



The European Law Students' Association

# INTERNATIONAL COUNCIL MEETING DECISION BOOK

Authenticated by

A handwritten signature in black ink, appearing to read 'N. Gegia', is written over the date '20/07'.

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CHAPTER 1. STRATEGIC PLANNING

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**PART 1. GENERAL****CHAPTER 1. STRATEGIC PLANNING****Article 1. General**

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1.1 Strategic Planning shall be an ever-present part of planning in ELSA. The Strategic Plan shall envisage means to fulfil the Philosophy Statement of ELSA. A Strategic Plan shall be adopted for five years by a two thirds majority of the International Council during an International Council Meeting in the last year of the Strategic Plan in force.

**Article 2. Evaluation**

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2.1 The fulfilment of the Strategic Plan shall be evaluated by the International Board of ELSA by means of the Strategic Plan Yearly Report and the Strategic Plan Final Report.

2.2 The International Board of ELSA shall prepare the Strategic Plan Yearly Report and discuss it at the second International Council Meeting of the term. It shall summarise the Strategic Plan and critically compare the level of achievement to previous results.

2.3 The Strategic Plan Final Report shall be prepared by the International Board of ELSA and presented during an International Council Meeting in the last year of the Strategic Plan in force. It shall include overall information, final conclusions and statistics reflecting the fulfilment of the Strategic Plan as well as recommendations for the adoption of the succeeding Strategic Plan.

2.4 The Strategic Plan Final Report shall be finalised by the International Board of ELSA with updated information covering the entire duration of the Strategic Plan, including the fifth year of its implementation. It shall be ready for presentation at the first International Council Meeting after the last year of the Strategic Plan in force.

**Article 3. Implementation**

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3.1 The International Board of ELSA and National Groups shall draft their respective One Year Operational Plans in compliance with the Strategic Plan of ELSA.

3.2 The International Board of ELSA shall create a Strategic Plan Implementation Handbook and send it to the National Groups 14 days before the opening of the first International Council Meeting, following the voting on the Strategic Plan. The Handbook shall include operational goals of the Strategic Plan, best practices, and useful tips for their implementation.

**CHAPTER 2. STRATEGIC PLAN 2019-2023****Article 1. Strategic Goal 1: Good Governance**

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1.1 An Advisory Body that consults ELSA on long-term projects and planning by giving advice, improving knowledge management, and transition shall be created.

- a. ELSA shall:
  - i. Make the required regulatory changes to implement an Advisory Body;
  - ii. Create a clear protocol by specifying the duties, responsibilities, activities, conduct, and limits of the Advisory Body;
  - iii. Define clearly the boundaries between the role of the International Board and the role of the Advisory Body;
  - iv. Involve one board member of the alumni association of ELSA in the Advisory Body;
  - v. Involve at least one of the immediate past members of the International Board of ELSA in the Advisory Body.
  
- b. The International Board of ELSA shall:
  - i. Investigate the possibility of recruiting external consultants to join the Advisory Body.

1.2 The sustainability of the association shall be ensured through a board reform allowing the International Board of ELSA to effectively fulfil its mandate.

- a. ELSA shall:
  - i. Restructure the International Board of ELSA to fulfil the needs of its members with a special focus on External Relations, Human Resources, Information Technology, and Marketing Strategy;
  - ii. Revise the current tasks division and workload of each member of the International Board of ELSA;
  - iii. Reconsider the number of members of the International Board of ELSA;
  - iv. Outsource some tasks performed by members of the International Board of ELSA to professionals;
  - v. Invest in the professional training of the members of International Board of ELSA with respect to their roles;
  - vi. Create a clear protocol by specifying the duties, roles, responsibilities, activities, expectations, conduct, and limits of the International Board of ELSA and the ELSA International Team;
  - vii. Reduce time on implementation and administration by handing these tasks over to an ELSA Secretariat.

1.3 The sustainability of the association shall be ensured by establishing a professional Secretariat, responsible for the day-to-day management and administration of ELSA.

- a. ELSA shall:
  - i. Create clear protocol by specifying the duties, responsibilities, and activities of the ELSA Secretariat;
  - ii. Investigate the possibility of applying for grants in order to cover this expense.
  
- b. The International Board of ELSA shall:
  - i. Research the exact legal and financial implication of having a Secretariat;
  - ii. Launch a request for an offer to association management companies.

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**CHAPTER 2. STRATEGIC PLAN 2019-2023**

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1.4 A performant annual cycle of meetings in ELSA allowing ELSA to plan, review and evaluate the goals to be accomplished during the calendar year shall be developed.

- a. ELSA shall:
  - i. Revise the current time frame of international events to ensure enough time for the preparation of such;
  - ii. Revise and clarify the Board Management, External Relations, and Expansion area under the current division between Key and Supporting Area Officers;
  - iii. Adopt quality standards for every international event by taking into consideration all variables *inter alia* duration of such events;
  - iv. Reduce the number of internal or external events during international meetings *inter alia* conference, training;
  - v. Revise and clarify the status quo of the second International Presidents' Meeting to ensure the purpose of creating an International Governance/Strategic Meeting to review the overall state of the network, open to all members and not only limited to Board Management, External Relations, and Expansion officers;
  - vi. Establish a tool to review and keep checks and balances between the International Board of ELSA and the International Council after the second International Council Meeting of the term.
  
- b. The International Board of ELSA:
  - i. Investigate the implementation of an e-voting system.

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**Article 2. Strategic Goal 2: A Living Vision**

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2.1 The ELSA identity shall be strengthened by creating a clear understanding of what the purposes of the Philosophy Statement mean for today's members in different countries and settings and how they define the association's actions.

- a. ELSA shall:
  - i. Define what 'non-political' means within international association law and practice;
  - ii. Develop a clear understanding of what the Philosophy Statement of the association means within association law and practice and for its members;
  - iii. Constantly develop awareness and knowledge of human rights by aligning certain activities with these goals;
  - iv. Establish human rights partnerships at least on international and national level;
  - v. Create a strategic plan to increase the awareness and knowledge of the International Focus Programme;
  - vi. Research the exact legal and, reputational implication of actions such as advocacy (including statements) or any other actions it makes or takes in the pursuit of being the voice of law students;
  - vii. Aim to foster mutual understanding between legal professionals and law students by redefining and understanding what each of these terms implies;
  - viii. Acknowledge legal matters, as well as engage in activities which encourage social responsibility through a holistic approach.

2.2 ELSA shall be the 'voice' of European law students by speaking out.

- a. ELSA shall:

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**CHAPTER 2. STRATEGIC PLAN 2019-2023**

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- i. Actively find and use strategic and relevant partnerships for effective impact in order to increase the awareness, knowledge and reputability of its events across the network;
- ii. Create an ELSA Advocacy Programme and develop a clear understanding of what ELSA Advocacy means within its members;
- iii. Define and advocate the matters that concern law students;
- iv. Research the exact legal, financial, reputational implication of having an ELSA Advocacy Programme;
- v. Constantly develop awareness and knowledge of Rule of Law;
- vi. Constantly develop awareness and knowledge of the United Nations Sustainable Development Goals by aligning certain activities with these goals;
- vii. Apply for Sustainable Development grants;

2.3 More cohesive, mutually beneficial and long-term relationships with the partners of ELSA, as well as its Officers and Members, shall be ensured.

a. ELSA shall:

- i. Aim to obtain and secure support from renowned partners, institutions and persons on a long-standing basis;
- ii. Look into new ways of involving its partners and the Trainers with the work of the association in order to ensure a more cohesive and mutually beneficial relationship;
- iii. Obtain and reproduce testimonials from its past members, in order to engage and encourage its present members and officers to maintain involvement after their active years;
- iv. Highlight the success of its past members through a variety of means in order to showcase the potential benefits of being active in the association;
- v. Aim to provide training related to soft skills for its members through creating a training strategy in collaboration with the International Trainers' Pool, as well as through encouraging and aiding the formation of a national trainers' pool;
- vi. Establish formal cooperation with its alumni association, which clarifies the expectations, duties, benefits, and obligations of each party in order to ensure a mutually beneficial relationship.

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**Article 3. Strategic Goal 3: An Engaging Association**

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3.1 Activities that offer the most value to ELSA members shall be identified and focused on.

a. ELSA shall:

- i. Ensure that it provides the opportunity to its active members to acquire skills for life;
- ii. Ensure that all its Officers are recognised internally and externally for their position or skills through cooperation with certified trainers or firms;
- iii. Conduct a member satisfaction survey in order to ascertain the areas which need improvement, which shall be conducted annually;
- iv. Improve the quality of the reporting in order to most closely meet the needs of its members; *inter alia* reconsidering the form and the purpose of the State of the Network Inquiry;
- v. Ensure that participation in all its projects yields recognisable and official participation certificates to the members;

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 CHAPTER 3. ANNUAL REPORT
 

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- vi. Create benefit schemes for its members through programmes which may include but are not limited to an ELSA membership card or an official ELSA membership application;
- vii. Create an application which displays the credentials of the member using it, as well as any participation certificates;

3.2 A strong ELSA social brand shall be created by uniting members and Officers under one brand and one vision.

- a. ELSA shall:
  - i. Promote a consistent identity towards international legal partners; by creating suitable and consistent marketing materials;
  - ii. Focus on increasing the understanding of ELSA and ELSA related activities for all its members and in particular externals through informative consultation sessions;
  - iii. Focus on regional events as a means of making internationality accessible to more ELSA members;
  - iv. Conduct an annual review of the structure and content of the websites of ELSA in order for them to give a clear and easy-to-understand overview of ELSA's activities;
  - v. Develop its brand and establish a unified image as an international and professional association while ensuring the sustainability and consistency of such brand by regulating ELSA brands as well as the brand of its projects more rigidly;
  - vi. Conduct an annual review of the corporate identity of ELSA in order for it to give a clear and easy to understand the image of ELSA's activities and vision;
  - vii. Strive to adhere to the templates and materials provided in the marketing materials database in order to ensure the unified image of ELSA;
  - viii. Create and carry out a public relations strategy.

3.3 The voluntary involvement and skills of Officers after their active years shall be retained through collaboration with the alumni associations of ELSA.

- a. ELSA shall:
  - i. Create an ELSA Mentorship Programme in which alumni offer help, advice, and mentorship to the present-day Officers of the association;
  - ii. Actively encourage and aid Officers to partake in the alumni associations after their active years, in accordance with the Human Resources Strategy;
  - iii. Create an alumni database in collaboration with the alumni associations of ELSA;
  - iv. Create a donation system in collaboration with the alumni associations of ELSA.

## CHAPTER 3. ANNUAL REPORT

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### Article 1. Definition

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1.1 The Annual Report is a report of ELSA International for their term in office, including information covering all areas, adequate to summarise the work done during the respective term from the 1st of August to the 31st of July.

1.2 The Annual Report shall not replace any other reports submitted to the International Council by the International Board of ELSA.



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**CHAPTER 4. HUMAN RIGHTS**

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**Article 2. Responsibilities**

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2.1 The International Board of ELSA shall:

- a. Create the Annual Report corresponding to their term in office by the 31st of July;
- b. Distribute the Annual Report of the previous International Board of ELSA 35 days prior to the International Council Meeting immediately following their term in office in an electronic form to National Groups.

2.2 National Groups shall provide necessary information for the Annual Report to the International Board of ELSA upon request.

**CHAPTER 4. HUMAN RIGHTS****Article 1. Aim**

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1.1 ELSA shall be continuously committed to human rights awareness, human rights education, and respect of the rule of law. ELSA shall strive to be recognised for a strictly legal, academic and impartial approach to human rights.

**Article 2. Implementation of human rights**

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2.1 Human rights shall be implemented in all Key Area activities of ELSA through organising annual campaigns on the topic of ELSA Day, falling under the topic of the International Focus Programme.

2.2 ELSA Day is a human rights forum constituting a part of ELSA's annual human rights campaign. ELSA Day consists of coordinated events organised by National and Local Groups on national and international standards of protection and implementation of human rights. The ELSA Day events shall be organised every last Wednesday of November.

2.3 ELSA International shall:

- a. Publish at least one article on human rights in every issue of Synergy;
- b. Provide necessary information and other assistance to National and Local Groups;
- c. Coordinate the annual human rights campaign;
- d. Launch a call for ELSA Day topics no later than four weeks before the opening of the second International Council Meeting of the term;
- e. Create an ELSA Day Outline for the respective edition;
- f. Conduct the annual ELSA Day Competition.

2.4 National Groups shall:

- a. Submit the ELSA Day Specification Form and the ELSA Day Evaluation Form to ELSA International when an ELSA Day event has been organised by the National Group;
- b. Contribute to the annual human rights campaign;
- c. Ensure that Local Groups organise ELSA Day events;

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**CHAPTER 5. INTERNATIONAL FOCUS PROGRAMME**

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- d. Ensure that Local Groups submit the ELSA Day Specification Form and the ELSA Day Evaluation Form to ELSA International when an ELSA Day event has been organised by the Local Group;
- e. Ensure that Local Groups contribute to the annual human rights campaign.

## **CHAPTER 5. INTERNATIONAL FOCUS PROGRAMME**

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**Article 1. General**

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1.1 The aim of the International Focus Programme (IFP) is to have a specific theme for the entire association over a fixed period of time.

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**Article 2. Implementation of the IFP**

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2.1 The International Council decides upon the International Focus Programme topic, its duration and its outcome.

2.2 The duration shall not be less than one year.

2.3 The International Focus Programme shall be implemented in all Key Area activities of ELSA.

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**Article 3. Responsibilities**

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3.1 ELSA International shall:

- a. Coordinate the implementation of the International Focus Programme;
- b. Coordinate the research for finding the topic and sub-topics for the upcoming International Focus Programme;
- c. Ensure that a topic for the upcoming International Focus Programme is proposed to the International Council at the last International Council Meeting of the running International Focus Programme;
- d. Create an International Focus Programme Handbook;
- e. Publish at least one article on the International Focus Programme topic in every issue of Synergy;
- f. Provide necessary training, information and other assistance to National and Local Groups;
- g. Ensure the realisation of the International Focus Programme outcome.

3.2 National Groups shall:

- a. Forward all relevant information regarding the International Focus Programme received from ELSA International to Local Groups;
- b. Provide necessary training, information and other assistance to Local Groups to organise International Focus Programme events.

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**Article 4. International Focus Programme Topic**

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**CHAPTER 6. FLAGSHIP PROJECTS**

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4.1 The topic of the International Focus Programme, with duration from the 1st of January 2020 until the 31st of July 2022, shall be “Law and Technology”.

4.2 During the implementation of the International Focus Programme, the association shall focus on:

- a. Raising interest and academic knowledge in the field of Law and Technology;
- b. Raising awareness of the issues which pose problems in the development and application of Law and Technology;
- c. Creating long-term partnerships through events on Law and Technology to support the growth and credibility of National Groups;
- d. Increasing the number of major events on Law and Technology, particularly those that are repeated annually.

4.3 The outcome of the implementation of the International Focus Programme on Law and Technology shall be a Final IFP Report. This report shall reflect the work done by ELSA International, National and Local Groups during the 2.5 years of implementation and shall include at least the most discussed topics.

## **CHAPTER 6. FLAGSHIP PROJECTS**

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### **Article 1. Definition**

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1.1 The Flagship Projects of ELSA are well established projects of key importance to the National Groups and ELSA International organised and/or coordinated by ELSA International.

