ELSA Int.
 - ☐ ELSA e-mailing lists
 - ☐ Other _____
3. Do you know the ELSA Grants Handbook? Yes ☐ No ☐
4. Has any LG or the NG in your country applied for Grants in 2003? Yes ☐ No ☐
 - If yes, which Group(s)? _____
 - Which kind of grant?
 - ☐ General
 - ☐ Project
 - If project grant, please specify which project _____
 - Which Foundation(s)? _____
 - How much did the Group(s) request (in €)? _____
 - Was the grant awarded? Yes ☐ No ☐
 - If yes, how much was granted? _____
 - Which costs did the grant cover? _____
 - Was the report requested by the foundation/donor? Yes ☐ No ☐

- If answer to question 4 is no, what was the reason for not applying?

- ☐ Didn't know the Possibility
- ☐ Didn't find any suitable grant
- ☐ Laziness
- ☐ Don't know how to write the application
- ☐ Too difficult/to time consuming
- ☐ Pointless to apply
- ☐ Deadlines as too early

Please, feel free to make any further comments:

COUNCIL OF EUROPE INQUIRY

Activities related to the Council of Europe year 2002-2003

According to the Resolution of the Council of Europe, ELSA is required to submit a report every four years which should specify the activities of the Association which are related to the Council of Europe, in order to maintain the participatory status.

Please answer the following questions regarding the years 2002 and 2003:

1. Name of ELSA group and country _____

2. Has a group/ member participated in the work of any CoE body? Yes ☐ No ☐

3. If yes, who/which group? Which CoE body? When? Comments? _____

4. Has an ELSA group/ member attended an event organised by the CoE? Yes ☐ No ☐

5. If yes, who/which group? Which event? When? Comments? _____

6. Has a group arranged an event which was related to CoE and its institutions (ex. invited a speaker) and/or its standards and legal instruments? (*European Court of HR, Local or Regional Authorities, Commissioner for Human Rights, GRECO, Pompidou Group, European Social Charter, Human Rights Convention, European Youth Foundation etc*)
Yes ☐ No ☐

7. If yes; which group, which event, when, comments? _____

8. Has a group arranged an event which was published for the work of CoE?
Yes ☐ No ☐

9. If yes; which group, which event, what kind of activities, when, comments? _____

10. Has any group had a Director for European Institutions year 2002-2003?
No ☐ Yes ☐ group: _____

11. Has any group applied for a grant from the CoE? Yes ☐ No ☐

12. If yes; which grant? When? For which project? Was the grant awarded? _____

13. Has a group/ member applied for participation in a training session at the European Youth Centre? No ☐ Yes ☐ group/ person, date, session: _____

14. Has a group arranged a visit to a CoE body or institution? Yes ☐ No ☐

15. If yes; which group, when, where, comments? _____