

MCM LONDON

XX National Council Meeting WORKING MATERIALS

London, United Kingdom
15-17 March 2019



**Baker
McKenzie.**

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FOREWORD

Dear Network,

It has been an incredibly busy four months since we saw you all in Bristol. We have welcomed STEP trainee from across Europe, hosted the UK's first regional round for the European Human Rights Moot Court Competition, and organised the National Network's inaugural Negotiation Competition.

Our Local Groups have also been wonderfully active and have organised fantastic events across the UK from Aberdeen to Exeter. In a year where we have focused on quality over quantity, we had five Local Groups join at NCM Bristol and four more have submitted applications in time for NCM London. ELSA UK's organic growth is truly phenomenal and can be directly attributed to the strength of the Network and its reputation across the UK.

This is truly a record year, in almost every category, and for that we thank *you*. Without your hard work and ELSA Spirit none of this would be possible. Each and every individual achievement within ELSA UK helps to grow and solidify our association and create opportunities for our members.

Therefore, in line with the theme of unified success, I would like to officially welcome you all to XX National Council Meeting London 2019.

Come together, make new friends and get ready for what is set to be the best attended, most international and ELSA Spirited NCM to date!

Kind regards,



Michael Kest
Secretary General
ELSA United Kingdom



The European Law Students' Association
UNITED KINGDOM

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THE NATIONAL COUNCIL MEETING GUIDE

What is a National Council Meeting?

The National Council Meeting is one of two national internal meetings of ELSA United Kingdom.

It brings together officers of all areas from the whole UK network and consists of both plenary and workshop sessions. The main aims of these meetings are:

- (i) to provide an opportunity for all officers to meet, get informed about the latest updates in their respective areas and to exchange ideas;
- (ii) to summon the Council, for the discussion of issues concerning administration and development of the Association on a national level.

The Council represent the Members of ELSA United Kingdom and is the supreme decision-making body of our national network, whose decisions are binding upon the National Board, the Members and the Observers of ELSA United Kingdom. The Council's decision can only be overturned by a subsequent decision made by Council.

The National Council Meeting is held on a biannual basis, once in spring and once in autumn.

What is a Workshop?

Workshops provide an introduction to or a review of topics of interest. They offer a space for interaction, discussion and exchange of information while the participants explore different subjects and develop their soft skills.

At each NCM, there are seven Workshops; one for each area of activity; BEE, IM, FM, MKT, AA, S&C, STEP. MCC will be incorporated into the AA Workshops. Each Workshop is conducted by the respective National Board member(s).

The following Workshops will be held during the NCM:

Board Management, External Relations and Expansion (BEE): conducted by the President of the National Board and attended by Local Presidents and other BEE officers of the network.

Internal Management (IM): conducted by the Secretary General of the National Board and attended by Local Secretaries General and other IM officers of the network.

Financial Management (FM): conducted by the Treasurer of the National Board and attended by Local Treasurers and other financial officers of the network.

Marketing (MKT): conducted by the Vice President for Marketing of the National Board and attended by Local Vice Presidents for Marketing and other Marketing officers of the network.

Academic Activities (AA): conducted by the Vice President for Academic Activities and the Vice President for Moot Court Competitions of the National Board and attended by Local Vice Presidents for Academic Activities, National Vice Presidents for Moot Court Competitions and other AA and MCC officers of the network.

Seminars & Conferences (S&C): conducted by the Vice President for Seminars & Conferences of the National Board and attended by National Vice Presidents for Seminars & Conferences and other S&C officers of the network.

Student Trainee Exchange Programme (STEP): conducted by the Vice President for the Student Trainee Exchange Programme of the National Board and attended by the Local Vice Presidents for the Student Trainee Exchange Programme and other STEP officers of the network.

What is a Joint Workshop?

A Joint Workshop introduces a topic that is worth being discussed by officers of more than one area.

What is a Council Meeting Officer?

There are at least four Workshop Officers supporting Council proceedings during each NCM: the *Chair*, the *Vice Chair*, and two to four *Secretaries*. The Council Meeting Officers ensure that some of the most important tasks regarding the plenary sessions of an NCM are carried out properly.

Chair

The role of the Plenary Chair is to ensure that the Council Meeting agenda is respected and adhered to, to supervise and assist the other Council Meeting Officers, to invite people to address the Council, to decide when to put proposals to a vote,

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to supervise the election procedure, to bring the meeting to order and to resolve any question concerning Council Proceedings.

Vice Chair

The role of the Vice Chair is to assist the Chair and stand in for him or her in the event of his or her absence.

Secretaries

The role of each Secretary is to take minutes of the plenary sessions. The Secretaries are the responsibility of the Secretary General of the National Board and should always refer to him in case of difficulty.

A Secretary may also be taking minutes during Workshops.

OBLIGATIONS OF THE LOCAL GROUPS

Important Information

In accordance with article 10.6.2 of the Statutes and Standing Orders of ELSA United Kingdom, the voting rights of a Member Local Group is suspended during an NCM, if the Local Group:

- (i) has not entirely fulfilled its **financial obligations** towards ELSA or provided proof that they are able to pay; or
- (ii) has not submitted a **Status Report** to the National Board; and
- (iii) has failed to submit the **State of the Network Inquiry (SoTN Inquiry)** to the National Board.