1.2 The Flagship Projects of ELSA are:

- a. The European Human Rights Moot Court Competition;
- b. International Legal Research Group;
- c. The ELSA Law Review;
- d. ELSA Negotiation Competition;
- e. The John H. Jackson Moot Court Competition;
- f. ELSA Law Schools;
- g. ELSA Delegations;
- h. International Conferences of ELSA;
- i. Student Trainee Exchange Programme.

## **PART 2. BOARD MANAGEMENT, EXTERNAL RELATIONS AND EXPANSION (BEE)**

### **CHAPTER 1. DEFINITION**

#### **Article 1. General**

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Board Management, External Relations and Expansion is the Supporting Area of ELSA that coordinates the work of board members, and communication with the external environment. It mainly covers External Relations, Expansion and Strategic Planning of the association.

### **CHAPTER 2. BOARD MANAGEMENT**

#### **Article 1. Definition**

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- 1.1 Board Management involves organising and coordinating the work of the board, including:
- a. Coordinating the fulfilment of activities of the board;
  - b. Mediating when conflicts arise within the board.

### **CHAPTER 3. EXTERNAL RELATIONS**

#### **Article 1. Definitions**

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- 1.1 External Relations are relations with corporate and institutional contacts.
- 1.2 Corporate contacts shall cover law firms and other companies.
- a. International corporate contacts shall cover contact with law firms situated in five or more countries with 100 or more legal professionals as stated in the firm's website, and companies that do not qualify as law firms and which are present in five or more countries.
  - b. National corporate contact shall cover any contact that is not an international corporate contact.
- 1.3 Institutional contacts shall cover governmental or non-governmental organisations, public administrations, private institutions, and universities or other higher education institutions.
- a. International institutions shall cover institutions that act in more than one country and represent the headquarters or the highest respective office of a certain field of activity of an institution. Local branches of international institutions shall cover institutions that represent international governmental or non-governmental or private institutions being active only in one country.
  - b. National institutions shall cover institutions that are active only within one country or on behalf of a country. Universities and other higher educational institutions present only within one European State in which there is a National Group always qualify as national institutions.

CHAPTER 3. EXTERNAL RELATIONS

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1.4 Concrete reason shall cover contacts creating or likely to create damage to the image, reputation, ongoing negotiations, or financial stability of ELSA.

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**Article 2. Procedures**

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2.1 The International Board of ELSA shall coordinate all contacts with international corporate and institutional contacts.

2.2 The procedure for contacting an international contact shall be the following:

- a. Before contacting an international corporate or institutional contact, the requesting National Group shall request permission of the International Board of ELSA by submitting the Contact Approval Form. The Contact Approval Form shall include the name of the Officer applying, the name of the National Group, the location, the website URL, and information regarding the nature and content of the contact.
- b. If the international corporate or institutional contact is situated in a European State where there is a National Group present, the permission of the National Group shall also be requested.
- c. ELSA International, and if applicable the respective National Group, shall respond within seven days from receiving the Contact Approval Form, and state a concrete reason for the refusal if the contact is not approved.
- d. The requesting National Group may contact the international corporate or institutional contact once the permission is granted, the deadline for approval has expired, or no concrete reason for refusal has been given.

2.3 The procedure for contacting a national contact shall be the following:

- a. Before contacting a national corporate or institutional contact, ELSA International or the requesting National Group shall request permission via email from the respective National Group. This request shall include the location, the website URL, and information regarding the nature and content of the contact.
- b. The National Group shall respond within seven days from receiving the email, and state a concrete reason for the refusal if the contact is not approved.
- c. The requesting National Group or ELSA International may contact the national corporate or institutional contact once the permission is granted, the deadline has expired, or no concrete reason for refusal has been given.
- d. National Groups and ELSA International may contact directly national corporate or institutional contacts situated in a European State where there is no ELSA Group present.

2.4 The procedure for contacting for project or event sponsorships, or donations, shall be the following:

- a. Before contacting a corporate or institutional contact, the Organising Committee of a project or event that is organised or co-organised by ELSA International (e.g. the International Council Meetings, the EHRMCC, and the JHJMCC) shall request permission from the International Board of ELSA and any respective National Group.

2.5 The reporting procedure shall be the following:

- a. Upon contacting an international corporate or institutional contact, the requesting National Group shall submit within two months from receiving the permission to contact the Contact Evaluation Form, stating the outcome of the contact.

CHAPTER 3. EXTERNAL RELATIONS

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- b. Upon contacting a national corporate or institutional contact, ELSA International or the requesting National Group shall send within two months from receiving the permission to contact an email to the respective National Group, stating the outcome of the contact.

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**Article 3. Responsibilities**

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3.1 ELSA International shall

- a. Create, evaluate and revise the Contact Approval and Contact Evaluation Forms;
- b. Update the External Relations Database 14 days before the second International Council Meeting of the term and include the name, the website of the corporate or institutional contact, as well as the type of the partnership and the main capacity of the contact.

3.2 National Groups shall

- a. Be liable for any violations of this external relations procedure conducted within their National Network;
- b. Provide ELSA International with the information necessary to update the External Relations Database.

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**Article 4. Sanctions**

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

- a. Reach an agreement on a suitable sanction within six months from the becoming aware of such violation;
- b. Inform the International Council about the agreed sanction;
- c. Submit a copy of the agreement to the International Board of ELSA.

4.2 The International Council shall decide on a suitable sanction in case no agreement is reached. The amount may not exceed the highest amount proposed.

4.2 The sanctions for corporate contacts shall:

- a. Not exceed the amount received from the contact during the past two years by the affected National or Local Group, or ELSA International;
- b. Be paid directly to the affected National or Local Group, or the International Board of ELSA.

4.3 The sanctions for institutional contacts shall:

- a. Not exceed the amount of €3,000;
- b. Be paid directly to the affected National or Local Group, or the International Board of ELSA;
- c. In case of a sanction imposed on a Local Group, the respective National Group shall be considered the Group involved and is liable for the sanction.

## CHAPTER 4. EXPANSION

### Article 1. Definition

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1.1 Expansion is the process of establishing presence of National and Local Groups and furthering their development in the respective European States (as defined in article 5.1 of the Statutes of ELSA) and law faculties (as defined under Article 1 of the Standing Orders of ELSA).

### Article 2. Responsibilities

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2.1 The President of the International Board of ELSA shall create, implement and coordinate strategies related to the expansion in European States.

2.2 The Presidents of National Groups shall create, implement and coordinate strategies related to the expansion at all law faculties in their respective European States.

### Article 3. Limits of expansion

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3.1 Expansion of ELSA shall continue until National and Local Groups are present at all law faculties in European States.

## CHAPTER 1. DEFINITION

**PART 3. INTERNAL MANAGEMENT (IM)****CHAPTER 1. DEFINITION****Article 1. General**

1.1. Internal Management is the Supporting Area of ELSA that executes stable management of the association and ensures constant development and cohesion within it. It mainly consists of Internal Affairs, Knowledge Management, Administration, Communication, Information Technology, Human Resources and Training.

**CHAPTER 2. RESPONSIBILITIES****Article 1. Responsibilities**

1.1 The International Board of ELSA shall:

- a. Prepare and distribute the State of the Network Inquiry at least 35 days before the opening of each regular International Council Meeting. Should the quorum of the plenary at the International Council Meeting be at risk, it is at the discretion of the Secretary General of the International Board of ELSA to accept the State of the Network Inquiry of a National Group properly filled in until the opening of the International Council Meeting;
- b. Solve disputes arising between National Groups by means of dialogue when the respective parties cannot reach mutual agreement amongst themselves and decide to refer the case to the International Board of ELSA;
- c. Prepare and send a Monthly Report of the International Board of ELSA and their Deputy Officers by the last day of every month to the relevant mailing lists;
- d. Assign a coach from its members to each National Group at the beginning of the term and inform National Groups respectively;
- e. Open the first call for submission of Local Group Reports no later than the 1st of August and close the call before the 1st of September, and open the second call no later than the 1st of February and close the call before the 1st of March. Should the quorum of the plenary at the International Council Meeting be at risk, it is at the discretion of the Secretary General of the International Board of ELSA to accept the Local Group Report of a National Group properly filled until the opening of the International Council Meeting. The call shall inquire regarding at least:
  - i. The name of each Local Group;
  - ii. The faculty/faculties in which each Local Group is based and covers;
  - iii. The postal address of each Local Group;
  - iv. The e-mail address of each Local Group;
  - v. The status of each Local Group as member or observer of the National Group;
  - vi. The date in which the Local Group acquired membership, if this happened during the last two years.

1.2 ELSA International shall:

- a. Update information on the ELSA website, [www.elsa.org](http://www.elsa.org);
- b. Have an updated privacy policy;



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**CHAPTER 3. INTERNAL AFFAIRS**

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- c. Produce and make available to National Groups tools necessary for the Internal Management area, annually revise them and, if necessary, update them;

**1.3 National Groups shall:**

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

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**CHAPTER 3. INTERNAL AFFAIRS**

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**Article 1. Access to ELSA Activities**

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1.1 ELSA activities are open to non-ELSA members, unless otherwise specified.

**Article 2. ELSA International**

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2.1 ELSA International consists of the International Board of ELSA and any person appointed by the International Board of ELSA to assist in their work and carry out a specific task related to the activities of the association.

**Article 3. Advisory Body**

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3.1 The Advisory Body of ELSA is responsible for the continuity and credibility of the association by advising the International Board of ELSA.

3.2 The Advisory Body of ELSA shall be appointed by the International Board of ELSA for a period of three years and shall be composed of a minimum of three people.

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**CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS**

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3.3 The Advisory Body shall consist of ELSA alumni, the past immediate member(s) of the International Board of ELSA and third-parties with demonstrated expertise in their respective field.

3.4 The President of the International Board of ELSA shall serve as the Chair of the Advisory Body.

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**Article 4. One Year Operational Plan**

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4.1 The International Board of ELSA and each National Board shall have a One Year Operational Plan (OYOP) for their time in office.

4.2 The One Year Operational Plan shall be a tool for guidance and evaluation of the efforts and achievements of the board members during their term in office.

4.3 While drafting their One Year Operational Plan, the International Board of ELSA and the National Boards shall take into consideration the Strategic Plan of ELSA.

4.4 A summary of the One Year Operational Plan of each National Board shall be submitted in English to the International Board of ELSA before the opening of the first International Council Meeting since the term in office of the National Board started.

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**Article 5. Transition**

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5.1 Transition is the process of passing on knowledge from the preceding to the succeeding officers.

5.2 The International Board of ELSA as well as each National Group shall ensure good quality of knowledge management by conducting a transition at the end of the term.

## **CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS**

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**Article 1. Participation Applications**

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1.1 Each National Board shall submit one application to the Organising Committee of the International Council Meeting.

1.2 The Organising Committee of the International Council Meeting may:

- a. Accept individual applications;
- b. Set the deadline for all applications not earlier than two months before the opening of the International Council Meeting;
- c. Accept late applications.

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**Article 2. Participation Fees**

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**CHAPTER 4. INTERNATIONAL COUNCIL MEETINGS**

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2.1 National Groups shall pay the participation fees for the applications they submitted no later than the first day of participation at the International Council Meeting.

2.2 The International Board of ELSA may request the Organising Committee of the International Council Meeting to cover the participation fee for the International Council Meeting. This fee includes the meals and accommodation for a maximum of 92 nights. The International Board of ELSA shall divide the 92 nights amongst themselves, Auditors, the Chair and Vice Chair of the plenary, and former International Board members responsible for presenting the Annual Report and the Financial Report.

2.3 The Organising Committee of a future International Council Meeting which are Local Groups may send up to three persons to an International Council Meeting with delegate fees.

2.4 The participation fee for each International Council Meeting for three International Council Guests, elected at the previous International Council Meeting, shall be covered by the Organising Committee of the International Council Meeting.

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**Article 3. Workshop Procedure**

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3.1 ELSA International may hold workshops during the International Council Meeting.

3.2 Each workshop, if any, shall receive an agenda from the responsible International Board member(s) to be accepted or amended by the workshop.

3.3 Each workshop, if any, shall elect a Chair, a Vice Chair, and at least two secretaries.

3.4 The candidates for the workshop officers shall be nominated and seconded by the International Board of ELSA, a Member or an Observer of ELSA.

3.5 The Chair and Vice Chair of the workshop shall ensure that discussions on the points of the agenda take place in a correct and orderly manner. The Chair and Vice Chair are responsible for the consistent supervision of the minutes as well as the duly submission of the final version to the Secretary General of the International Board of ELSA before the opening of the Final Plenary.

3.6 The secretaries shall keep the minutes of the workshop which will be an appendix to the International Council Meeting Minutes. The secretaries shall finalise the minutes together with the Chair and Vice Chair of the respective workshop before the opening of the Final Plenary.

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**Article 4. Rights of Workshop Participants**

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4.1 Members and Observers of ELSA have the right to speak in workshops at the International Council Meeting. The International Board of ELSA may grant other workshop participants the right to speak in the workshop.

4.2 Only Members of ELSA have the right to vote in the workshops.

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**CHAPTER 5. INTERNATIONAL ANNUAL MEETINGS**

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4.3 Observers of ELSA have the right to vote in the workshops only on procedural matters, e.g. the election of workshop officers and changes to the workshop agenda. Observers of ELSA may not vote on statements, recommendations, or proposals.

4.4 Every Member and Observer of ELSA has one vote. A National Board can pass the vote to a local representative in case there is no representative of the National Board present and voting.

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**Article 5. Annual Report and the Relief of Responsibility**

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5.1 The International Board of ELSA shall be automatically invited to the International Council Meeting following their term in office by the International Council to answer any questions related to their term in office.

5.2 The President of the International Board of ELSA shall attend the International Council Meeting following their term in office and present the Annual Report to the International Council about their term in office.

5.3 The Treasurer of the International Board of ELSA shall attend the International Council Meeting following their term in office and present report to the International Council about their term in office.

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**CHAPTER 5. INTERNATIONAL ANNUAL MEETINGS**

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**Article 1. Definitions**

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1.1 The International Annual Meetings of ELSA are internal meetings of the Members and Observers of ELSA. There are two different International Annual Meetings:

- a. The International Training Meeting (ITM);
- b. The International Strategy Meeting (ISM).

1.2 The International Training Meeting is a meeting for training and educating ELSA Officers.

1.3 The International Strategy Meeting is a meeting for strategic planning and evaluation.

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**Article 2. Timeframe**

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2.1 The International Training Meeting shall take place annually within the first two months of each term. It shall begin on Thursday and end on the following Sunday.

2.2 The International Strategy Meeting shall take place annually no earlier than the third Wednesday of January and end no later than the third Sunday of February.

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**Article 3. Applications**

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**CHAPTER 6. HUMAN RESOURCES**

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3.1 National Groups may send three delegates to the International Training Meeting and the International Strategy Meeting respectively. The host of the respective meeting may increase this number in agreement with the International Board of ELSA

3.2 The host may distribute the remaining spots in equal proportion to the National Groups applying for extra spots.

3.3 The Secretary General of the International Board of ELSA or their substitute shall attend the International Training Meeting.

3.4 The President of the International Board of ELSA or their substitute shall attend the International Strategy Meeting.

3.5 The procedure to participate at the International Annual Meetings is as stated in the Internal Management Part, Chapter 4, Article 1.

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**Article 4. Organisation**

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4.1 The International Board of ELSA shall open a call for hosts of the International Annual Meetings by sending out a hosting agreement to the respective mailing lists.

