

INTERNATIONAL COUNCIL MEETING HOST AGREEMENT

regarding

“ICM SARAJEVO 2020”

between

The Organising Committee of the LXXVIII International Council Meeting of ELSA
(Hereinafter the **OC**), represented by the Head of the OC

and

ELSA International
(Hereafter **EI**), acting by the members of the International Board
(Hereafter **IB**), represented by the Secretary General of ELSA International

Dates of the ICM

Article 1

- 1.1 The dates of the International Council Meeting (hereinafter the ICM) will be from _____ of 18th to 25th of October 2020.
- 1.2 EI authorizes the OC to host the ICM on the terms and conditions set out in this Agreement.

Venue and Logistics

Article 2

- 2.1 The venue of the ICM will be Hotel Sanj, Sanjaco, Bosnia and Herzegovina
- 2.2 The logistical requirements annexed to this agreement are to be ensured by the OC.
- 2.3 The logistics of the ICM must be assured at the latest before the arrival of the IB.

Financial Implications

Article 3

- 3.1 The OC shall host the ICM on its own account. Any profit or loss arising from the organisation of ICM shall be kept by or covered by the OC.
- 3.2 No exclusivity can be proposed to any sponsor of an ICM since the sponsors of ELSA International have the right to be featured during the ICM.
- 3.3 Nothing in this Agreement is intended to or shall operate to create a partnership or joint venture of any kind between EI and the OC, or to authorise the OC to act as agent for EI, and the OC shall not have authority to act in the name or on behalf of or otherwise to bind EI in any way (including but not limited to the making of any representation or warranty, the assumption of any obligation or liability and the exercise of any right or power).
- 3.4 The OC shall comply with Council Decision FM 01/06 I "Maximum Participation Fee for Statutory Meetings and International Internal Meetings" when charging the participation fee.
- 3.5 The OC is not allowed to charge additional fees for accommodation, food or reception. However, a maximum special fee of 60€ per participant may be charged covering the

Gala Ball, Social Programme and Sightseeing. Transportation upon arrival and departure can be offered at a special fee of up to 25 euros for transport both ways.

- 3.6 According to the International Council Meeting Decision Book, the Organising Committee shall cover the participation fee for ELSA International. This fee includes accommodation for 90 nights, and meals, requested from the other participants. ELSA International shall divide the 90 nights among themselves, auditors and former International Board members.
- 3.7 The OC shall cover accommodation for a maximum of two nights for two trainers/speakers.
- 3.8 The OC shall cover accommodation for eight nights for the Chair and Vice Chair of the plenary.
- 3.9 The OC can cover the Gala Ball fees, and other special fees, of 8 delegates of ELSA International, the Chair and the Vice-Chair.
- 3.10 The OC shall cover the participation fee for three International Council Guests, elected at the previous International Council Meeting.

Responsibilities of the OC

Article 4

The OC shall act in the utmost good faith in the organisation and management of the ICM on behalf of EI, and shall in particular be responsible for:

- 4.1 Appointing one person to be responsible for the communication and report to the IB before as well as during and after the ICM.
- 4.2 Informing the IB about the members of the OC and their responsibilities in the OC.
- 4.3 Fundraising for the ICM in order to have a sufficient financial basis for the event.
- 4.4 Receive up to two members of the International Board for a pre-visit.
- 4.5 Providing all necessary information to the Network about the application procedure and practical information including general promotion of the event.
- 4.6 Ensuring that invitations and other necessary documents are provided for participants in need of visa.

- 4.7 Providing adequate reception upon arrival of the participants and external guests.
- 4.8 Providing accommodation, food and social programme for the participants as well as external guests. The guests shall be liable for the fees directly to the OC.
- 4.9 The OC shall not be limited by the Decision Book "Event Fees" and Annex II hereto when charging the external guests with the accommodation, food and social programme fees.
- 4.10 Fulfilling the logistical requirements annexed to this agreement.
- 4.11 The OC can arrange a sponsor's fair/conference in which also the Sponsors of ELSA International can participate.
- 4.12 Send regular reports to the IB on the organisation before the aforementioned event.
- 4.13 Submit a financial report after the ICM in accordance with article 4.9 of the Standing Orders of ELSA.
- 4.14 Stay available and responding to requests from the IB within one week from receiving the request.
- 4.15 To provide receipts, upon request, to all the participants.