For this purpose, please address all **financial** enquiries concerning debts towards ELSA United Kingdom to the Treasurer of the National Board in due time before the NCM at treasurer@uk.elsa.org.

The **Status Report** should serve to provide proof that you are still affiliated with your Students' Union or have support from your Law School. This can be in any form, however, a letter from the relevant body will be the simplest. If you need any clarifications regarding the Status Report, please contact the Secretary General of the National Board at secgen@uk.elsa.org.

Moreover, the **SoTN Inquiry** must be thoroughly filled out and submitted to the Secretary General of the National Board. If you need any clarifications regarding the SoTN Inquiry, please contact the Secretary General of the National Board at secgen@uk.elsa.org.

It is highly recommended that the Local Member Groups that are not going to be represented at the Council Meeting by their own delegates, give a **proxy** to another Local Member Group following the rules of article 10.8 of the Statutes and Standing Orders of ELSA United Kingdom. A template of proxy can be found in Annex 1.

REMINDERS

General Reminders

If you really want to enjoy this NCM,

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

To be prepared for the Workshops

- Read carefully from cover to cover and bring with you a copy of these Working Materials;
- Read and bring with you a copy of the [Statutes and Standing Orders](#) of ELSA United Kingdom;
- Read the [One Year Operational Plan](#) of the National Board for the term 2018/2019;
- Bring your marketing materials so that you can promote your events.

To be prepared for your stay in London

- Make sure you like the [Facebook event](#) to stay up-to-date, join the [Participants’ Group](#), and make sure you have taken note of all instructions given by the Host Groups;
- Make travel arrangements to be in London in time for the Registration of the NCM on Friday 15th March 2019;
- Bring business formal attire for the plenary sessions.

To be prepared for being a celebrated legend

- Consider being/nominating the Plenary Chair
- Consider being/nominating the Plenary Vice Chair
- Consider being/nominating a Plenary Secretary
- Consider being/nominating a Workshop Secretary

To be prepared for a great NCM

- Bring your Local Group’s favourite drinks!
- Bring a good attitude and plenty of smiles!
- Bring all of your ELSA Spirit!

Call for 2019/2020 ELSA United Kingdom National Board



The European Law Students' Association

UNITED KINGDOM

Do you want to take part in the rapid development of ELSA
United Kingdom?

Thinking about running for the National Board?

Looking to enhance your CV and working profile?

This is your opportunity:
Join the ELSA UK Board!

MAKE A DIFFERENCE IN ELSA!

Apply for one of the following positions:

President

Secretary General

Treasurer

Vice President for Marketing

Vice President for Academic Activities

Vice President for Seminars and Conferences

Vice President for Student Trainee Exchange Programme (STEP)

Vice President for Moot Court Competitions

What are the National Board roles?

What is the role of the National Board?

President

You will be responsible for the overall co-ordination of ELSA UK; including execution of expansion, direction of the work and communication with the International Board, planning and execution of external relations. As President, you will also represent the National Group towards external bodies/organisations and you will be responsible for directing communication with them. You will work closely with the Secretary General in directing the other board members in all the activities that ELSA organises and facilitates.

Secretary General

You will be responsible for directing, organising and maintaining the internal structure of ELSA UK. You will work with the other board members to successfully implement ELSA projects and events as well as maintain a close relationship with the Local Groups and help them out in any way needed.

Treasurer

You will be in charge of the financial management of ELSA UK. As part of your role, you will be responsible for securing sponsorship for the society as well as any other financial issues (accepting membership fees etc.)

Vice President for Marketing

You will be responsible for publicising ELSA UK, in addition to promoting ELSA at large. You will be responsible for publicising our events and projects. Key aspects of your role will include updating the ELSA UK webpage, operating our social media accounts and responding to queries on our Facebook page.

Vice President for Academic Activities

You will be responsible for the overall planning, co-ordination and supervision of academic activities; you will be responsible for the execution of specific projects and activities with the aim to develop students' legal knowledge. The VPAA additional flexibility in organising activities of interest but the main projects include the ELSA Law Review and the Legal Research Group.

Vice President for Seminars and Conferences

You will be responsible for involving our members in seminars and conferences that will invoke acquisition of knowledge through exposure to professionals and 13 foreign cultures. You will also have specific responsibility for ELSA UK's

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celebration of ELSA Day as well as Study Visits and Summer Law Schools. For more information.

Vice President for Student Trainee Exchange Programme (STEP)

STEP stands for The Student Trainee Exchange Programme. STEP provides opportunities for law students and young lawyers to gain paid work experience in a foreign legal system, whilst learning about other cultures. The person who takes on this role shall work towards aiding Local Groups and their members in successfully obtaining placements as well as approaching externals with the aim of securing new traineeships

Vice President for Moot Court Competitions

You will be responsible for the overall planning; co-ordination and supervision of the ELSA Moot Court Competitions such as the EHRMCC and the EHR2. You will further investigate the potential and viability of organising a national MCC on employment law, potentially in collaboration with the Law Society of England and Wales.