4.2 The same host eligibility requirements as defined in the Standing Orders of ELSA under Article 4.2. shall apply to the host eligibility of the International Internal Meetings.

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**Article 5. Participation Fees**

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5.1 In each International Training Meeting the Organising Committee shall cover the participation fee for the Secretary General of the International Board of ELSA and a maximum of seven trainers from the International Trainers' Pool giving training. The participation fee covered by the Organising Committee shall include four nights of the International Training Meeting and a maximum of one extra night per each one of them.

5.2 In each International Strategy Meeting the Organising Committee shall cover the participation fee for the President of the International Board of ELSA and two additional board members in connection to the meeting. The participation fee covered by the Organising Committee shall include five nights of the International Strategy Meeting and a maximum one extra night per each one of them.

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**CHAPTER 6. HUMAN RESOURCES**

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**Article 1. Definition**

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1.1 The Human Resources Model of ELSA constitutes a framework to be implemented throughout the Network and in all areas of activity provided, with the purpose of increasing the quality and quantity of members.

**Article 2. The Human Resources Model of ELSA**

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2.1 The Human Resources Model is divided into four processes:

- a. Attraction and Selection;
- b. Training and Development;
- c. Engagement and Retention;
- d. Transition and Exit.

2.2 The Attraction and Selection process takes place across all levels of ELSA. It concerns every current and potential ELSA member and is subdivided into:

- a. Attraction that is the first step in approaching new members. It is an ongoing process with a special focus at the beginning of the term;
- b. Selection that is the next step in approaching members who identify with the Philosophy Statement of ELSA;
- c. Recruitment that is the final step of the Attraction and Selection process. This is realised by appointing the members and integrating them into the activities of ELSA.

2.3 The Training and Development process takes place across all levels of ELSA. This process aims to create a sense of solidarity towards ELSA and supports the development of personal and professional skills. It is subdivided into:

- a. Agreement that is a necessary step to ensure that the active member and the board remain dedicated towards their work for ELSA;
- b. Choice that is a necessary step to enable the active member to make an informed decision in regards to the most suitable role in ELSA;
- c. Training that is a necessary step to develop the skills and knowledge of members that relate to specific useful competencies in regards to their chosen ELSA role;
- d. Development that is a necessary step to encourage inclusivity of the active member by working effectively with the responsible board member.

2.4 The Engagement and Retention process takes place across all levels of ELSA. This process aims to motivate and encourage the active member to continue their work for successive terms. It is subdivided into:

- a. Accommodation that is a necessary step to establish the active member as a part of the team. This is realised through integration, inspiration and encouragement;
- b. Motivation that is a necessary step to encourage independent growth of the active member by working effectively with the responsible board member;
- c. Engagement that is a necessary step to involve the active member into decision making processes. This furthermore ensures the engagement and integration of the active member into the team;
- d. Retention that is a necessary step to effectively maintain ELSA knowledge across all levels of ELSA. The purpose of retention is to recognise the importance of continued progression and future involvement.

2.5 The Transition and Exit process takes place across all levels of ELSA. This process aims to maintain involvement of experienced members within ELSA. It is subdivided into:

- a. Decision that is the step whereby the member defines the extent of their future involvement in ELSA;
- b. Search that is a necessary step in taking responsibility for the continuity of ELSA. This is realised by actively seeking suitable candidates for relevant opportunities;

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**CHAPTER 7. ELSA TRAINING**

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- c. Transfer that is a necessary step to ensure that previously gained knowledge and experience remains within ELSA. This is realised by providing a quality transition or an extensive archive;
- d. Alumni that is a step that provides the opportunity to remain within the ELSA community.

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**Article 3. Implementation**

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3.1 The Human Resources Model is a tool that can be adapted by each group to their own need.

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**CHAPTER 7. ELSA TRAINING**

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**Article 1. Definition**

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1.1 ELSA Training is a project that aims to develop the skills and knowledge of ELSA members.

1.2 There are two types of ELSA Training:

- a. Soft Skills Training that aims to develop the interpersonal attributes of an individual;
- b. Officers' Training that aims to develop knowledge of ELSA members about the association.

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**Article 2. International Trainers' Pool**

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2.1 The International Trainers' Pool (ITP) is the main body of ELSA Training and it consists of Trainers.

2.2 Every ELSA Training provided by an International Trainers' Pool Trainer shall:

- a. Last at least three hours;
- b. Not include more than 20 participants per one International Trainers' Pool Trainer;

2.3 The Secretary General of the International Board of ELSA may allow organisers of an ELSA Training to derogate from the regulation set in Article 2.2 upon presentation of an individual case.

2.4 The organising ELSA Group shall fill in the evaluation form of the delivered Training Session no later than 14 days after the closing of the Training Session.

2.5 In order to request an International Trainers' Pool Trainer, the organising ELSA Group shall fill in the ITP Training Request.

2.6 The Secretary General of the International Board of ELSA shall appoint an International Trainers' Pool Trainer for the requested event.

2.7 The organising ELSA Group shall cover travel and accommodation costs for the appointed ITP Trainer.

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**Article 3. Responsibilities**

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**CHAPTER 8. INFORMATION TECHNOLOGY**

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3.1 The International Board of ELSA shall annually organise the Refreshment Weekend and the Train the Trainers' Week. The hosts for these events shall be appointed by the International Board of ELSA at least six months prior to the events. The dates for the events shall be set and communicated to the National Groups at least three months prior to the event.

3.2 The Train the Trainers' Week is aiming to recruit new trainers to the International Trainers' Pool. Based on the results and a feedback of hosting trainer(s) of the event, the International Board of ELSA shall appoint new trainers to the International Trainers' Pool.

3.3 Refreshment Weekend is meant to conserve and enhance the quality of the International Trainers' Pool Trainers. The sessions of the event are hosted by the experienced International Trainers' Pool Trainer or the training companies who are partners of ELSA. The academic programme for the event is developed by ELSA International and the International Trainers' Pool itself.

## **CHAPTER 8. INFORMATION TECHNOLOGY**

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### **Article 1. Websites**

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1.1 Each National Group shall maintain an up-to-date website with the address consisting of either:

- a. The prefix "elsa-", the name of the country in English and the top-level-domain ".org", or alternatively the respective country-code top-level-domain can be used (e.g. [www.elsa-norway.org](http://www.elsa-norway.org); [www.elsa-norway.no](http://www.elsa-norway.no)); or
- b. The respective country-code, the abbreviation ".elsa" and the top-level-domain ".org".

1.2 The website shall provide at least the following information in English:

- a. General information about ELSA in line with information provided on the website of ELSA;
- b. ELSA's Philosophy Statement;
- c. Contact details of the National Group;
- d. Information about the current international events and projects of ELSA;
- e. A link to the website of ELSA;
- f. The ELSA logo with the name of the National Group.

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### **Article 2. E-mail communication**

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2.1 The official e-mail addresses of each National and Local Group shall be the following: president@, secgen@, treasurer@, marketing@, academicactivities@, mootcourts@, seminarsconferences@, step@, followed by the domains mentioned under Article 1.1. The official e-mail addresses can also include the name or the abbreviation of the Local Group inserted between the title and the @. The domain for email addresses can in addition to the ones mentioned under Article 1.1 be the country abbreviation followed by .elsa.org.

2.2 The e-mail signatures shall contain at least:

- a. The name of the Officer;



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**CHAPTER 8. INFORMATION TECHNOLOGY**

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- b. The position the Officer holds or the area they are responsible for;
- c. The name of the National or Local Group;
- d. The postal address of the National or Local Group; and
- e. The ELSA logo in combination with the name of the National or Local Group.

- 2.3 The Garamond font or a variation thereof shall be used for e-mail communication, unless:
- i. If it cannot be supported by the service and/or software; or
  - ii. The font does not support the national characters of the respective National or Local Group.

CHAPTER 1. DEFINITION

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**PART 4. FINANCIAL MANAGEMENT (FM)****CHAPTER 1. DEFINITION****Article 1. General**

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1.1 Financial Management is the Supporting Area of ELSA that ensures the financial planning, organising, directing and controlling of the financial undertakings of the association.

**CHAPTER 2. RESPONSIBILITIES****Article 1. Responsibilities**

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1.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for Financial Management, annually revise them, and, if necessary, update them;
- b. Prepare and present the budget of ELSA to the International Council at each International Council Meeting.

**CHAPTER 3. PAYMENT AGREEMENTS****Article 1. Definition**

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1.1 A Payment Agreement is an agreement between ELSA and a National Group which sets out a schedule for regular payments required to be made by the National Group to ELSA.

**Article 2. Responsibilities**

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2.1 The Treasurer of the International Board of ELSA shall:

- a. Revise the Payment Agreements before each International Council Meeting.

2.2 National Groups shall:

- a. Provide the Treasurer of the International Board of ELSA with all the documents needed to prove their financial difficulties preventing the fulfilment of the obligations under the Payment Agreement.

**Article 3. Requirements**

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3.1 A Payment Agreement shall be in a written form signed by the parties and it shall contain at least the following:

- a. Name and address of the parties;
- b. The debt at the time of signature and a detailed description of the debt;
- c. The repayment procedure of the debt;
- d. The bank account details of ELSA.

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**CHAPTER 4. DEMAGES CAUSED TO ELSA**

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**Article 4. Penalties**

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4.1 If a National Group fails to comply with the responsibilities under Article 2.2.a of this Chapter, ELSA may apply a penalty fee of a maximum of 5% of the outstanding amount for each unpaid instalment by the National Group.

4.2 If a National Group fails to comply with the Payment Agreement, the International Board of ELSA may not renew the Payment Agreement with the National Group.

**CHAPTER 4. DEMAGES CAUSED TO ELSA****1. Definition**

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1.1 Damages to ELSA mean a monetary loss caused to ELSA directly by an act of intent or gross negligence of a member of the International Board of ELSA.

1.2 Gross negligence shall mean a lack of adequate precautions of a diligent person to prevent foreseeable damage.

**2. Procedure**

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2.1 The International Board of ELSA may request to have a vote on obliging a member of the International Board of ELSA to reimburse damages to ELSA by the International Council at the upcoming International Council Meeting.

2.2 The International Council shall decide on the liability of the member of the International Board of ELSA with a simple majority vote.

2.3 If the International Council finds the member of the International Board of ELSA liable, the member of the International Board of ELSA shall be obliged to reimburse the damages in accordance with a payment schedule as agreed upon by the International Board of ELSA.

2.4 This Chapter shall not prevent ELSA from seeking further reimbursement through court procedures.

**CHAPTER 5. FEES****Article 1. Membership Fee**

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1.1 The Membership Fee (MF) shall be calculated by multiplying a defined constant (C) with a coefficient (X). The coefficient (X) shall be determined by the Annual General Income (AGI) of the National Group.

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CHAPTER 5. FEES

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1.2 The Annual General Income shall be defined as the general income of the National Group as gathered in the immediate previous financial year expressed in euro. It shall include the membership fee from Local Groups, non-project partnerships, unrestricted grants, donations and marketing revenues as stated in the immediate last State of the Network Inquiry.

1.3. The constant (C) shall be set at 500.

1.4. The coefficient (X) shall be determined based on the following chart:

If  $AGI < 1000$ ,  $X = 0,2$   
If  $1000 < AGI < 4999$ ,  $X = 0,5$   
If  $5000 < AGI < 9999$ ,  $X = 1$   
If  $10000 < AGI < 19999$ ,  $X = 2$   
If  $20000 < AGI < 29999$ ,  $X = 4$   
If  $30000 < AGI < 49999$ ,  $X = 5$   
If  $50000 < AGI < 69999$ ,  $X = 8$   
If  $AGI > 70000$ ,  $X = 10$

1.5. The Membership Fee for a National Group is calculated in the following way:  $MF = C * X$ .

1.6 National Groups obtaining Membership of ELSA at the second International Council Meeting of the term shall be included in the Membership Fee calculations for the following year and invoice with the rest of the Members of ELSA. A National Group obtaining Membership of ELSA at the first International Council Meeting of the term shall not pay the Membership Fee for the year in which it becomes a member.

1.7. ELSA International shall collect information about the Annual General Income of National Groups through the State of the Network Inquiry. In case of unclarity, the interpretation of what should be comprised in the Annual General Income is left to the International Board of ELSA.

1.8 If the Annual General Income is not submitted in Euro and needs to be converted, the exchange rate used shall be the one prevalent on the last day of the previous financial quarter.

1.9 Non-communication of the Annual General Income or falsification of the data, intentional or not, shall automatically raise the coefficient (X) of the offender to the next threshold.

1.10 National Groups have the right to request a calculation sheet for their Membership Fee from the Treasurer of ELSA International.

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**Article 2. Administration Fee for Observers**

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2.1 Observer Groups of ELSA shall pay an annual Administration Fee of 50 Euro.

## CHAPTER 6. EVENT FEES

### Article 1. Responsibilities

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1.1. The International Board of ELSA shall:

- a. Update and publish the list of favoured countries by the end of each calendar year, and make the list of GNI available to National Groups through a direct link to the online data catalogue on the World Bank website. Should there be no change from the most recently published list of favoured countries, this information shall be provided along with a copy of the most recently published list of favoured countries.

1.2 The Treasurer of the International Board of ELSA shall:

- a. Index the maximum participation and extra fees for the International Internal Meetings as in Annex II to the Financial Management part of this International Council Meeting Decision Book with the inflation rate of euro, as stated by the European Central Bank, the 1st of January annually. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the maximum participation fee as calculated for the previous year, up to two decimal points;
- b. Send a notification about the updated Annexes to National Groups through relevant mailing lists after each indexation.

### Article 2. Favoured country status

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2.1 The list of favoured countries shall be based on the GNI per capita (measured in PPP) as available on the World Bank online data catalogue on the World Bank website.

2.2. A National Group shall be considered a favoured country if the GNI per capita (measured in PPP) of that country is equal to or lower than 21,000.00 International dollars.

2.3 The demarcation number as referred to under Article 2.2 of this Chapter shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all National Groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent annual data from the World Bank online data catalogue compared to the second most recent annual data.

2.4. Any country not found in the World Bank online data catalogue shall be considered a favoured country.

2.5 Delegates of ELSA International shall pay the fee of favoured countries when attending International Internal Meetings.

2.6 Trainers from the International Trainers' Pool shall pay the fee of favoured countries when attending an ELSA event in order to give one or more training sessions.

2.7 The International Board of ELSA may decide upon a request to grant a National Group the status of a favoured country for the duration of their term, should the economic situation of the National Group be deemed unstable to the point where it would render inaccurate the use of the GNI to assess its financial state. A statement explaining the factors taken into account of the

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**CHAPTER 6. EVENT FEES**

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decision should be sent to National Groups no later than seven working days after it has been made by the International Board of ELSA.

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**Article 3. Participation Fee for the International Internal Meetings**

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3.1. The maximum participation fee for International Internal Meetings shall be charged as provided in Annexes I and II to the Financial Management part of this International Council Meeting Decision Book.

3.2. The maximum participation fees for favoured and non-favoured countries shall be calculated and charged per person per night.

3.3 The participation fee shall include:

- a. The academic programme;
- b. Accommodation;
- c. Meals.

3.4. If any additional charges are imposed, they shall be disclosed to National Groups alongside with the application forms for the International Internal Meeting.

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**Article 4. Participation Fee for International Conferences of ELSA**

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4.1. The maximum participation fee for International Conferences of ELSA per participant per day shall be the following:

- a. Non-favoured Countries: €35;
- b. Favoured Countries: €30.