Responsibilities of EI

Article 5

EI shall be responsible for:

- 5.1 Appointing one person to be responsible for the communication and report to the OC before as well as during and after the ICM.
- 5.2 Supporting the OC in fundraising by providing contacts as well as help in drafting proposals if requested by the OC. The IB shall also as far as considered appropriate present the ICM to external contacts of ELSA International.
- 5.3 Advising the OC in budgeting and accounting.
- 5.4 Sending statutory invitations.
- 5.5 Preparing the Working Materials and the plan for the Workshops and Plenary sessions of the ICM.

- 5.6 Ensuring the well-functioning of the Workshops during the ICM and make sure that the Internal Regulations are followed as well as that the Meeting is minuted properly.
- 5.7 Keeping the OC regularly updated about scheduled meetings as well as additional requirements that might be needed. EI shall cover the costs of such additional requirements that are not mentioned in the Annex of this ICM Host Agreement Requirements.
- 5.8 Keeping the OC updated about external guests as well as any specific arrangements that have to be made for these guests. EI shall cover all costs of specific arrangements, except the accommodation for the speakers.
- 5.9 Staying available and responding to requests from the OC within one week from receiving the request.

Discharge of the ICM Host/OC

Article 6

- 6.1 If any problems occur before, during or after the ICM, which might jeopardize any of the points regulated in this agreement the OC is to inform the International Board immediately.
- 6.2 When such problems are reported, the IB is to take necessary measures to help find solution to these problems together with the OC.
- 6.3 The International Board can immediately discharge the OC in case of violation of the following points: 4.1, 4.4, 4.10 and 4.12.
- 6.4 Should the OC fail to fulfil any other responsibilities the IB shall inform the OC by e-mail or letter followed by a phone call, stating the responsibility which is not being fulfilled. The OC shall send the IB a plan for how they will improve the situation within five days from the phone call was received.

Should the OC not send such report or the report should not include a satisfactory action plan the IB may discharge the OC. The IB may also discharge the OC in case such plan is not followed by the OC.

From the time when the IB has correctly informed the OC of the occurred problems the IB may also take necessary measures to remedy the damage. Any costs incurred by such remedies shall be split between the IB and the OC.

Date: 20th February, 2019

Jurkaite

Akvile Jurkaite
Secretary General
ELSA International

Head of OC
ELSA *Bosnia and Herzegovina*

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**ANNEX TO THE ICM HOST AGREEMENT
FOR THE INTERNATIONAL COUNCIL MEETING**

List of Logistical Requirements for International Council Meeting

Plenary Hall

- 1 hall, seating all participants and guests, approximately 9 delegates x 43 groups + externals = 400+ persons;
- 1 head-table to accommodate 8 IB members + Chair + Vice Chair - with appropriate name placards/place names;
- 1 table for Plenary secretaries (4 persons);
- 1 video projector to be used for PowerPoint presentations and/or Video presentations (compatible with Windows/Mac operating system);
- 1 sound system, which should include two fixed microphones on the head table, and a number of cordless microphones circulating amongst the floor
- 1 presence card and 3 voting cards for all Members of ELSA and 1 presence card for every Observer of ELSA. Presence cards needs to in one colour and voting cards in a different colour. The size of one card shall be A5. (Template will be provided by ELSA International prior to the ICM)

Note: Please bear in mind that ELSA International is obliged to hang banners and posters of its sponsors in the Plenary Hall. Please check with the IB beforehand on this point, and also check with the IB before hanging up sponsor banners of your own. Bear in mind the Fundraising Regulations when contacting sponsors of your own.

Workshops

- 7 rooms seating all participants around 35-100 people;
- 3 larger rooms to accommodate joint workshops composed of one, two or even three areas.

The workshop rooms should be equipped with:

- Enough tables to accommodate all workshop officers
- 1 flip-chart, flip-chart paper and markers
- Beamer for presentations
- Disposable cups
- Refreshments

Additional equipment

- 1 printer
- Sufficient printing paper (for at least 1000 prints)
- Internet access

IB Room

The IB room should be accessible three days before the ICM for the IB to use during preparations.