Election Procedure for National Board Members

Please send your application to secgen@uk.elsa.org along with an up-to-date Curriculum Vitae, One Year Operational Plan and a Motivational Letter with the subject line; “Application for ELSA UK Board”.

You will be required to present yourself for five minutes in the allocated slot time at the NCM followed by a five minute of questions and answer session.

Please send any queries on the application process or the information provided to secgen@uk.elsa.org

The deadline for National Board applications is 23:59 14th of March

Memento

Voting Rights in the Plenary

Each Member Local Groups has three voting cards/rights and may split them during any voting procedure according to the will of its voting delegates. Your Local Group is **NOT** eligible to vote in the Plenary unless:

- 1 The Local Group has **paid out all debts** due to ELSA United Kingdom;

Please confirm the debt situation of your Local Group with the Treasurer of the National Board prior to the NCM.

- 2 The Local Group has submitted a **Status Report** to ELSA United Kingdom;

Please make sure that the Secretary General of the National Board has received your Status Report.

- 3 The Local Group has filled in and submitted the **State of the Network Inquiry** to the National Board.

Please make sure that the Secretary General of the National Board has received the responses of your Local Group to the State of the Network Inquiry.

Proxy

If your Local Group is a Member of ELSA United Kingdom and will not be represented by its own delegates at the National Council Meeting, the National Board can give a proxy to another Member which will speak and vote on behalf of the proxy-giver.

The Proxy must include:

- the names of the Local Group which gives a proxy and of the Local Group that receives the proxy;
- the dates during which the proxy will be valid;
- the signatures of two elected Local Group members authenticating the letter; and

REMINDERS

- the contact details of a person responsible from the proxy-giver Local group.

The Proxy should be filled in and handed in **BEFORE** the start of the Opening Plenary on Friday, so that your voting cards/rights be given to the National Group acting as proxy. Please make sure that the Proxy is submitted to the Secretary General of the National Board in due time. You can find the Proxy template in Annex 1.

Voting Rights in Workshops

In the Workshops, both area and joint ones, each member Local Group has only one vote, no matter how many people from the same Local Group are present. Make sure that you prepare and coordinate your delegation and appoint one person from your delegation to be your voting delegate in the Workshops.

Plenary Presentations

During the plenary sessions, the Local groups will be asked to present their events and activities in order to inform the National Network about them and attract participants.

In order to ensure the best possible efficiency to the Council proceedings, we hereby set some rules for the presentations.

- The demonstration of any presentations during the plenary sessions will be up to the discretion of the Chair and/or Vice Chair.
- No presentations will be allowed if not matching the following criteria:
 - 1 having an appropriate length (between one and three minutes);
 - 2 be in accordance with the principles of ELSA;
 - 3 be given to the Vice President for Marketing of ELSA United Kingdom before 8:00 pm (20:00) of the day before they are to be made.

REMINDERS

Finger Rules for Workshops

The “finger rules” are intended to make the job of the National Board member easier and to ensure that the discussions are as effective and smooth as possible.

The theory behind the finger rules is simple; you indicate what you want to state by using one of the following gestures:

One finger:	New idea/topic
Two fingers:	Reply/comment
Three fingers:	End the discussion – the current debate is not useful
Pinkie finger:	Technical remark (e.g. “open the window”)
Scissors gesture	Remove/cut from the speakers’ list.
Thumb up/down:	Show immediate feedback to a statement to say, “I like this idea” or “I don’t like this idea”.



NCM TIMETABLE

DRAFT TIMETABLES AND AGENDAS

NCM TIMETABLE

General Timetable

	Friday (15 th March)	Saturday (16 th March)	Sunday (17 th March)
10:00	Arrival	Workshops	Final Plenary
10:30			
11:00			
11:30			
12:00	Registration	Lunch	
12:30			
13:00			
13:30	Opening Plenary	Workshops	
14:00			
14:30			
15:00			
15:30	Academic Programme	Mid-Plenary	
16:00			
16:30			
17:00	Preparation Time	Preparation Time	
17:30			
18:00			
18:30	Social Programme	Gala Ball	
19:00			
19:30			
20:00			
20:30			
21:00			

DRAFT PLENARY AGENDA**Opening Plenary: Friday 15th March 2019**

- 14:00 **Opening of the XX National Council Meeting of ELSA UK**
Stela Negran, President of ELSA United Kingdom
- 14:05 **Message from the Host Group**
Heads of the Organising Committee
- 14:15 **Opening Address**
Professor Conor Gearty, London School of Economics
- 14:35 **Announcement of the List of Votes**
Michael Kest, Secretary General of ELSA United Kingdom
- 14:45 **Election of the Chair of the Plenary**
Michael Kest, Secretary General of ELSA United Kingdom
- 14:50 **Election of the other National Council Meeting Officers**
Michael Kest, Secretary General of ELSA United Kingdom
- 14:55 **Approval of NCM Agenda and Structure**
Michael Kest, Secretary General of ELSA United Kingdom
- 15:00 **Approval of NCM Stirling Minutes**
Michael Kest, Secretary General of ELSA United Kingdom
- 15:05 **Approval of NCM Bristol Minutes**
Michael Kest, Secretary General of ELSA United Kingdom
- 15:10 **Financial Report**
Hendrik Jonsson, Treasurer ELSA United Kingdom
- 15:15 **Coaching Groups**
National Board of ELSA United Kingdom
- 15:45 **National Updates**
National Board of ELSA United Kingdom