4.2. The participation fee shall include:

- a. The academic programme;
- b. The social programme;
- c. Lunch for each day of the official programme, excluding either the day of arrival or the day of departure;
- d. At least one coffee break according to the duration of the official programme;
- e. A welcome package;
- f. Administrative costs.

4.3. The maximum additional fee for a gala ball or gala reception shall be €50.

4.4 Different participation fees may be charged by the Organising Committee of an International Conference of ELSA from non-members.

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**Article 5. Participation Fee for ELSA Law Schools**

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5.1 The maximum participation fee for the ELSA Law Schools per participant shall be the following:

- a. Non-favoured countries:
  - i. €350 for the first seven days of the ELSA Law School;

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**CHAPTER 7. REMUNERATION**

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- ii. €50 for each additional day of the official programme of the respective ELSA Law School;
- b. Favoured countries:
  - i. €315 for the first seven days of the ELSA Law School;
  - ii. €45 for each additional day of the official programme of the respective ELSA Law School.

5.2 The maximum participation fee for favoured and non-favoured countries shall be calculated and charged for the whole ELSA Law School. There shall not be a lower fee for participants not staying for the full official programme.

5.3 The participation fee shall include:

- a. The academic programme;
- b. The social programme;
- c. The cultural programme (e.g. sightseeing);
- d. Accommodation;
- e. Breakfast for every day excluding the day of arrival;
- f. Lunch for every day excluding either the day of arrival or the day of departure;
- g. Dinner for every day excluding the day of departure;
- h. Transportation during the official programme of the ELSA Law School;
- i. Administrative costs.

5.4 The maximum additional fees shall be:

- a. €50 for the gala ball or gala reception;
- b. €30 for the transfer to and from the estimated point of arrival.

5.5 The exact amount of all fees shall not be changed after 28 days prior to the opening of the application period as stated in the ELSA Law School Cycle Calendar.

5.6 Different participation fees may be charged by the Organising Committee of an ELSA Law School from non-members.

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**Article 6. ELSA Law Schools Administrative Fee**

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6.1. The National or Local Group organising an ELSA Law School and being part of an ELSA Law School Cycle shall pay an administrative fee of €250.00 to ELSA as specified in the respective ELSA Law School Cycle Calendar.

6.2. The International Board of ELSA may waive the administrative fee if the ELSA Law School is cancelled.

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**CHAPTER 7. REMUNERATION**

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**Article 1. General**

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1.1. Members of the International Board of ELSA, as well as their Deputy Officers, shall be entitled to a remuneration of €350.00 per month.

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**CHAPTER 8. THE ELSA DEVELOPMENT FOUNDATION**

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1.2. Members of the incoming International Board of ELSA, as well as their Deputy Officers, shall be entitled to a remuneration of €350.00 for the month of July preceding their term.

## **CHAPTER 8. THE ELSA DEVELOPMENT FOUNDATION**

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### **Article 1. Definition**

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1.1 The ELSA Development Foundation (EDF) is a foundation financed collectively by National Groups to help overcome structural weaknesses amongst the National Groups. The purpose of the ELSA Development Foundation is to financially support measures and activities that further the vision, purpose and means of ELSA.

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### **Article 2. The ELSA Development Foundation Report**

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2.1 National Groups shall submit a yearly report to the Treasurer of the International Board of ELSA with the amounts they received from their general sponsors in the period between the 1st of August and the 31st of July of the previous financial year.

2.2 This report shall be submitted to the Treasurer of the International Board of ELSA by the 31st of August of the year of invoicing, even if the National Group did not receive any amount through general sponsorship in the previous financial year.

2.3 If the National Group does not inform the Treasurer of the International Board of ELSA by the deadline, the International Board of ELSA shall invoice the National Group the maximum amount possible, i.e. €3,000. The National Group may rectify the amount by filling in the ELSA Development Foundation Report by the end of the term.

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### **Article 3. Integration**

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3.1. National Groups shall fulfil the financial obligations towards the ELSA Development Foundation. Failure to do so shall be considered as debt towards ELSA.

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### **Article 4. Payment Procedure**

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#### 4.1 Crediting Procedure

- a. The grant however does not expire before that one week has passed from the notice from the EDF chairman mentioned in paragraph iii.



## CHAPTER 9. GRANTS

**CHAPTER 9. GRANTS****Article 1. Definitions**

1.1 An international grant is a grant for which one or more National Groups and/or ELSA International is eligible under the criteria set out by the organisation providing the grant.

1.2 A national grant is a grant for which only one National Group is eligible under the criteria set out by the organisation providing the grant.

**Article 2. Procedure**

2.1. Only ELSA International may apply for an international grant.

2.2 Only National Groups may apply for national grants.

2.3 Before applying for an international grant, a National Group shall request permission from the Treasurer of the International Board of ELSA by submitting information about:

- a. The international grant for which the National Group wishes to apply;
- b. The deadline for the applications;
- c. The purpose for which the international grant is to be used;
- d. The amount to be applied for.

2.4 The Treasurer of the International Board of ELSA shall respond within two weeks from the time of receiving the request and state a concrete reason if the request is not met. A concrete reason shall include the risk of damaging the relations between ELSA and the organisation providing the international grant.

2.5 The National Group may apply for the international grant once the request has been met, the deadline has expired, or no concrete reason for refusal has been given.

**CHAPTER 10. FINANCIAL STRATEGY****Article 1. General**

1.1. The Financial Strategy of ELSA shall be composed of three parts: Implementation Procedure, Focus and Execution.

1.2. The Implementation Procedure part shall describe the way the Financial Strategy has to be adopted and maintained.

1.3. The Focus part shall describe the fundraising focuses (grants, marketing, partnerships, membership fees etc.) and the expenditure focuses of the respective Financial Strategy.

1.4. The Execution part shall specify the Focus part on a technical level by determining the ratios, or individual amounts of the incomes or expenses stated. It shall also specify which key indicators

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**CHAPTER 10. FINANCIAL STRATEGY**

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are to be observed, and what measures should be taken should these indicators reach a certain level.

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**Article 2. Purpose of the Financial Strategy of ELSA**

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2.1. A Working Group on the Financial Strategy of ELSA shall be established.

2.2. The Financial Strategy of ELSA shall be a tool of financial management in ELSA, complementary to the Strategic Plan in ELSA.

2.3. The purpose shall ensure optimal efficiency when working to meet the Strategic Plan adopted by the International Council. Further, it shall ensure continuity in the financial management of ELSA.

2.4. Maintaining and adhering to the Financial Strategy of ELSA shall be the responsibility of the International Board of ELSA.

2.5. There shall be a financial analysis of ELSA's financial statements of the past terms. The result of this analysis shall be used to implement guidelines for an optimal financial structure during the period of its implementation for a period of three years.

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**Article 3. Working Group on Financial Strategy**

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3.1. The purpose of the Working Group on Financial Strategy shall be to undertake the financial analysis of ELSA, and to create and present a Draft Financial Strategy proposal to the International Council Meeting, in accordance with the outcome of the analysis.

3.2. The Working Group shall always consist of:

- a. The President of the International Board of ELSA, who shall ensure coherence between the Draft Financial Strategy and the currently adopted Strategic Plan;
- b. The Treasurer of the International Board of ELSA, who shall provide the Working Group with technical knowledge, relevant financial information about ELSA, and the accounting data necessary for the Group to undertake such financial analysis

3.3. Upon convocation, the Working Group shall vote upon the election of the Treasurer of the International Board of ELSA as its Chair. This vote shall pass with a simple majority. Should the Working Group not elect the Treasurer of ELSA as its Chair, it shall elect a new Chair from its members, requiring the same majority.

3.4. The Working Group is automatically dissolved upon the closing of the second International Council Meeting of the term of its establishment.

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**Article 4. Drafting procedure of the Financial Strategy**

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4.1. During the final year of implementation of the ongoing Financial Strategy, ELSA shall issue an open call for a Working Group on Financial Strategy within the first two weeks of the term.

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**CHAPTER 10. FINANCIAL STRATEGY**

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4.2. The Working Group shall create and present a draft Financial Strategy proposal during the second International Council Meeting of the term for approval.

4.3. The draft Financial Strategy shall be sent no later than 49 days before the opening of the second International Council Meeting of the term:

- a. to both the Presidents' and the Treasurers' mailing lists and to the Auditors of ELSA for comments;
- b. to the Secretary General of the International Board of ELSA as a proposal.

4.4. The comments on the draft Financial Strategy shall be sent to the Working Group 35 days before the opening of the second International Council Meeting of the term.

4.5. In case the Working Group accepts the comments received as relevant, it shall modify its proposal accordingly, and inform the International Board and the Auditors of ELSA about the changes and their reasoning.

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**Article 5. Implementation procedure of the Financial Strategy**

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5.1. During the last term of the Financial Strategy, the draft Financial Strategy shall be adopted by a simple majority of the International Council for a period of three years.

5.2. Should the International Council not accept the draft Financial Strategy, the implementation of the current Financial Strategy continues until a new Financial Strategy is approved by the International Council. The International Board of ELSA shall in this case issue a new call for a Working Group in accordance with the Article 3 of this Chapter, at the start of the next term.

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**Article 6. Provisional changes of the Financial Strategy of ELSA**

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6.1. Should the financial situation of ELSA change in a significant manner which would render the further implementation of the Financial Strategy of ELSA at the time unreasonable, the Treasurer of the International Board of ELSA shall provide the Auditors of ELSA with a justified explanation of the situation, and request an approval of provisional changes.

6.2. Should the Auditors of ELSA not confirm the receipt of the request within three working days after it has been sent, it is presumed that they have received it.

6.3. The Auditors of ELSA shall evaluate the request within ten days of its receipt. Should the Auditors of ELSA deem the requested provisional changes justified, they may decide to grant the Treasurer of the International Board of ELSA permission to adjust the Financial Strategy of ELSA accordingly by a unanimous decision.

6.4. Should the Auditors of ELSA not respond to the request within the evaluation period specified in Article 6.3 of this Chapter, it is presumed that their permission has been granted.

6.5. The Auditors of ELSA may, within the evaluation period stated under Article 6.3 of this Chapter, request further information or documentation. In this case, a new evaluation period of the same length begins upon receipt of the requested information. Such further requests of

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**CHAPTER 11. THE FINANCIAL STRATEGY OF ELSA 2019-2022**

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information shall be allowed once per set of provisional changes, unless the Treasurer of the International Board of ELSA agrees otherwise.

6.6. Should the provisional changes be approved by the Auditors of ELSA, the Treasurer of the International Board of ELSA shall present a summary of the changes for approval at the following International Council Meeting.

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**Article 7. Role of Auditors of ELSA within the Financial Strategy of ELSA**

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7.1 The Auditors of ELSA shall:

- a. Provide the Working Group with their comments on the draft Financial Strategy;
- b. Confirm to the Treasurer of the International Board of ELSA the receipt of provisional changes;
- c. Evaluate ELSA's compliance with the Financial Strategy of ELSA in the Auditors' Reports;
- d. Evaluate any intended revisions of the Budget of ELSA to determine whether they follow the Financial Strategy of ELSA and provide their comments along with the revision proposal.

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**Article 8. Evaluation of the Implementation of the Financial Strategy of ELSA**

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8.1. Upon its conclusion, the Treasurer of the International Board of ELSA shall evaluate the Implementation Period.

8.2. The Treasurer of the International Board of ELSA shall prepare the evaluation 60 days before the opening of the second International Council Meeting of the term, and provide the Working Group with the results. Any recommendations arising from the evaluation shall be included in the draft Financial Strategy of ELSA.

8.3. The evaluation shall summarise the financial situation of ELSA during the Implementation Period against the targets stated in the Focus and Execution parts of the Financial Strategy of ELSA and include all of the Auditor's findings under Article 7.1 of this Chapter.

8.4. The Treasurer of the International Board of ELSA shall share the evaluation along with the draft Financial Strategy of ELSA for comments as stated in Article 4.3 of this Chapter.

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**CHAPTER 11. THE FINANCIAL STRATEGY OF ELSA 2019-2022**

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**Article 1. Fundraising**

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1.1 Partnerships shall be a prominent source of income for ELSA.

1.2 The International Board of ELSA shall:

- a. Opt for an outreach strategy which embraces a more diverse, wider spectrum of partners;
- b. Work on improving its cooperation with current partners;

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**CHAPTER 11. THE FINANCIAL STRATEGY OF ELSA 2019-2022**

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- c. Focus on partners whose duties can reach the needs of ELSA members, including in-kind agreements;
- d. Utilise its partners' specialities and collaborate with them in its projects and its campaigns.

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**Article 2. Membership Fee**

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2.1 The Membership Fee shall not be considered as a common source of income. Given sufficient and sustainable income, ELSA shall reduce it.

1.2 The International Board of ELSA shall:

- a. Reassess the Membership Fee calculation every three years;
- b. Adjust the amount of the Membership Fee based on inflation and the needs of ELSA annually;
- c. Link the Membership Fee amount to a tangible cost of the International Board of ELSA (rent, utilities, allowances, etc.).

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**Article 3. Advertising**

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3.1 Advertising shall become a reliable source of income of ELSA.

3.2 The International Board of ELSA shall:

- a. Research the exact legal and tax implication of having advertising revenue and to which extent it can be done tax-free;
- b. Implement advertising in its webinars;
- c. Explain to the International Council annually the steps taken to fulfil this aim and its success;
- d. Implement advertising in the Synergy each year.

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**Article 4. Grants Strategy**

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4.1 ELSA shall rely on grants for at least 50% of its income, be eligible to the *One-off structural grant* of the European Youth Foundation and aim to have staff funded by grants.

4.2 The International Board of ELSA shall:

- a. Establish a team dedicated to grants, staying for more than one year, and follow the reporting of the grants;
- b. Invest in the training of the team members on grants;
- c. Visit the ERASMUS+ and the EYF offices in Strasbourg during the transition period;
- d. Apply every year for Erasmus+ KA3 Civil Society Cooperation – Youth Grant;
- e. Apply every year for the *International Activities grant* of the European Youth Foundation;
- f. Recruit full-time volunteers funded by the European Solidarity Corps or the European Voluntary Service;
- g. Recruit interns funded by the Erasmus Intern programme;
- h. Establish full-time employees funded by the MIRABEL grant;
- i. Focus on finding new sources of grants, especially regional and national ones.

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CHAPTER 11. THE FINANCIAL STRATEGY OF ELSA 2019-2022

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**Article 5. Professionalisation**

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5.1 The sustainability of the association shall be ensured through consulting professionals.

5.2 The International Board of ELSA shall:

- a. Take the required steps to implement a secretariat;
- b. Continue to employ an accountant;
- c. Set up a reliable way to get legal advice;
- d. Start relying on interns to lighten the workload of the International Board of ELSA.

**Article 6. Marketing**

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6.1 Investments shall be made to make the marketing tools and production of the association more professional.

6.2 The International Board of ELSA shall:

- a. Invest in equipment used to produce materials, such as studio equipment, and reliable, job-specific hardware and software;
- b. Invest in paid advertising on social media;
- c. Investigate the possibility of outsourcing our design jobs to professional firms;
- d. Investigate the possibility of acquiring professional marketing consultancy.

**Article 7. Fundraising Events**

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7.1 The fundraising potential and the reputability of ELSA shall be increased.

7.2 The International Board of ELSA shall:

- a. Research the different networking opportunities in the field of law;
- b. Invest in sending members of the International Board of ELSA to these events.