- 1 printer,
- Sufficient printing paper (for at least 1000 prints)
- 1 conference-table with possibility to accommodate the IB and NB's during meetings (i.e. approximately 14-18 people)
- 1 flip-chart on stand + coloured markers
- Internet access.

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HOTEL



SARAJ

D.o.o « SARAJ «

Nevjestina 5, 71000 Sarajevo

Tel/fax: ++387 33 233 500, ++387 33 239 510

WWW.hotelsaraj.com;

e-mail: hotelsaraj@hotelsaraj.com

Reg.broj: I-1585 UF / I-422/2000

ID broj: 4200415360006

ID PDV broj: 200415360006

Porezni broj: 01841643

Šifra djelatnost: 55.110

Sarajevo, 06.02.2019.

**European Law Student
Association**

Attn: Bakir Tirić

tiricbakir@mail.com

Dear Mr. Tirić, Thank you for visiting our Hotel, we would be delighted to be our guests.

We offer the following offer: International Council Meeting project - OCTOBER 2020.

1. The structure of about 300 - 400 participants in double, triple and quadruple rooms on for 7 nights -, all inclusive; Price per night / per person = 30.00 €

2. Use of conference rooms + less salons for working groups, additional restaurant services and other extra costs - by mutual agreement

With respect,

HOTEL "SARAJ" Sarajevo

Slavica Lučić

Transakcijski račun

KM:

3060510000016289 Hypo alpe adria banka Sarajevo

	22nd October	23rd October	24th October	25th October	26th October	27th October	28th October		
	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
09:00	ARRIVAL	BREAKFAST							
09:30		BREAKFAST							
10:00		Workshops	Workshops	Mid Plenary	Workshops	Workshops	Final Plenary		
10:30								Workshops	
11:00						Open Workshop			
11:30								Open Workshop	
12:00	Letters of Authorisation								
12:30									
13:00	Free Time	LUNCH							
13:30		LUNCH							
14:00	Opening Plenary	Workshops	Sightseeing	Mid Plenary	Conference	Workshops	ELS General Assembly		
14:30								Workshops	
15:00					Workshops				
15:30							Workshops		
16:00		Workshops							
16:30			Workshops						
17:00	Opening Workshops								
17:30									
18:00	Officers and Freshers' Workshops								
18:30									
19:00	HoD	Reporting Time	Reporting Time	Reporting Time	Reporting Time	Dressing Time	Final Plenary		
19:30									
20:00	DINNER					Gala Ball			
20:30	DINNER								
21:00	DINNER								
21:30	PARTY								

International Council Meeting Sarajevo 2020

Currency	€
Number of days	8

Total number of participants **470**
ELS members **50**

Troškovi:			
1.	FOOD AND ACCOMMODATION		
1.a	Accommodation and food for participants	€	Participant/Duration of project
1.b	ELS	€	Participant/Duration of project
	Accommodation in total	€	
2.	COST OF TRASPOT		
2.a	Transport for participants	€	Participant
	Transport in total	€	
3.	SOCIAL EVENT ORGANIZATION COSTS		
3.a	Opening ceremony	€	Event
3.b	Gala Ball	€	Participant
3.c	Tourist sightseeing	€	Participant
	SOCIAL EVENT ORGANIZATION COSTS	€	
	COSTS IN TOTAL	€	
Income:			Unit
4.	Participacija		
4.a	Participation	€	Participant/Duration of project
4.b	ELS fee (1) 27-35 years old	€	Expert/day
4.c	ELS fee (2) over 35 years old	€	Expert/day
4.d	Transport	€	Participant
4.e	Gala night	€	Participant
4.f	Tourist sightseeing	€	Participant
	Participation in total	€	



Number	Price	Subtotal	In total
3760	30.00	112,800.00	
200	30.00	6,000.00	
			118,800.00
470	20.00	9,400.00	
			9,400.00
1	1,000.00	1,000.00	
470	40.00	18,800.00	
400	15.00	6,000.00	
			25,800.00
			154,000.00
Number of units	Price per unit	Subtotal	Total
3654	31.50	115,101.00	
160	34.00	5,440.00	
40	45.00	1,800.00	
470	20.00	9,400.00	
450	40.00	18,000.00	
400	15.00	6,000.00	
			155,741.00