DRAFT AGENDA

- 16:30 Academic Programme
Council of Europe, **Radicalisation in Europe and the HELP Programme**
- 17:30 **End of Opening Plenary**

Mid-Plenary: Saturday 16th March 2019

- 09:50 **Coffee & Tea**
Courtesy of Queen Mary University of London
- 10:00 ***Area Workshops – See Time Table***
- 16:15 **Coffee & Tea**
Courtesy of Queen Mary University of London
- 16:30 **Opening of the Mid-Plenary**
Chair
- 16:35 **Revision of the List of Votes**
Michael Kest, Secretary General of ELSA United Kingdom
- 16:40 **Observer Status Application of ELSA Leicester**
Chair and ELSA Leicester
- 16:45 **Questions and Answers with ELSA Leicester**
Chair and ELSA Leicester
- 16:50 **Observer Status Application of ELSA Manchester**
Chair and ELSA Manchester
- 16:55 **Questions and Answers with ELSA Manchester**
Chair and ELSA Manchester
- 17:00 **Observer Status Application of ELSA Southampton Solent**
Chair and ELSA Southampton Solent
- 17:05 **Questions and Answers with ELSA Southampton Solent**
Chair and ELSA Southampton Solent
- 17:10 **Observer Status Application of ELSA University of Law**
Chair and ELSA University of Law
- 17:15 **Questions and Answers with ELSA University of Law**
Chair and ELSA University of Law

DRAFT AGENDA

- 17:20 **Membership Application of ELSA KCL**
Chair and ELSA KCL
- 17:25 **Questions and Answers with KCL**
Chair and ELSA KCL
- 17:30 **Membership Application of ELSA Leeds**
Chair and ELSA Leeds
- 17:35 **Questions and Answers with ELSA Leeds**
Chair and ELSA Leeds
- 17:40 **Presentation of the NCM Host Candidates, Autumn 2019**
Chair and ELSA Leeds
- 17:45 **Questions and Answers with ELSA Leeds**
Chair and ELSA Leeds
- 17:50 **Presentation of the NCM Host Candidates, Spring 2020**
Chair and ELSA Birmingham
- 17:55 **Questions and Answers with ELSA Birmingham**
Chair and ELSA Birmingham
- 18:00 **End of Mid Plenary**

Final Plenary: Sunday 17th March 2019

- 09:45 **Coffee & Tea**
Courtesy of the Centre for Commercial Law Studies, Queen Mary University of London
- 10:00 **Opening of the Final Plenary**
Chair
- 10:05 **Revision of the List of Votes**
Michael Kest, Secretary General of ELSA United Kingdom
- 10:10 **Presentation and Approval of ELSA UK Decision Book**
Chair and National Board
- 10:30 **Presentation of 2018/2019 National Board Candidates**
Chair and Candidates
- 12:00 **Presentation of the Centre for Commercial Law Studies**
Gavin Sutter, Senior Lecturer at the Centre for Commercial Law Studies, Queen Mary University of London
- 12:30 **Coffee & Tea**
Courtesy of the Centre for Commercial Law Studies, Queen Mary University of London
- 12:45 **Casting of Votes**
Chair
- 12:55 **Local Group Project Presentations**
Local Groups
- 13:15 **Moot Court Competitions Report**
Sarah Ikast Kristofferson, VP MCC of ELSA United Kingdom
- 14:15 **Voting Results**
Stela Negran, President of ELSA United Kingdom

14:45 **Closing**
 Chair

15:00 **End of XX National Council Meeting of ELSA UK**

DRAFT AGENDA

Draft Workshops AgendaWorkshops: Saturday 16th March 2019

Agenda

	JOINT	BEE	IM	FM	MKT	AA/MCC	S&C	STEP
	Lecture Theatre	1.02.6	1.09	1.01	1.01.2	1.01.1	G07	1.06
10:00		The Dos and Don'ts of Representing ELSA (BEE)	Opening Workshop (IM)	The ELSA Spirit (FM)	Opening Workshop + Goal Setting for the Day (MKT)	Opening Workshop + ELSA Kahoot (AA/MCC)	ICM Decisions and Further Proposals (S&C)	Opening Workshop (STEP)
10:30				How to Fund an NCM (FM)	How do I go about Marketing? (MKT)	National and International Moot Court Competitions (AA/MCC)	International Conferences & Delegations (S&C)	
11:00	CIO Constitution (BEE + IM)		Grants: Take them for Granted (FM)	ELSA Law Schools (S&C)			Hunger Games: Rebranding STEP in the UK (STEP)	
11:30			Transition (FM)					
12:00	Recruitment (BEE + IM+ FM)			Ready, Set, Design! (MKT)	Transition Check List (AA/MCC)	Recruitment, Transition and Local Group Booklet (S&C)		
12:30	Lunch							
13:00								