**Article 8. Reserve**

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8.1 A reserve shall be reconstituted equal to 50% of the annual income to solve liquidity issues. The reserve can be injected into the running funds of ELSA only after a recommendation from the Auditors of ELSA and the approval by the International Council.

8.2 The International Board of ELSA shall:

- a. Capitalise 5 % of ELSA's total income every year;
- b. Update National Groups on the state of the reserve at every International Council Meeting.

**Article 9. ELSA House**

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9.1 Steady accommodation and work environment for the International Board of ELSA shall be provided.

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CHAPTER 11. THE FINANCIAL STRATEGY OF ELSA 2019-2022

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9.2 The International Board of ELSA shall:

- a. Assess the legal requirement for terminating the house contract;
- b. Investigate the possibility of separating the housing and the working place;
- c. Investigate the possibility of hosting the members of the International Board of ELSA in different accommodations, not all in the same house.

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**Article 10. Allowances**

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10.1 A legal and decent income shall be provided to the members of the International Board of ELSA.

10.2 The International Board of ELSA shall:

- a. Improve the legal situation regarding the allowances;
- b. Investigate the possibility to raise the allowances of the International Board of ELSA to match with the actual living cost of Brussels;
- c. Investigate the possibility of changing the status of the board from volunteers to employees;
- d. Help the new members of the International Board of ELSA by providing them with a template for the Erasmus+ Mobility Grant.

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**Article 11. Auditing**

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11.1 A consistent auditing system shall be set up.

11.2 Auditors of ELSA shall:

- a. Provide transition to the Auditors of ELSA.

11.3 The International Board of ELSA:

- a. Investigate the possibility of having a professional external audit in the complement of the internal audit;
- b. Define the boundaries between the role of the Auditors of ELSA and the role of the Advisory Body;
- c. Create a clear guideline for the Auditors of ELSA to follow.

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**Article 12. The John H. Jackson Moot Court Competition**

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12.1 The John H. Jackson Moot Court Competition shall be made self-sustaining and its reserve shall be reconstructed.

12.2 The International Board of ELSA shall:

- a. Improve the transparency towards the International Council by presenting each year a report on the financial state of the competition;
- b. Capitalise 5% of the competition income each year to the reserve;
- c. Set clear conditions for use of the reserve;
- d. Maintain a constant level of donations for the rounds in development;

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**CHAPTER 11. THE FINANCIAL STRATEGY OF ELSA 2019-2022**

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- e. Cover the allowances of the Vice President in charge of ELSA Moot Court Competitions of the International Board of ELSA from the competition budget.

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**Article 13. The European Human Rights Moot Court Competition**

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13.1 The standards of the competition shall be increased while maintaining its financial stability.

13.2 The International Board of ELSA shall:

- a. Improve the transparency towards the International Council by presenting each year a report on the financial state of the competition;
- b. Capitalise 5 % of the competition income each year to the reserve;
- c. Set clear conditions of use of the reserve;
- d. Introduce a registration fee in order to raise the quality standards of the competition;
- e. Cover the allowances of the Vice President in charge of Academic Activities of the International Board of ELSA from the competition budget.

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**Article 14. Synergy**

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14.1 Synergy shall be made self-sustaining.

14.2 The International Board of ELSA shall:

- a. Increase the advertisement revenue from the Synergy;
- b. Research printing options to find the best quality/price balance.

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**Article 15. ELSA Law Schools**

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15.1 The quality of ELSA Law Schools and the communication surrounding the project shall be increased.

15.2 The International Board of ELSA shall:

- a. Invest in marketing of the project;
- b. Take steps to improve the IT aspect of the project;
- c. Organise a training weekend every year;
- d. Cover the allowances of the Vice President in charge of Seminars and Conferences of the International Board of ELSA from the project budget.

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**Article 16. Student Trainee Exchange Programme**

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16.1 The financial state of Student Trainee Exchange Programme shall be improved.

16.2 The International Board of ELSA shall:

- a. Find new partnerships or methods to make the project financially sustainable;
- b. Investigate grant possibilities for the project.

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**Article 17. Fundraising Execution**

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**CHAPTER 11. THE FINANCIAL STRATEGY OF ELSA 2019-2022**

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17.1 The General Partnership income shall be increased by 10% per year.

17.2 The Membership Fee income shall be reduced between 0 to 20% of the general income.

17.3 Advertising income and income from publications shall be between 15 to 20% of the general income.

17.4 Income from Operating/Structural Grants shall be elevated between 40 to 60% of the general income.

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**Article 18. Expenditure Executions**

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18.1 Expenses for the ELSA House shall be maintained at 20 to 35% of the general expenses.

18.2 The remunerations of the International Board of ELSA shall be maintained at 15 to 25% of the general expenses.

18.3 The travel expenses of the International Board of ELSA shall be maintained at 10 to 20% of the general expenses.

CHAPTER 1. DEFINITION

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**PART 5. MARKETING (MKT)****CHAPTER 1. DEFINITION****Article 1. General**

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1.1 Marketing is the Supporting Area of ELSA which aims to raise awareness of ELSA in the society. It provides marketing materials and strategies for the realisation of the activities and projects of all areas of ELSA in cooperation with the respective Officers. Marketing builds relationships with different target groups and ensures ELSA is presented to them according to their needs.

**CHAPTER 2. RESPONSIBILITIES****Article 1. General**

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1.1 ELSA International shall:

- a. Ensure the legal protection of the ELSA brand, in particular its name and logo, and the protection of the positive image of the association;
- b. Ensure that the uniformity rules are known to and implemented by National Groups;
- c. Update the ELSA Brandbook;
- d. Create and implement the promotion strategy for projects organised by ELSA International;
- e. Provide templates and project marketing kits for National and Local Groups.

1.2 National Groups shall:

- a. Ensure the protection of the ELSA brand and the positive image of the association on National and Local levels;
- b. Promote projects organised by ELSA International following the provided guidance;
- c. Share templates and project marketing kits provided by ELSA International to Local Groups.

## CHAPTER 3. UNIFORMITY

### Article 1. ELSA Logo



1.1 The ELSA logo consists of two parts: the design and the subtitle. Only when the design and the subtitle appear together in the correct proportions and colours may it be called the ELSA logo.

1.2 The ELSA logo and the variations thereof may be featured without the subtitle only when the logo is relatively small and it is not used in combination with any other subtitle or name.

- a. Relatively small shall mean that the width of the design is 30 mm or less if the material production technology makes it impossible to use the logo with the subtitle and/or name.
- b. The exception in point 1.2 does not apply for business cards, letterheads, envelopes, and digital publishing including webpages and social media

1.3 The dimensions of the logo may be altered without altering its proportions to the extent that the subtitle would still be easily legible.

1.4 The subtitle shall be written in the font *EB Garamond* and be perfectly centred under the design with a spacing equivalent to the width of the letter “L” in the design; hereby referred to as *X*. The colour of the subtitle shall be the same as the colour of the logo and it shall appear in English.

- a. If there is an obligation deriving from national legislation to have the subtitle in a national language, this shall have secondary importance to the ELSA logo described in point 1.1.
- b. The non-English subtitle shall be perfectly centred above the design with the same spacing, font, size and colour as the English subtitle.



## CHAPTER 3. UNIFORMITY

1.5 National and Local Groups shall use the ELSA logo in combination with the name of their respective Group.

1.6 The name of National Groups shall be written in English.

1.7 The name of the National or Local Group shall be:

- a. Written in the font *EB Garamond*;
- b. Written in capital letters and in the same type, size and colour as the subtitle;
- c. Perfectly centred under the subtitle with a fixed spacing of X, as mentioned under 1.4.



1.8 The ELSA logo shall be used only by ELSA International. ELSA International may authorise others to use the ELSA logo.

1.9 The written version of the abbreviated subtitle is: ELSA. When used with the name of a National or Local Group, it shall be written as following:

- a. ELSA Italy
- b. ELSA Prague / ELSA Praha

1.10 The ELSA logo and the variations thereof shall be featured in the following colours:

- a. ELSA blue: CMYK: 100 85 0 0, RGB: 10 48 135, HEX: #0A3087
- b. Black: CMYK: 0 0 0 100, RGB: 0 0 0, HEX: #000000
- c. White: CMYK: 0 0 0 0, RGB: 255 255 255, HEX: #FFFFFF

1.11 No extra effects, animations or ornamentations may be added to the logo unless the logo is used in a dynamic setting such as videos, gifs, or moving pictures provided that the logo is used in its right form at least for one second.

1.12 The ELSA logo and the variations thereof shall be surrounded by a clear space the size of which shall be determined by the cap height of the letter “e” in the design and shall be respected for all directions. There shall be no other logos, inscriptions or graphical elements infringing the clear space.

## CHAPTER 3. UNIFORMITY



1.13 The ELSA logo and the relevant variations thereof, following the uniformity rules of ELSA, shall be featured on all Marketing with the exclusion of live broadcasting and instant photos shared on social media stories.

1.14 The logo shall not be used in a way that would damage the positive image of ELSA or in any other way that would harm the reputation of the association, and the logo shall not be used in a way which could come in conflict with ELSA's non-political status of the association.

## Article 2. Social Media

2.1 National Groups shall ensure the uniformity of the ELSA brand on social media profiles of the National Group and its and Local Groups as well as their projects.

2.2 The name of the National or Local Group's social media profile shall feature the abbreviation "ELSA" and the name of the National or Local Group.

2.3 The name of a project's social media profile shall feature the full or abbreviated name of the project.

- a. The name for social media profiles for ELSA Law Schools shall follow following format:
  - i. SELS Izmir on International Law

2.4 National or Local Group's social media profile shall feature a profile picture containing only the ELSA logo in combination with the name of the respective National or Local Group. The logo

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**CHAPTER 4. SYNERGY**

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on the profile picture may only be used in ELSA Blue on white background or in white on ELSA Blue background.

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**Article 3. Promotion**

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3.1. ELSA International shall:

- a. Coordinate, manage and supervise the promotion and branding strategies of the Flagship Projects;
- b. Set timelines for the Flagship Projects' promotion and notify National Groups shortly thereof at the beginning of the term;
- c. Send out a marketing kit for the Flagship Projects including a social media template and usage guidelines;
- d. Respond to requests for the use of the Flagship Projects' brand identity elements outside the promotion strategy in a timely manner and state a concrete reason for the refusal if the refusal if the requests is not approved.

3.2. National Groups shall seek the approval of the Vice President in charge of Marketing of ELSA by submitting a written request with example materials together with a brief explanation about the use when they wish to use Flagship Projects' brand identity elements outside the promotion strategy, including in similar projects.

## **CHAPTER 4. SYNERGY**

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**1. General**

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1.1 Synergy is ELSA members' magazine that covers activities of ELSA across National and Local Groups as well as external co-operations of ELSA International.

1.2 Synergy shall be published, printed and distributed as a hardcopy twice a year. The first annual edition shall be published and distributed the earliest in November and the latest in December. The second annual edition shall be published and distributed the earliest in April and the latest in May.

1.3 The Vice President in charge of Marketing of the International Board of ELSA is the editor-in-chief of Synergy.

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**2. Distribution**

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2.1 The International Board of ELSA shall distribute copies of Synergy to National and Local Groups.

2.2 The International Board of ELSA and National Groups shall keep the distribution costs at a minimum.

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**CHAPTER 4. SYNERGY**

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2.3 National Groups shall ensure that the Local Group Report is up-to-date with the delivery addresses of both their National and Local Groups. Failing to do so, National Groups and their Local Groups shall not be entitled to receive the copies of Synergy.

2.4 National Groups shall bear the estimated reimbursement costs for the undelivered packages of Synergy in case the shipping company is unable to deliver the package to the delivery address as specified in the Local Group Report due to a mistake attributable to the National Group or its Local Groups.

2.5 National and Local Groups may request between five and 20 copies of Synergy by submitting the Local Group Report in which they may also request for additional copies. Failing to do so, the International Board of ELSA shall send five copies to the National and/or Local Group.

2.6 The International Board of ELSA shall only distribute Synergy to National Groups that have settled their financial obligations towards ELSA by the International Council Meeting preceding the printing of Synergy.

2.7 National Groups shall cover the printing and distribution costs of additional copies of Synergy requested by the National Group or its Local Groups.

## **PART 6. ACADEMIC ACTIVITIES (AA) AND MOOT COURT COMPETITIONS (MCC)**

### **CHAPTER 1. DEFINITIONS**

#### **Article 1. General**

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1.1 Academic Activities is the Key Area of ELSA that aims to contribute to the legal education of law students and young lawyers through interactive practical activities by means of critical dialogue and academic cooperation. It prepares them for professional life and gives them an understanding of different legal systems.

1.2 An Academic Activities project is a project where participants acquire legal skills by means of practical and (inter)active learning through academic competitions, legal research groups, law reviews, lawyers at work events, or any other activity falling under the scope of Article 1.1.

### **CHAPTER 2. RESPONSIBILITIES**

#### **Article 1. Responsibilities**

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1.1 The Vice President in charge of Moot Court Competitions of the International Board of ELSA shall be the overall responsible person for the coordination of the John H. Jackson Moot Court Competition and supporting the Officers responsible for moot court competitions in their respective National Groups.

1.2 The Vice President in charge of Academic Activities of the International Board of ELSA shall be in charge of all other Academic Activities projects, including the European Human Rights Moot Court Competition.

1.3 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the area of Academic Activities, annually revise them, and, if necessary, update them;
- b. Annually evaluate the Flagship Projects of ELSA falling under the area of Academic Activities and share the outcome with National Groups.

1.4 National Groups shall:

- a. Support and promote the Academic Activities projects organised by ELSA International.



## CHAPTER 3. ACADEMIC COMPETITIONS

### Article 1. Academic Competitions

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1.1 An Academic Competition is an event in which law students and/or young lawyers compete against each other with the aim of preparing the participants for the specialised forms of skills, experience and knowledge that are required within the legal profession.

1.2 The Academic Competition shall have a relevant legal topic, a recognised panel of judges and a comprehensive set of rules.

1.3 In the assessment of the participants, the panel shall take into consideration factors such as clarity, conciseness, persuasiveness and critical thinking.

### Article 2. ELSA Negotiation Competition

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2.1 The ELSA Negotiation Competition is a Flagship Project of ELSA. It simulates a negotiation process between different parties, conducted by teams consisting of two students representing a party in the negotiation.

2.2 The competition consists of a minimum of two rounds: The National Rounds and the European Final Round. National and Local Groups may organise local qualification rounds.

2.3 The simulations shall be observed and evaluated by a panel of no less than three judges who shall be recognised in the relevant field of law and shall include at least one legal practitioner. The panel shall provide participants feedback to advance their negotiation skills.

2.4 The simulations in National Rounds shall be held in English.

2.5 Participating teams must be provided one or more educational courses on negotiation skills and/or legal English lasting a total of no less than three hours. The course(s) may be provided as a webinar.

2.6 The International Board of ELSA may allow organisers of National Rounds to deviate from regulations concerning the ELSA Negotiation Competition upon presentation of an individual case.