DRAFT AGENDA

	JOINT	BEE	IM	FM	MKT	AA/MCC	S&C	STEP	
	Lecture Theatre	1.02.6	1.09	1.01	1.01.2	1.01.1	G07	1.06	
13:30	Sponsorship Boot Camp (BEE + FM + MKT)		ELSA UK Decision Book (IM)		Sponsorship Boot Camp (BEE + FM + MKT)	Project Management (AA/MCC + S&C)		Job Hunting: Have you Heard of STEP? (STEP)	
14:00			Training, Transition, and Knowledge Management (IM)						Closing Workshop (STEP)
14:30									
15:00			Proposals (AA/MCC)					Open Workshop (S&C)	
15:30	Open Workshop: ELSA UK Law Careers (STEP + FM + S&C)	Transition (BEE)	www.elsa-uk.org (IM + MKT)						
16:00									Candidacy WS (AA/MCC)
16:30 - 17:30	Mid-Plenary								

**BOARD MANAGEMENT, EXTERNAL RELATIONS AND
EXPANSION WORKSHOPS
DRAFT AGENDA**

Saturday, 16th of March

10:00 – 11:00 – Opening Workshop – The Do’s and Don’ts of Representing ELSA

Room 1.02.6

Description: In this workshop we will discuss what ELSA stands for, what our aims and vision are. We will discuss what approach should be taken in representing ELSA, including its non-political status.

Preparation: None.

11:00 – 12:00 – The Charitable Incorporated Organisation Constitution (Joint with IM)

Lecture Theatre

Description: As you are well aware, ELSA UK has recently adopted a new Charitable Incorporated Organisation (CIO) compliant constitution. The aim of this workshop is to explain the practical and legal implications of the new constitution and answer any questions.

Preparation: Please read ELSA UK’s new Constitution. You can find it in the Officers section of the ELSA UK Website.

12:00-12:30 – Recruitment (Joint with FM and IM)

Lecture Theatre

Description: The work you put into building up your ELSA Local Group throughout the year is invaluable to the network and creates opportunities for not only your current members, but for future law students. All that work comes to nothing if at the end of your term you don’t do your due diligence in finding successors.

As Students’ Unions typically require for societies to have at least a President and a Treasurer to continue existing, this Joint Workshop will discuss different strategies to find your successors and ensure that once you leave your post, you won’t be leaving it empty.

Preparation: Participants are invited to consider how they came to be in their current posts and whether the previous term’s recruitment strategy was successful. Officers should consider what an ELSA Group can do in order to ensure that the recruitment of the next board occurs, and their Local Group lives on for another year.

12:30-13:30 – Lunch

13:30 – 15:30 – Sponsorship Boot Camp (Joint with FM and MKT)

Lecture Theatre

Description: Sponsorships are a highly coveted prize every law students' association seeks and because they are competitive, every ELSA Group needs to be strategic in who they pursue, how and for what. Timing is everything as many law firms allocate their funding for the next academic year in the spring prior to it starting, so NCM London serves as perfect timing for setting your sponsorship strategy.

Participants will be split into teams taken through different stations and across those different stations they will construct a sponsorship proposal. Participants should leave the workshop having an idea in mind and a skeleton laid out on paper of the sponsorship strategy their ELSA Local Group will be seeking in the spring and an action plan for how to execute it.

Preparation: President, Treasurers and Marketeers are asked to prepare a list of firms they would seek to contact for sponsorship and why. Officers are encouraged to outline the basic tenets of a sponsorship proposal for their Local Group. If your ELSA Group already has sponsorship for this year, it is invited to bring along its proposals used to obtain those sponsors

15:30 – 16:30 – Transition

1.02.6

Description: In this workshop we will focus on the transition. The participants will be separated into groups and work on a list of information that they think is needed for successful transition. The discussion will follow, and the workshop will in the end result in a draft for a transition handbook that will be shared with the Local officers.

Preparation: Think about the transition you got, what information would you wish you would have received?

16:30-18:00 – Mid-Plenary

Lecture Theatre

INTERNAL MANAGEMENT WORKSHOPS DRAFT AGENDA

Saturday, 16th of March

10:00-11:00 – Opening Workshop

1.09

Description: In this workshop we will get to know each other and learn a little bit about what Internal Management looks like at each of our Local Groups. We will discuss the basic tasks and duties of a Secretary General and where you think you may benefit from additional support from the National Board.

Preparation: Please come prepared to share your own experiences as a Secretary General. If possible, refresh your memory of your Local Group's constitution!

11:00 – 12:00 – The Charitable Incorporated Organisation Constitution (Joint with BEE)

Lecture Theatre

Description: As you are (hopefully) well aware, ELSA UK has recently adopted a new Charitable Incorporated Organisation (CIO) compliant constitution. The aim of this workshop is to explain the practical and legal implications of the new constitution and answer any questions.

Preparation: Please read ELSA UK's new Constitution. You can find it in the Officers section of the ELSA UK Website.

12:00-12:30 – Recruitment (Joint with BEE and FM)

Lecture Theatre

Description: The work you put into building up your ELSA Local Group throughout the year is invaluable to the network and creates opportunities for not only your current members, but for future law students. All that work comes to nothing if at the end of your term you don't do your due diligence in finding successors.

As Students' Unions typically require for societies to have at least a President and a Treasurer to continue existing, this Joint Workshop will discuss different strategies to find your successors and ensure that once you leave your post, you won't be leaving it empty.

Preparation: Participants are invited to consider how they came to be in their current posts and whether the previous term's recruitment strategy was successful. Officers should consider what an ELSA Group can do in order to ensure that the recruitment of the next board occurs, and their Local Group lives on for another year.

12:30-13:30 – Lunch

13:30-14:30 – ELSA UK Decision Book

1.09

Description: This NCM marks the introduction of ELSA UK’s Decision Book, a codification of the organisation’s regulations separate from the Constitution. We will review the proposed Decision Book with special attention to the Internal Management provisions.

Preparation: Please review the proposed [Decision Book](#).

14:30-15:30 – Training, Transition and Knowledge Management

1.09

Description: This workshop will focus on the continuity of ELSA UK. We will look at the crucial areas of training, transition, and knowledge management and discuss how these can be improved.

Preparation: None.

15:30-16:30 – www.elsa-uk.org (Joint with MKT)

1.09

Description: This workshop will be held with the MKT officers. We will familiarise ourselves with the website and where to find relevant material and important information. This will be followed by a fun quiz, to test your website navigation knowledge.

We will focus on the importance of the website and give a tutorial on how local groups can utilise and contribute to the website. Specific emphasis will be placed on “how to add to the calendar” and “blog submissions”.

Preparation: Bring along your laptop and swimsuit, for some world wide web surfing.

16:30-18:00 – Mid-Plenary

Coutts Lecture Theatre

FINANCIAL MANAGEMENT WORKSHOPS DRAFT AGENDA

Saturday, 16th of March

10:00-10:30 – The ELSA Spirit

1.01

Description: Are you making the most of your time in ELSA? As a Treasurer you have important tasks that have an impact on whether the wealth of international opportunities ELSA has on offer are available to your members. But are you capitalising on these opportunities yourself?

This Opening Workshop will be devoted to making sure that ELSA UK's Treasurers are aware of the amazing opportunities ELSA can offer them both on the national and international level and how that may support their personal and professional development while at university.

Preparation: Be ready to be wowed. If you yourself have participated in any of the national or international activities of ELSA, be ready to share.

10:30-11:00 – How to Fund an NCM

1.01

Description: ELSA UK's NCMs have in recent years been transformed from humdrum gatherings with meagre attendance into major nationwide events with international participation, excellent academic programmes, legendary social programmes and, most recently, the involvement of external partners. As a network, we are keen to keep this progress going and it is important that ELSA UK officers understand what goes into hosting events of this kind.

We will invite members of NCM London's Organising Committee to join us for this Workshop in order to capitalise on the potential for synergies between the OC and the Treasurers in attendance. The OC will explain and answer questions pertaining to funding of the NCM programme and how they obtained partnerships. Officers attending the workshop should be able to get an image in their head about how an NCM hosted by their Local Group could be run, and by analogy, other larger projects.

Preparation: Be ready to share your Local Group's record of hosting NCMs, whether you are considering a hosting bid and what the particular benefits and challenges would be attached to organising it through your Local Group.

11:00-11:30 – Grants: Take Them for Granted

1.01

Description: While a sponsorship is an ELSA group's most coveted funding prize, grants routinely offer us far more money for the running of our projects, albeit with far less glitz and glamour. Whether it's from a pot of money held by an SU, ad hoc funding granted by a Law Department, or a privately-run grant scheme, every ELSA project should be able to find a source of funding to support its realisation.

This workshop will consist of an exercise where officers will be presented with a project that requires extra funding and different grant schemes that could provide it. Teams will need to

FM WORKSHOPS AGENDA

construct a grant application for the project based on the information received and give a short pitch.

Preparation: Review the different grants available to your Local Group for funding. Revisit the Grants Presentation given at NCM Bristol, available on the ELSA UK Officers' Portal.

11:30-12:00 – Transition

1.01

Description: At the beginning of the year, almost all Treasurers reported that their transition from their predecessor had been unsuccessful. Without a proper transition, all the knowledge you have attained this year and all your achievements might as well have been for nothing. We want our next officers to take on from where we left off and not where we began. At NCM Bristol, all Treasurers were urged to consider how they would like to have been transitioned into their role and how they could offer that transition to their successors.

We will discuss Transition strategies, important information to pass on and how we can be of support to our successors as they take on the challenge.

Preparation: Treasurers are invited to produce a list of five essential elements of a good transition into the role and how those elements can be secured. We will go around the table and discuss these elements and the results of the Workshop will be shared with all UK Treasurers after the NCM as an FM Transition Guide.