2.7 ELSA International shall:

- a. Coordinate and control the quality of the ELSA Negotiation Competitions organised by National Groups;
- b. Collect and compile the information submitted by National Groups on the ELSA Negotiation Competition website and publish that information at least one week before the date indicated in the Specification Form as the beginning of the application period for the National Round;
- c. Provide support to organisers of the ELSA Negotiation Competition;
- d. Provide joint promotion of the ELSA Negotiation Competition;
- e. Create, annually revise and update tools facilitating the organisational process of the ELSA Negotiation Competition;
- f. Organise the European Final Round of the ELSA Negotiation Competition;

CHAPTER 4. LEGAL WRITING

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- g. Publish the date and venue of the European Final Round no later than the opening of the first International Council Meeting of the term the year prior to the European Final Round;
- h. Publish the final report of the ELSA Negotiation Competition no later than one month after the last day of the European Final Round. The final report must include a description of the competition, an overview of participating teams, judges, scores and concluding remarks.

2.8 National Groups shall:

- a. Submit the ELSA Negotiation Competition Specification Form at least three months before the starting date of the respective ELSA Negotiation Competition;
- b. Organise, if applicable, a National Round of the ELSA Negotiation Competition to select teams for the European Final Round;
- c. Submit, if applicable, their teams(s) for the European Final Round no later than two months prior to the first day of the European Final Round;
- d. Promote the ELSA Negotiation Competition as a priority before other negotiation competitions outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group.

2.9 The regulation pertaining to the European Final Round will be enforced starting from the 1<sup>st</sup> of August 2021.

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**Article 3. ELSA Legal Debates**

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3.1 An ELSA Legal Debate is an oral advocacy competition, conducted by two teams consisting of two to four law students and/or young lawyers representing either side of a motion.

3.2 The debate shall be observed and evaluated by a panel of no less than two judges who shall be recognised in the relevant field of law. The panel shall provide the participants feedback to advance their debating skills.

3.3 The debate shall be moderated by a chairperson who shall be independent from the teams.

## CHAPTER 4. LEGAL WRITING

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**Article 1. Legal Research Groups**

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1.1 A Legal Research Group is a group of law students and/or young lawyers carrying out research on a specified topic of law with the aim to make their conclusions publicly accessible.

1.2 Legal Research Groups may be:

- a. Unilateral: Conducted by one National or Local Group;
- b. Bilateral: Conducted as a cooperation between two National or Local Groups;
- c. Multilateral: Conducted as cooperation between three or more National or Local Groups; or
- d. International: Conducted by ELSA International in cooperation with an academic partner.

CHAPTER 4. LEGAL WRITING

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1.3 The Legal Research Group shall have:

- a. An Academic Framework encompassing one main question divided into several subsequent questions;
- b. A timeline setting out the deadlines for participants, organisers and externals; and
- c. A Style Guide for formatting and referencing in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA).

1.4 In the organising team of the Legal Research Group, there shall be at least:

- a. A project coordinator being either the Vice President in charge of Academic Activities of the organising National or Local Group(s) or the Human Resources Coordinator of the Legal Research Group;
- b. An Academic Board (member), including legal practitioners and/or legal academics, responsible for the Academic Framework, quality of research and outcome, as well as the reputability of the project; and
- c. One or more editors for linguistics, formatting and/or referencing, to ensure consistency.

1.5 The Legal Research Group shall make its conclusions publicly accessible in the form of a final report.

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**Article 2. International Legal Research Group**

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2.1 General

- a. The International Legal Research Group is a Flagship Project of ELSA annually organised and coordinated by ELSA International.
- b. Once the National Coordinator and/or their National Research Team has been appointed, they shall not be replaced or removed without the explicit approval of the Vice President in charge of Academic Activities of the International Board of ELSA.

2.2 ELSA International shall:

- a. During the preparation period for the International Legal Research Group:
  - i. Establish an Academic Board for each new International Legal Research Group;
  - ii. Develop the Academic Framework, timeline and Style Guide in collaboration with the Academic Board;
- b. During the period for the National Coordinator applications:
  - i. Coordinate the participation of National Groups in the International Legal Research Group through the appointment, instruction and management of National Coordinators;
  - ii. Open a call for such National Coordinators prior to the launch of the International Legal Research Group;
  - iii. Send the applications for the position of National Coordinator to the relevant National Groups for recommendations within five days after the call has been closed;
  - iv. Inform the applicants for the position of National Coordinator about the outcome of their application within 15 days after the call has been closed;
- c. During the period for the National Research Team applications:

CHAPTER 4. LEGAL WRITING

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- i. Open a call for the remaining positions in the National Research Teams after the appointment of the National Coordinators;
  - ii. Send the applications for the National Research Teams to the relevant National Groups and National Coordinator within five days after the call has been closed;
- d. During the period for the research and publication:
- i. Inform the National Research Teams of the progress of the International Legal Research Group throughout the research period and the publication period;
  - ii. Make the research publicly available within a reasonable amount of time following the completion of the research;
  - iii. Ensure the editorial standard of the Final Report by cooperating with an external publisher.

## 2.3 National Groups shall:

- a. During the period for the National Coordinators applications:
  - i. Promote the call for National Coordinators within their National Group;
  - ii. Recommend justifiably to ELSA International whether to accept or reject an application for National Coordinator within 10 days after the call has been closed;
  - iii. Provide the appointed National Coordinator with the tools and contacts they need to fulfil their tasks and access to the external contacts of the National Group;
- b. During the period for the National Research Team applications:
  - i. Promote the call for the positions within the National Research Team within their National Group;
  - ii. Recommend justifiably to the National Coordinator whether to accept or reject an application for the National Research Team within 10 days after the call has been closed.

## 2.4 National Coordinators shall:

- a. During the period for the National Research Team applications:
  - i. Promote the call for positions in the National Research Team within their National Group;
  - ii. Consider the recommendation of the National Group in the selection of the National Research Team;
  - iii. Inform the applicants to the positions on the National Research Team within 15 days after the call has been closed, but no earlier than 10 days after the call has been closed;
- b. During the period for research and publication:
  - i. Ensure that the National Research Team complies with the timeline, Framework and Guidelines as set out by ELSA International;
  - ii. Ensure the academic and editorial standard of their report.

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**Article 3. Law Review**

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3.1 A Law Review is a legal publication consisting of contributions from students, practitioners and/or academics.

3.2. The Law Review shall have a comprehensive editorial policy and a set of submission requirements.

3.3 The Law Review shall have an Editorial Board responsible for the selection of submissions of the highest academic standard.

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**Article 4. ELSA Law Review**

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4.1 The ELSA Law Review is a Flagship Project of ELSA and constitutes the Law Review of ELSA. It shall publish original peer-reviewed submissions, the publication of which shall further the vision, purpose and means of ELSA.

4.2 The ELSA Law Review shall be managed by the Editorial Board. The Editorial Board shall consist of the Vice President in charge of Academic Activities of the International Board of ELSA and a minimum of three other members. The Editorial Board shall create and annually update the Authors' Guidelines.

4.3 The ELSA Law Review shall be peer-reviewed by the Academic Board for the purpose of ensuring its academic quality and credibility. The Academic Board shall be appointed by the International Board of ELSA and consist of individuals with the requisite expertise to conduct a credible, high quality peer-review.

4.4 The ELSA Law Review shall be revised and published by a professional publisher, to ensure a high-quality standard.

4.5 The primary topic of the ELSA Law Review shall be human rights law. Each issue of the ELSA Law Review may have additional topics selected by the Editorial Board.

4.6 The submissions published shall meet the following requirements:

- a. The submissions shall be in British English;
- b. The submissions shall be the original work of the authors submitting them for publication;
- c. The submissions shall comply with the ELSA Law Review Plagiarism Policy;
- d. The submissions shall be referenced in accordance with the Oxford University Standard for the Citation of Legal Authorities (OSCOLA);
- e. The submissions shall not have been published elsewhere;
- f. The submissions shall include a short abstract, consisting of a maximum 10% of the length of the submission, as well as an author's biography not exceeding 100 words;
- g. The submission shall be submitted as a file readable by Microsoft Word;
- h. The submission shall comply with the Authors' Guidelines in force at the time of publication;
- i. Articles submitted shall be between 2,500 and 7,500 words including footnotes and appendices;
- j. Case notes submitted shall be between 1,000 and 4,000 words including footnotes and appendices; and
- k. Letters to the editor shall be between 1,000 and 2,000 words including footnotes and appendices.

CHAPTER 5. PROFESSIONAL DEVELOPMENT

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- 4.7 The ELSA Law Review shall be published in accordance with the Publication Cycle:
- a. A volume of the ELSA Law Review shall span the calendar year and shall consist of two issues.
  - b. The call for submissions for the first issue shall open at the first International Council Meeting of the term of the year preceding its publication.
  - c. The call for submissions for the second issue shall open at the second International Council Meeting of the term of the year of its publication.

**Article 5. Essay Competitions**

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5.1 An Essay Competition is a project in which law students and/or young lawyers compete by submitting essays on a specified topic.

5.2 The Essay Competition shall have a relevant legal topic in accordance with the scope of the association, a recognised jury and a comprehensive set of rules.

5.3 An essay shall be understood as a piece of legal writing on a certain topic of law answering one or more questions set out by the organiser and/or academic partner.

5.4 The submitted essays shall be evaluated by a jury including legal practitioners and/or legal academics. In the evaluation, the jury shall be guided by factors such as clarity, conciseness, and persuasiveness.

**CHAPTER 5. PROFESSIONAL DEVELOPMENT**

**Article 1. Lawyers at Work Events**

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1.1 A Lawyers at Work Event (L@W Event) is an event that provides an insight into legal professions through presenting law students and/or young lawyers career information from those working in various professions which are open to law graduates.

1.2 A Lawyers at Work Event shall involve interactive learning opportunities such as case solving, legal courses, job interviews or CV training.

**CHAPTER 6. MOOT COURT COMPETITIONS**

**Article 1. General**

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1.1 A Moot Court Competition is a simulated hearing and court proceeding in a certain area of law that aims at bridging the gap between theory and practice.

1.2 Representing the two opposing parties, students argue a fictitious case written by an expert in the area in front of a qualified Bench or Panel.

**Article 2. The John H. Jackson Moot Court Competition (JHJMCC)**

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2.1 The John H. Jackson Moot Court Competition is a Flagship Project of ELSA which simulates hearings of the Dispute Settlement Body of the World Trade Organization. It is open to teams from all around the world.

2.2 The competition consists of three rounds: The Written Round, the Regional Rounds and the Final Oral Round. National Groups may organise National Practice Rounds.

**Article 3. The European Human Rights Moot Court Competition (EHRMCC)**

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3.1 The European Human Rights Moot Court Competition is a Flagship Project of ELSA. It simulates hearings of the European Court of Human Rights. It is open to teams from European States in which there is a National Group present.

3.2 The competition consists of three rounds: The Written Round, the Regional Rounds and the Final Oral Round. National Groups may organise National Practice Rounds.

**Article 4. Regional Rounds**

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4.1 ELSA International shall open the call for Regional Round Organisers for the European Human Rights Moot Court Competition and European Regional Round Organisers for the John H. Jackson Moot Court Competition before the closing of the second International Council Meeting of the term.

4.2 ELSA International shall provide a hosting agreement with terms to be agreed upon and templates for applications for Regional Round Organisers, the latter containing: motivation letter, draft agenda, draft budget and organisational timeline.

4.3 In appointing the Regional Round Organiser, ELSA International shall take the following criteria into account:

- a. The financial situation of the National or Local Group;
- b. The accessibility of the proposed locations;
- c. The support from the respective National Group (if applicant is a Local Group);
- d. The number of (international) events that could potentially affect the quality of the Regional Round, hosted by the National or Local Group;
- e. The experience of the National or Local Group with regards to organising international or large national events, as well as moot court competitions specifically.

4.4 ELSA International may ask for additional documentation (e.g. previous final accounts, annual budget) in order to assess the criteria mentioned under Article 4.3 of this Chapter.

4.5 ELSA International shall give each National or Local Group feedback regarding the assessment of the criteria mentioned under Article 4.3 of this Chapter.

4.6 If ELSA International is unsuccessful during the call set out under Article 4.1 of this Chapter, ELSA International may seek institutional partners to organise the Regional Round of the

European Human Rights Moot Court Competition and the European Regional Rounds of the John H. Jackson Moot Court Competition.

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**Article 5. Responsibilities**

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5.1 ELSA International shall:

- a. Organise the John H. Jackson Moot Court Competition and the European Human Rights Moot Court Competition;
- b. Publish the final reports of the John H. Jackson Moot Court Competition and European Human Rights Moot Court Competition no later than one month after the last day of the Final Oral Round of the respective Competition. The final report shall include a description of the competition, reportings from the Written Round, Regional Rounds and the Final Oral Round, including an overview of participating teams, judges/panellists and scores, and concluding remarks.

5.2 National Groups shall:

- a. Promote the Moot Court Competitions of ELSA International as a priority before other Moot Courts outside of ELSA by using the provided marketing materials on every appropriate platform available to the National Group.



CHAPTER 1. DEFINITIONS

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**PART 7. SEMINARS AND CONFERENCES (S&C)****CHAPTER 1. DEFINITIONS****Article 1. General**

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1.1 Seminars & Conferences is the Key Area of ELSA that aims to provide law students and young lawyers with learning experience, interaction with professionals and new social and cultural environments by means of passive learning, preparing them for future responsibilities as members of society.

1.2 A Seminars & Conferences event is an event where participants acquire knowledge by means of passive learning through a lecture, a panel discussion, a seminar, a conference, a law school, a Study Visit, an Institutional Visit, a delegation, a webinar or any other activity falling under the scope of the definition from Article 1.1 of this Chapter.

**CHAPTER 2. RESPONSIBILITIES****Article 1. Responsibilities**

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1.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the Seminars & Conferences area, annually revise them and, if necessary, update them;
- b. Annually evaluate the Flagship Projects of ELSA falling under the area of Seminars & Conferences and share the outcome with National Groups.

1.2 National Groups shall:

- a. Support and promote Seminars & Conferences events organised by ELSA International;
- b. Ensure that Local Groups submit requested information regarding Seminars & Conferences events to ELSA International;
- c. Ensure that in case a certificate or diploma is issued upon a Seminars & Conferences event by the Organising Committees of Seminars & Conferences events, it is signed by the speaker or the respective academic partner involved.

**CHAPTER 3. ELSA LAW SCHOOLS****Article 1. Definition**

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1.1 ELSA Law Schools is a Flagship Project of ELSA which is organised by the Organising Committee of one or more National or Local Groups and coordinated by ELSA International which fulfills the requirements regulated in this Chapter.

**Article 2. Requirements of ELSA Law Schools**

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**CHAPTER 3. ELSA LAW SCHOOLS**

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**2.1 ELSA Law Schools shall:**

- a. Aim to be annual;
- b. Be open for everyone and conducted in English;
- c. Last for at least seven days. The seven days are calculated excluding the day of arrival but including the day of departure;
- d. Comprise of an academic, cultural and social programme. The academic programme shall comprise of at least 20 hours of lectures followed by workshops or any other interactive activities, which deepen and emphasise different areas of the lecture. The minimum academic programme shall not include an obligatory extra time to revise the lectures and prepare for the next lessons. If the duration of the ELSA Law School exceeds seven days, the total academic programme shall be prolonged by four hours per each extra day;
- e. Be organised in a close co-operation of an academic or institutional partner who shall ensure the quality of the academic programme. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services, or otherwise associated professionals in a particular field of law;
- f. Comply with the Quality Standards of ELSA Law Schools regulated in Article 6 of this Chapter.

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**Article 3. ELSA Law School Cycle**

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3.1 ELSA Law School Cycle is specified in the ELSA Law Schools Cycle Calendar period, during which ELSA Law Schools are being organised and during which the specified deadlines are binding for the Organising Committees of ELSA Law Schools.

3.2 There shall be two ELSA Law School Cycles during one calendar year: the Winter ELSA Law Schools Cycle and the Summer ELSA Law Schools Cycle.

- a. To qualify into the Winter ELSA Law Schools Cycle, the ELSA Law School shall take place between the second week of December and the third week of March.
- b. To qualify into the Summer ELSA Law Schools Cycle, the ELSA Law School shall take place between the first week of July and the third week of September.

3.3 The ELSA Law Schools Cycle shall comprise of seven periods: specification, preparation, application, selection, additional application, additional selection, event, and evaluation.

3.4 The International Board of ELSA may waive ELSA Law Schools Cycle if there are less than five ELSA Law Schools specified for the respective ELSA Law Schools Cycle.

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**Article 4. Responsibilities**

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**4.1 ELSA International shall:**

- a. Coordinate and control the quality of ELSA Law Schools;
- b. During the specification period announce to National Groups the start of the respective ELSA Law Schools Cycle by sending the ELSA Law Schools Specification Form together with the respective ELSA Law Schools Cycle Calendar by:
  - i. The end of July for the Winter ELSA Law Schools Cycle; and
  - ii. The end of October for the Summer ELSA Law Schools Cycle;
- c. End the specification period by:

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**CHAPTER 3. ELSA LAW SCHOOLS**

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- i. August for the Winter ELSA Law Schools Cycle; and
  - ii. December for the Summer ELSA Law Schools Cycle;
- d. During the preparation period:
  - i. Provide support to the Organising Committees of ELSA Law Schools through a coaching system;
  - ii. Provide joint promotion of ELSA Law Schools;
  - iii. Provide the Organising Committees of ELSA Law Schools with the ELSA Law Schools Marketing Kit in due time specified in the ELSA Law Schools Cycle Calendar;
  - iv. Organise the ELSA Law Schools Training Weekend;
- e. During the application and the additional applications period, coordinate unified application process for all ELSA Law Schools and collect all the applications received;
- f. During the selection period, add ELSA Law Schools to the additional application period upon request submitted by the Organising Committee of an ELSA Law School;
- g. Send unified evaluation forms to the participants of all ELSA Law Schools by the end of each ELSA Law Schools Cycle, and evaluate them with the respective Organising Committees of ELSA Law Schools;
- h. Create, annually revise and, if necessary, update tools to facilitate the organisation of ELSA Law Schools.

**4.2 The Organising Committees of ELSA Law Schools shall:**

- a. During the specification period, submit the ELSA Law Schools Specification Form;
- b. Provide all information required by ELSA International without undue delay;
- c. Pay the ELSA Law Schools Administrative Fee in due time as specified in the ELSA Law Schools Cycle Calendar;
- d. During the evaluation period, submit an ELSA Law Schools Evaluation Form.

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**Article 5. ELSA Law Schools Training Weekend**

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5.1 The International Board of ELSA shall organise annually the ELSA Law Schools Training Weekend to train the Organising Committees of ELSA Law Schools.

5.2 Each Organising Committee of ELSA Law Schools has a right to appoint one representative to attend the ELSA Law Schools Training Weekend.

5.3 The cost of participation in the ELSA Law Schools Training Weekend for at least one representative from each Organising Committee of ELSA Law Schools shall be covered by the ELSA Law Schools Administrative Fee and it shall include the training, accommodation and meals.

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**Article 6. Quality Standards of ELSA Law Schools**

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6.1 General Quality Standards of ELSA Law Schools shall be the following:

- a. Participants of an ELSA Law School shall be provided with immediate action and necessary assistance in issues involving medical attention. There shall be at least one member of the Organising Committee of the ELSA Law School present at the hospital

CHAPTER 3. ELSA LAW SCHOOLS

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- or other medical institution should a participant unless otherwise requested by the participant;
- b. Participants of an ELSA Law School shall be provided with all the necessary information with regards to the whole programme of the ELSA Law School at least three weeks prior to the opening of the ELSA Law School including at least a detailed description of the accommodation, available equipment and facilities therein, and other information about logistics;
  - c. Participants of an ELSA Law School shall be provided with a participants' badge including at least the name of the participant, the address of the accommodation, the phone number of the Head of the Organising Committee of the ELSA Law School and the phone number of the emergency services in the country of the ELSA Law School;
  - d. Participants of an ELSA Law School shall be provided with a reception package upon their arrival at the ELSA Law School, including at least the programme of the ELSA Law School and information about the city.

6.2 Quality Standards of ELSA Law Schools relating to accommodation and meals served during an ELSA Law Schools shall be the following:

- a. Information about the accommodation shall be shared with the prospective participants of an ELSA Law School the latest with the opening of the application period;
- b. No more than six participants shall be accommodated in one room;
- c. Rooms shall be divided between the participants of an ELSA Law School based on their gender, unless they agreed otherwise;
- d. Only participants of an ELSA Law School shall be accommodated together in one room, unless they agreed otherwise;
- e. At least one showering facility and one toilet shall be at disposal of every six participants of an ELSA Law School;
- f. Rooms and bathrooms shall be cleaned at least once every two days;
- g. Free wireless internet connection shall be at the disposal of the participants of an ELSA Law School in the venue of the accommodation;
- h. Served meals shall be diverse and shall respect dietary restrictions, allergies and preferences of the participants of an ELSA Law School stated by them in the application form;
- i. Water shall be included in every meal served to the participants of an ELSA Law School.

6.3 Quality Standards of ELSA Law Schools relating to transportation used during an ELSA Law School shall be the following:

- a. Public transportation tickets for the participants of an ELSA Law School shall be purchased in advance, unless it is impossible due to external factors;
- b. Participants of an ELSA Law School shall be taken from the place of arrival or receive a detailed guidance on how to get to the place of destination including information about estimated transportation prices and possible discounts;
- c. A minimum of one member of the Organising Committee of the ELSA Law School shall be present when using public or private transport providing all the necessary assistance to the participants. This shall not apply to participants who are late to the provided transportation or those who have waived their right to the presence of a member of the Organising Committee of the ELSA Law School.

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**CHAPTER 3. ELSA LAW SCHOOLS**

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6.4 Quality Standards of ELSA Law Schools relating to academic programme of an ELSA Law School shall be the following:

- a. Preliminary academic programme of an ELSA Law School shall be published at the latest with the opening of the application period and a complete academic programme at the latest two months before the starting date of an ELSA Law School;
- b. Materials relevant for the academic programme shall be distributed to the participants of an ELSA Law School at least three weeks prior to the event;
- c. At least six speakers with various academic backgrounds shall be delivering the academic programme of an ELSA Law School;
- d. At least two speakers delivering the academic programme of an ELSA Law School shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country, where an ELSA Law School takes place;
- e. Free wireless internet access shall be at the disposal of the participants and speakers of the ELSA Law School in the venue of the academic programme;
- f. At least one member of the Organising Committee of the ELSA Law School shall be present during the academic programme in order to be at the disposal of the speakers and participants of the ELSA Law School;
- g. A certificate of participation shall be granted to participants of an ELSA Law School, however only to those participants, who attended at least 85% of the academic programme of an ELSA Law School. If this requirement is not fulfilled, the Organising Committee of the ELSA Law School may decide whether or not the absence of a participant of the ELSA Law School is justified;

6.5 Quality Standards of ELSA Law Schools relating to social and cultural programmes of an ELSA Law School shall be the following:

- a. The social programme shall be diverse, be provided each day of the official programme of an ELSA Law School, and aim at giving the participants of the ELSA Law School the opportunity to get to know each other as well as the culture of the country;
- b. The cultural programme shall include at least sightseeing;
- c. At least one member of the Organising Committee of an ELSA Law School per 10 participants shall be present at the official social and cultural programmes of an ELSA Law School, providing all necessary assistance to the participants of an ELSA Law School.

6.6 Quality Standards of ELSA Law Schools relating to promotion of an ELSA Law School shall be the following:

- a. All marketing materials used to promote an ELSA Law School shall be compliant with the ELSA Law Schools marketing kit;
- b. An ELSA Law Schools portfolio published on the ELSA Law Schools website shall include at least: a description of the event, information about the venue of the event, a preliminary academic and social programmes, and contact information of the Organising Committee of the ELSA Law School.

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**Article 7. Compliance and quality control of ELSA Law Schools**

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**CHAPTER 4. ELSA DELEGATIONS**

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7.1 ELSA International shall have the power to:

- a. Check the revenues and expenditures of an ELSA Law School;
- a. Check the qualification of the speakers of an ELSA Law School;
- b. Ask the Organising Committee of an ELSA Law School for information and clarifications.

7.2 In case of breach, the International Board of ELSA shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. Inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. Remove the respective ELSA Law School from the current ELSA Law Schools Cycle after delivering to the Organising Committee of an ELSA Law School involved three official notifications regarding its breach of regulations concerning ELSA Law Schools, giving the Organising Committee of an ELSA Law School appropriate time to solve the breach of regulations each time, in order to prevent it from using the “ELSA Law School” label;
- c. Accept an ELSA Law School into the ELSA Law Schools Cycle after the end of the specification period upon presentation of an individual case;
- d. Allow the Organising Committee of an ELSA Law School to deviate from the regulations concerning ELSA Law Schools upon presentation of an individual case and in case of allowing deviation from the quality standards of ELSA Law Schools in particular, to ask the Organising Committee of an ELSA Law School to notify applicants and participants about differing quality standards.

7.3 The Vice President in charge of Seminars and Conferences of the International Board of ELSA shall report in an area workshop during the International Council Meeting about the use of powers listed under Article 7.2 of this Chapter.

## **CHAPTER 4. ELSA DELEGATIONS**

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### **Article 1. Definition**

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1.1 ELSA Delegations is a Flagship Project of ELSA which aims to allow ELSA members and alumni to represent ELSA as ELSA Delegates appointed by the International Board of ELSA in meetings and sessions of organisations and institutions in which ELSA has a special Observership status or with which ELSA cooperates.

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### **Article 2. Responsibilities**

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2.1 ELSA International shall:

- a. Coordinate participation of ELSA Delegates in ELSA Delegations;
- b. Research events organised by international institutions and organisations and provide National Groups with relevant information;
- c. Prepare and announce to National Groups Calls for ELSA Delegations, consisting of clear descriptions and practical information about the sessions included in the Call, a general

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**CHAPTER 5. INTERNATIONAL CONFERENCES OF ELSA**

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task description of ELSA Delegates, and the selection criteria used by the International Board of ELSA when selecting ELSA Delegates;

- d. Inform National Groups about selection of its members or alumni prior to the starting date of a respective ELSA Delegation;
- e. Create, annually revise and, if necessary, update guidelines and other tools related to ELSA Delegations.

2.2 National Groups shall:

- a. Check the membership status of applicants for ELSA Delegations stating to be members of that National Group after receiving a notification about such applications from ELSA International. In case of lack of such membership, inform ELSA International about it;
- b. Distribute to Local Groups information about the Calls for ELSA Delegations as received by ELSA International.

## **CHAPTER 5. INTERNATIONAL CONFERENCES OF ELSA**

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### **Article 1. Definition**

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1.1 International Conferences of ELSA (ICE) is a Flagship Project of ELSA which is organised by Organising Committees of one or more National or Local Groups and coordinated by ELSA International, which fulfils the requirements regulated in this Chapter.

1.2 International Conferences of ELSA shall be defined by an international nature, a focus on the academic aspect of law, and the intention of having an audience largely comprised of international participants.

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### **Article 2. Requirements**

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2.1 International Conferences of ELSA shall:

- a. Be conducted in English;
- b. Last for at least two days calculated excluding the day of arrival but including the day of departure;
- c. Comprise of academic and social programmes. The academic programme shall be at least 10 hours. If the duration of the event exceeds two days, the total academic programme shall be prolonged by five hours per each extra day;
- d. Be organised in close co-operation of an academic or institutional partner that shall ensure the quality of the academic programme. The academic or institutional partner shall be a law faculty, public institution, law firm or any other legal entity which is entitled to provide education, professional legal services or otherwise associated professionals in a particular field of law;
- e. Comply with the Quality Standards of International Conferences of ELSA as specified under Article 4 of this Chapter.

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### **Article 3. Responsibilities**

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3.1 ELSA International shall:

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**CHAPTER 5. INTERNATIONAL CONFERENCES OF ELSA**

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- a. Coordinate and control the quality of International Conferences of ELSA;
- b. Collect and compile the information submitted by Organising Committees of International Conferences of ELSA on the International Conferences of ELSA website, and publish them therein at least one week before the date indicated in the relevant Event Specification Form as the beginning of the application period for the relevant event;
- c. Provide support to the Organising Committees of International Conferences of ELSA through a coaching system;
- d. Provide joint promotion of International Conferences of ELSA;
- e. Create, annually revise and, if necessary, update tools facilitating the organisational process of International Conferences of ELSA.

**3.2 Organising Committees of International Conferences of ELSA shall:**

- a. Submit the International Conferences of ELSA Specification Form at least three months before the starting date of the respective International Conference of ELSA;
- b. Provide all information necessary for the purpose of creating the portfolio of the respective International Conference of ELSA on the International Conferences of ELSA website at least one month before the date indicated in the relevant Event Specification Form as the beginning of the application period for the respective event;
- c. Submit International Conferences of ELSA Evaluation Form no later than one month after the last date of the respective International Conference of ELSA.

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**Article 4. Quality Standards**

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**4.1 General Quality Standards of International Conferences of ELSA shall be the following:**

- a. Participants of an International Conference of ELSA shall be provided with a participants' badge including at least the name of the participant, the venue of the event, and the phone number of the Head of Organising Committee of the International Conference of ELSA;
- b. Participants of an International Conference of ELSA shall be provided with a welcome package including at least the programme of the International Conference of ELSA.

**4.2 Quality Standards of International Conferences of ELSA relating to the academic programme of an International Conference of ELSA shall be the following:**

- a. The preliminary academic programme of an International Conference of ELSA shall be published at the latest with the opening of the application period and a complete academic programme at the latest one month before the start date of the International Conference of ELSA;
- b. Materials relevant for the academic programme shall be distributed to the participants an International Conference of ELSA at least two weeks prior to the starting date of the International Conference of ELSA;
- c. At least six speakers with various academic backgrounds shall be delivering the academic programme of an International Conference of ELSA;
- d. At least one-third of speakers delivering the academic programme of an International Conference of ELSA shall be international, wherein international means either being based or having an academic or professional experience in a different country than the country where an International Conference of ELSA takes place;
- e. Free wireless internet access shall be at the disposal of the participants and speakers of an International Conference of ELSA at the venue of the academic programme;



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**CHAPTER 5. INTERNATIONAL CONFERENCES OF ELSA**

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- f. At least two members of the Organising Committee of an International Conference of ELSA shall be present during the academic programme and be at the disposal of the speakers and participants of the International Conference of ELSA;
- g. Certificate of participation shall be granted to the participants of an International Conference of ELSA who have attended the entire academic programme of the International Conference of ELSA.

4.3 Quality Standards of ELSA Law Schools relating to social programme of an International Conference of ELSA shall be the following:

- a. The social programme shall be provided each day of the official programme of an International Conference of ELSA with the aim of facilitating networking;
- b. In the case of the organisation of a gala ball, there is no obligation imposed on the Organising Committee of an International Conference of ELSA to organise an additional social programme for those participants, who are not attending the gala ball.
- c. In the case of the organisation of a gala ball, the food and drinks shall respect the dietary restrictions and allergies of the participants of an International Conference of ELSA and shall correspond to the price of the gala ball.
- d. At least one member of the Organising Committee of an International Conference of ELSA shall be present during the official social programme, providing all necessary assistance to the participants of the International Conference of ELSA.