12:00-12:30 – Recruitment (Joint with BEE and IM)

Lecture Theatre

Description: The work you put into building up your ELSA Local Group throughout the year is invaluable to the network and creates opportunities for not only your current members, but for future law students. All that work comes to nothing if at the end of your term you don't do your due diligence in finding successors.

As Students' Unions typically require for societies to have at least a President and a Treasurer to continue existing, this Joint Workshop will discuss different strategies to find your successors and ensure that once you leave your post, you won't be leaving it empty.

Preparation: Participants are invited to consider how they came to be in their current posts and whether the previous term's recruitment strategy was successful. Officers should consider what an ELSA Group can do in order to ensure that the recruitment of the next board occurs, and their Local Group lives on for another year.

12:30-13:30 – Lunch**13:30 – 15:30 – Sponsorship Boot Camp (Joint with BEE and MKT)**

Lecture Theatre

Description: Sponsorships are a highly coveted prize every law students' association seeks and because they are competitive, every ELSA Group needs to be strategic in who they pursue, how

FM WORKSHOPS AGENDA

and for what. Timing is everything as many law firms allocate their funding for the next academic year in the spring prior to it starting, so NCM London serves as perfect timing for setting your sponsorship strategy.

Participants will be split into teams taken through different stations and across those different stations they will construct a sponsorship proposal. Participants should leave the workshop having an idea in mind and a skeleton laid out on paper of the sponsorship strategy their ELSA Local Group will be seeking in the spring and an action plan for how to execute it.

Preparation: President, Treasurers and Marketeers are asked to prepare a list of firms they would seek to contact for sponsorship and why. Officers are encouraged to outline the basic tenets of a sponsorship proposal for their Local Group. If your ELSA Group already has sponsorship for this year, it is invited to bring along its proposals used to obtain those sponsors

15:30 – 16:30 – Open Workshop: ELSA UK Law Careers (Joint with STEP and S&C)

Lecture Theatre

Description: This Open Workshop will introduce the exciting new initiative “ELSA UK Law Careers,” the national sibling of STEP. ELSA UK Law Careers operates in a similar fashion to STEP, but unlike STEP, the job opportunities are available to the members of ELSA UK, and the focus is more on professional development than on cultural exchange.

Preparation: No specific preparation is necessary for this Workshop. Just come with your questions and an open mind!

16:30-18:00 – Mid-Plenary

Lecture Theatre

MARKETING WORKSHOPS DRAFT AGENDA

Saturday, 16th of March

10:00 – 10:30 – Opening Workshop + Goal Setting for the Day

1.01.2

Description

The opening workshop is intended for us to get to know each other and to identify what it is we're looking to get out of the workshops. I want to hear from each marketer, how their local groups have been getting along, and any specific (good or bad) things they have dealt with throughout their term. We will also be talking about what each marketer hopes to gain from the workshops, so that I can ensure the most helpful training.

Preparation: I want to ensure that all marketers really gain something positive from the workshops, so please think about one thing which you would like to gain out of the days training.

10:30 – 12:00 – How do I go about Marketing? — Graphic Design; The Do's and Don'ts of ELSA

1.01.2

Description: This workshop is going to be a start to finish how do I go about Marketing and Design workshop. We will look at all the available material for a marketer and as such will be looking at the Officers portal, The ELSA marketers Facebook group, the Marketers UK Facebook group. The various important elements of marketing material will be highlighted and, emphasis will be put on how to ensure CI compliance.

A lot of the participating marketers are relatively new and as such I want this workshop to be a real learning opportunity.

The workshop questions we will focus on are:

1. How do I implement ELSA International Marketing Campaigns?
 2. How do I implement ELSA UK Marketing Campaigns?
- How do local groups make their own local group marketing material? (Tool, Tips & Tricks)

Preparation: Bring your laptops as we will be using them and get ready for an engaging conversation and training-based workshop.

12:00 - 12:30 – Ready, Set, Design!

1.01.2

Description: This is going to be a Design competition, in which each Marketeer, is required to go about designing a Facebook sized graphic for an “upcoming event”! The previous workshop will have taught you all the skills you need to design a great graphic so now put them to use. We will be talking about the various graphics and will discuss how to improve (or not improve your perfect designs).

MKT WORKSHOPS AGENDA

Preparation: Please bring along your laptop and make a local group account on the design platform “CANVA” (it’s free). Make sure to use your local group MKT email so that it can be used by future Marketeers. We will be going through all the important design Tool, Tips & Tricks in the prior workshop so pay attention then.

12:30-13:30 – Lunch**13:30 – 15:30 – Sponsorship Boot Camp (Joint with BEE + MKT)**

Lecture Theatre

Description: Sponsorships are highly coveted prize every law students’ association seeks and because they are competitive, every ELSA Group needs to be strategic in who they pursue, how and for what. Timing is everything as many law firms allocate their funding for the next academic year in the spring prior to it starting, so NCM London serves as perfect timing for setting your sponsorship strategy.