4.4 Quality Standards of International Conferences of ELSA relating to meals served during an International Conferences of ELSA shall be the following:

- a. Served meals shall respect dietary restrictions, allergies and preferences stated by the participants of an International Conference of ELSA in the application form;
- b. Lunch shall be provided for every day of the official programme of the International Conference of ELSA, excluding either the day of arrival or the day of departure;
- c. Coffee break shall be provided during each day of the academic programme of an International Conference of ELSA and shall include at least water, coffee, tea and snacks;
- d. Water shall be distributed to the speakers of an International Conference of ELSA.

4.5 Quality Standards of International Conferences of ELSA relating to the promotion of an International Conference of ELSA shall be the following:

- a. All marketing materials used to promote an International Conference of ELSA shall be compliant with the International Conferences of ELSA marketing kit created and made available to the Organising Committees of International Conferences of ELSA by ELSA International;
- b. An International Conference of ELSA portfolio published on the International Conferences of ELSA website shall include at least a description of the event, information about the venue of the event, a preliminary academic and social programme, the link to the relevant application form, and contact information of the Organising Committee of an International Conference of ELSA.

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**Article 5. Compliance and quality control**

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5.1 ELSA International shall have the power to:

- a. Check the revenues and expenditures of an International Conference of ELSA;
- b. Check the qualification of the speakers of an International Conference of ELSA;

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**CHAPTER 6. OTHER SEMINARS AND CONFERNCES EVENTS**

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- c. Ask the Organising Committee of an International Conference of ELSA for information and clarifications.

5.2 In case of breach, the International Board of ELSA shall try to solve the issue by means of dialogue. Should this dialogue be unsuccessful, the International Board of ELSA may:

- a. Inform the respective National Group about the attitude of the Organising Committee in order for it to take the appropriate internal measures;
- b. Remove the respective International Conference of ELSA from the International Conferences of ELSA website, after delivering to the Organising Committee involved three official notifications regarding its breach of regulations concerning International Conferences of ELSA, giving the Organising Committee appropriate time to solve the breach of regulations each time, in order to prevent it from using the “International Conferences of ELSA” label;
- c. Allow an Organising Committee to use the “International Conferences of ELSA” label irrespective of neglecting the obligation to specify the event in due time, upon presentation of an individual case;
- d. Allow the Organising Committee to deviate from the regulations concerning International Conferences of ELSA upon presentation of an individual case and in case of allowing deviation from the quality standards of International Conferences of ELSA in particular, to ask the Organising Committee to notify applicants and participants about differing quality standards.

7.3 The Vice President in charge of Seminars and Conferences of the International Board of ELSA shall report in an area workshop during the International Council Meeting about the use of powers listed under Article 5.2 of this Chapter.

## **CHAPTER 6. OTHER SEMINARS AND CONFERNCES EVENTS**

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### **Article 1. Lectures**

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1.1 A lecture is a discourse within a certain area of law given by a speaker with a professional or academic background. The topic is discussed in a plenary.

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### **Article 2. Panel discussions**

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2.1 A panel discussion is an event where two or more experts discuss issues of a specific legal topic in front of an audience.

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### **Article 3. Seminars**

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3.1 A seminar is an event, which consists of several lectures about a legal topic or field of law. The topic is discussed in a plenary.

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### **Article 4. Conferences**

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**CHAPTER 6. OTHER SEMINARS AND CONFERNCES EVENTS**

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4.1 A conference is an event that entails more individual participation and academic contribution than a seminar. The topic(s) shall be discussed in workshops to be reported to a plenary.

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**Article 5. Webinars**

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5.1 A webinar is any event, which is broadcasted by means of an electronic communications network.

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**Article 6. Study Visits**

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6.1 A Study Visit is an event organised by one Local or National Group and at least one other Local or National Group of ELSA or the partner associations of ELSA aiming for an academic, social and cultural exchange through means of sharing cultural experiences and exchange of legal knowledge.

6.2 Study Visits may be unilateral, bilateral and multilateral.

- a. A unilateral Study Visit is a Study Visit during which one participating group visits another participating group;
- b. A bilateral Study Visits is a Study Visit during which two participating groups visit each other in turn;
- c. A multilateral Study Visit is a Study Visit during which several participating groups visit one participating group.

6.3 Study Visits shall involve at least five participants per participating group.

6.4 Study Visits shall comprise of an academic, social and cultural programme. The academic programme shall have an average duration of a minimum of three hours per day.

6.4 Responsibilities of the participating groups shall be defined in the Study Visit Agreement, which shall be signed by the participating groups and sent to the Vice President in charge of Seminars and Conferences of the International Board of ELSA prior to the start date of the Study Visit.

6.5 Unless agreed otherwise in the Study Visit Agreement, the receiving group shall be responsible for organising academic, social and cultural programmes of the event, providing accommodation and meals, and providing all information necessary, in particular in relation to visa arrangements.

6.6 Unless agreed otherwise in the Study Visit Agreement, the visiting group shall pay the deposit or the accommodation fee and any other necessary fees in advance to the receiving group, be an active part of the Study Visit, especially during the academic programme, collaborate in everything required by the receiving group, and be responsible for its own insurance.

6.7 The receiving group may request a deposit from the visiting group(s). The deposit and its use shall be agreed by the participating groups prior to the starting date of the Study Visit. If damage occurs and the Study Visit Agreement is not concluded, the deposit may not be fully refunded in the event of:

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**CHAPTER 6. OTHER SEMINARS AND CONFERENCES EVENTS**

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- a. Withdrawal of the Study Visit if the receiving group already has a proven financial loss, the receiving group shall determine the latest date to cancel the Study Visit without forfeiting the deposit;
- b. Damage incurred during the Study Visit, for example, financial loss incurred as a result of material damage.

6.8 ELSA International shall collect and compile information about Local Groups submitted by National Groups for the Study Visits Portal and make the Study Visit Portal available to National and Local Groups via an online platform. The Study Visits Portal shall contain at least a short description of the history and location of a Local Group, information about the surroundings and climate, preferred periods for a Study Visit, and contact information of the Local Group.

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**Article 7. Institutional Visits**

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7.1 An Institutional Visit is an event aiming to give the participants a chance to visit and learn more about governmental or non-governmental organisations, public administrations, private institutions, universities or other higher education institutions. The main purpose of the event is the visit itself.

7.2 Institutional Visits can be national and international.

- a. A national Institutional Visits is a visit to governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in the country of the receiving group.
- b. An international Institutional Visits are visits to the headquarters of international governmental or non-governmental organisations, public administrations, private institutions, universities, other higher education institutions or local branches of international institutions situated in a foreign country.

## PART 8. STUDENT TRAINEE EXCHANGE PROGRAMME (STEP)

### CHAPTER 1. DEFINITIONS

#### Article 1. General

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1.1 The Student Trainee Exchange Programme (STEP) is a Key Area and a Flagship Project of ELSA that provides legal work opportunities to law students and young lawyers.

1.2 The Student Trainee Exchange Programme shall be open to:

- a. ELSA members free of charge;
- b. External Applicants if they either:
  - i. Are members of an organisation with which ELSA has an agreement for the purpose;
  - ii. Pay the External Application Fee.

### CHAPTER 2. PROCEDURES

#### 1. Calendar

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1. The Calendar consists of two Cycles each of which is divided into period for:

- a. Job Hunting which shall be concluded by:
  - i. During the first Cycle, either in October or November;
  - ii. During the second Cycle, either in March or April;
- b. Student Hunting which shall be concluded by:
  - i. During the first Cycle, before 24 December;
  - ii. During the first Cycle, either in April or May;
- c. Matching;
- d. Selection;
- e. Reception;
- f. Evaluation.

1.2 The earliest start date for Traineeships shall be at least three weeks after the Selection period.

#### 2. Responsibilities

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2.1 ELSA International shall:

- a. Produce and make available to National Groups tools necessary for the Student Trainee Exchange Programme, annually revise them, and, if necessary, update them;
- b. Publish the Calendar for the upcoming term within one week from the start of the term;
- c. Annually evaluate the Student Trainee Exchange Programme and share the outcome with National Groups;
- d. Maintain and update the list of Applicants and Traineeship Providers that are prevented from further participation in the Student Trainee Exchange Programme, and share this list with respective National Groups each STEP Cycle;
- e. During the Job Hunting period:

CHAPTER 2. PROCEDURES

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- i. Issue and, where necessary, amend the Traineeship Specification Form template;
  - ii. Amend and, where necessary, the submitted Traineeship Specification Forms;
  - iii. Publish to National Groups within four weeks after Job Hunting a report about the unpaid Traineeships offered;
- f. During the Student Hunting period:
  - i. Issue and, where necessary, amend the Student Application Form template;
  - ii. Amend and, where necessary, the submitted Student Application Forms;
  - iii. Verify and approve the Student Application Forms submitted by External Applicants;
  - iv. Set the amount of the External Application Fee and the quota for External Applicants for each Cycle;
- g. During the Matching period:
  - i. Coordinate the process of shortlisting the approved Student Application Forms for the consideration of Traineeship Providers;
  - ii. Submit the matched Student Application Forms to hosting National Groups and, where necessary, Traineeship Providers directly;
- h. During the Selection period:
  - i. Inform National Groups about the outcome of Selection;
- i. During the Evaluation period:
  - i. Produce and make available to National Groups a summary of evaluation results;
  - ii. Send a certificate to Trainees and Traineeship Providers that have submitted the evaluation form provided by ELSA International.

## 2.2 National Groups shall:

- a. Ensure that they and their Local Groups comply with the Calendar
- b. Try to fundraise suitable remuneration for unpaid Traineeships;
- c. During the Job Hunting period:
  - i. Verify and, where necessary, amend the submitted Traineeship Specification Forms before approving them;
  - ii. Inform ELSA International about any changes made to the approved Traineeship Specification Forms;
- d. During the Student Hunting period:
  - i. Verify, and where necessary, amend the submitted Student Application Forms before approving them;
  - ii. Inform ELSA International about any changes made to the approved Student Application Forms;
- e. During the Matching period:
  - i. Submit the matched Student Application Forms as provided by ELSA International to the respective Traineeship Providers within three days;
- f. During the Selection period:
  - i. Ensure that the Traineeship Providers complete the ranking of the matched Student Application Forms;
- g. During the Reception period:
  - i. Contact and provide the accepted Applicants and Trainees with necessary information;
- h. During the Evaluation period:
  - i. Periodically evaluate the experiences of Trainees and Traineeship Providers;
  - ii. Share with the Trainees and the Traineeship Providers the evaluation form provided by ELSA International immediately after the end of the Traineeship.

### 3. Quality Standards

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3.1 Quality standards of the Student Trainee Exchange Programme relating to Traineeships shall be the following:

- a. Traineeships may be offered in any law-related and non-political area;
- b. Traineeships shall last at least 10 working days and at most two years;
- c. Traineeships available for undergraduate Applicants shall require at most two advanced legal skills and three general legal skills, unless a valid reason exists (e.g. the offered rate of remuneration, high reputation of the Traineeship Provider) at the discretion of ELSA International;
- d. Traineeships shall provide remuneration in monetary and/or non-monetary form in the amount covering at least the general costs of living in the respective country. Remuneration shall be provided by the Traineeship Provider and/or the hosting National Group;
- e. Traineeships may be unpaid at the discretion of ELSA International if:
  - i. The Traineeship Provider mainly employs volunteers;
  - ii. Providing remuneration to Trainees is prohibited by law; or
  - iii. The benefit to ELSA outweighs the lack of remuneration.

3.2 Quality standards of the Student Trainee Exchange Programme relating to Reception shall be the following:

- a. Before the start of the Traineeship, the Trainees shall be provided with information about the destination of the Traineeship, including at least:
  - i. The contact details of the hosting National or Local Group and the Traineeship Provider;
  - ii. The relevant legal requirements (e.g. visa, work permit, residence permit, insurance) and necessary assistance;
  - iii. Finding suitable accommodation;
- b. During the Traineeship, the Trainees shall be provided with support, including at least:
  - i. Information about possibilities for cultural learning and community involvement (e.g. access to local ELSA events);
  - ii. Information about and assistance with finding Internet access.

## ANNEX 1. LIST OF FAVOURED COUNTRIES (UPDATED AS PER JANUARY 2020)

1.1 The list of favoured countries consists of any country with Gross National Income (GNI) per capita (measured in PPP) equal to or lower than 21,000 International dollars.

1.2 This demarcation number shall be indexed at the end of each year, with the average increase in GNI per capita (measured in PPP) of all national ELSA groups. The average increase in GNI per capita (measured in PPP) shall be based on the most recent yearly data from the World Bank online data catalogue compared to the second most recent yearly data.

1.3 The latest data of GNI per capita (measured in PPP) for ELSA Member countries as published in World Bank online data catalogue is available for years 2017 and 2018. The average increase of the indicator between these years is 4.40 %.

**1.4 The Indexed Demarcation line amounts to 21,924.00 International dollars for the year 2020.**

### 1.5 ELSA National Groups

#### Favoured Countries:

Albania  
Armenia  
Azerbaijan  
Belarus  
Bosnia & Herzegovina  
Georgia  
Montenegro  
North Macedonia  
Rep. of Moldova  
Serbia  
Ukraine

#### Non-Favoured Countries:

Austria  
Belgium  
Bulgaria  
Croatia  
Cyprus  
Czech Republic  
Denmark  
Estonia  
Finland  
France  
Germany  
Greece  
Hungary  
Iceland  
Ireland  
Italy  
Latvia  
Lithuania  
Luxembourg  
Malta  
The Netherlands  
Norway  
Poland  
Portugal  
Romania  
Russia  
Slovak Republic  
Slovenia  
Spain  
Sweden  
Switzerland  
Turkey  
United Kingdom



## ANNEX 2. PARTICIPATION FEES (UPDATED AS PER JANUARY 2020)

1.1 The participation fee for International Council Meetings, International Area Meetings (SAM, KAM, IPM) and the Maximum Participation Fee for S&C Events (excluding Study Visits, ELSA Law Schools, International Conferences of ELSA) shall be indexed with the inflation rate of the Euro, as stated by the European Central Bank, every 1st of January. The amount shall be rounded to the nearest natural number. The basis for indexation shall be the participation fee as calculated the year before, up to two decimal points.

1.2 The maximum participation fees for the year 2019 were:

|                                |                                 |
|--------------------------------|---------------------------------|
| <b>Non-favoured countries:</b> | <b>35 € (pre-rounded 34.95)</b> |
| <b>Favoured countries:</b>     | <b>30 € (pre-rounded 30.28)</b> |

1.3 The latest inflation rate available at the 1st of January 2020 by the European Central Bank (ECB) from the ECB Statistical Data Warehouse for the month December 2019 was calculated at 1.3% (<http://sdw.ecb.europa.eu/>).

1.4 Therefore, the new maximum participation fees for the calendar year 2020 will be as follows:

|  |             |
|--|-------------|
| <b>Non-favoured countries</b>                                      | <b>35 €</b> |
| (34.95 * 1.013 = 35.40 = 35 rounded to the nearest natural number) |             |

|  |             |
|--|-------------|
| <b>Favoured countries</b>  | <b>31 €</b> |
| (30.28 * 1.013 = 30.67 = 31 rounded to the nearest natural number) |             |