Participants will be split into teams taken through different stations and across those different stations they will construct a sponsorship proposal. Participants should leave the workshop having an idea in mind and a skeleton laid out on paper of the sponsorship strategy their ELSA Local Group will be seeking in the spring and an action plan for how to execute it.

Preparation: President, Treasurers and Marketeers are asked to prepare a list of firms they would seek to contact for sponsorship and why. Officers are encouraged to outline the basic tenets of a sponsorship proposal for their Local Group. If your ELSA Group already has sponsorship for this year, it is invited to bring along its proposals used to obtain those sponsors

15:30-16:30 – www.elsa-uk.org (Joint with IM)

1.09

Description: This workshop will be held with the MKT officers. We will familiarise ourselves with the website and where to find relevant material and important information. This will be followed by a fun quiz, to test your website navigation knowledge.

We will focus on the importance of the website and give a tutorial on how local groups can utilise and contribute to the website. Specific emphasis will be placed on “how to add to the calendar” and “blog submissions”.

Preparation: Bring along your laptop and swimsuit, for some world wide web surfing.

16:30-18:00 – Mid-Plenary

Lecture Theatre

SEMINARS AND CONFERENCES WORKSHOPS DRAFT AGENDA

Saturday, 16th of March

10:00 – 10:30 – ICM Decisions and Further Proposals

G07

Description: We will discuss the decisions made during the International Council Meeting in Opatija and talk about future proposals for the S&C area both at a national and international level. Together we will prepare for the upcoming International Council Meeting so your opinion will be extremely valuable.

Preparation: Read the NCM and ICM working materials thoroughly. Make sure to talk with your board members before coming to London about their experience with ELSA so far. If there are any changes you and your team would like to suggest, especially relating to rules and procedures, this is the time to get your ideas through – be prepared to discuss.

10:30 – 11:00 – International Conferences & Delegations

G07

Description: During this workshop we will discuss the current structure of International Conferences in our Network, share potential ideas and tips for a successful event. We will also talk about Delegations, the importance of promotion in relation to the less than satisfactory number of UK students applying for them. We will have a round table discussion on how we can improve these numbers and help our students to take full advantage of everything ELSA has to offer.

Preparation: 1st - Talk to your board and your predecessors to bring ideas to the table. In pairs, you will be asked to come up with interesting ideas and topics that could be suitable for an International Conference. 2nd - If you organised an event to promote Delegations at your university please prepare a brief overview for presentation.

11:00-11:30 – ELSA Law Schools

G07

Description: Hosting SELS is an amazing and demanding experience that is bound to take your project management and leadership skills to another level, add value to your student community and promote the ELSA name, but how should you go about it? Several local groups have expressed interest in the project, and we would love to help each one of you to make it happen! We have invited the Head of the Organising Committee for the ELSA Kent Summer Law School to help us understand the organisation process and get a clearer idea of what SELS represent.

Preparation: Check the ELSA Law Schools Portal and also go through the ELSA Law Schools Handbook. Think about steps you could take to introduce this project at your university and have your questions ready for our lovely Quennie!

11:30 – 12:30 – Recruitment, Transition and Local Group Booklet

G07

Description: During the past year you have been working really hard and doing your best to improve your Local Group and strengthen the roots of ELSA at your university. Your efforts are immensely appreciated and invaluable to the network. For that reason, we must make sure that before you vacate your position you have found a suitable candidate to give continuity to your projects. Transitions are equally important to ensure all new members are adapting to their new roles and are prepared to take on all the responsibility that comes with it. During this workshop we will work together to compile a thorough guide for the ones coming after us!

Preparation: 1st What is your local group strategy to ensure continuity when you leave office at the end of this academic year? 2nd Think back to your transition and consider what you liked/didn't like. Be prepared to discuss and present topics you think are the most important in order to provide an efficient and helpful transition.

12:30-13:30 – Lunch**13:30-15:00 – 13:30-15:00 - Project Management (Joint with AA/MCC)**

1.01.1

Description: In this workshop, you will be introduced to key project management tools. We will then split up into working groups who will each have the task of planning a fictive AA/MCC/S&C event. You will be given challenges along the way and will present your results to the workshop.

Preparation: Read the AA, MCC and S&C handbooks thoroughly.

15:00-15:30 – Open Workshop

G07

Description: The final workshop of the XX NCM of ELSA United Kingdom will be an open one, allowing you to bring your own topics. It will also be an opportunity to give feedback on your experience as an ELSA officer during the past year, share your opinion on the NCM so far and suggest changes you would like to see implemented in the future.

Preparation: Be prepared to share your own experiences, suggest changes and improvements and ask as many questions as you wish.

15:30-16:30 – Open Workshop: ELSA UK Law Careers (Joint with STEP and S&C)

Lecture Theatre

Description: This Open Workshop will introduce the exciting new initiative “ELSA UK Law Careers,” the national sibling of STEP. ELSA UK Law Careers operates in a similar fashion to

S&C WORKSHOPS AGENDA

STEP, but unlike STEP, the job opportunities are available to the members of ELSA UK, and the focus is more on professional development than on cultural exchange.

Preparation: No specific preparation is necessary for this Workshop. Just come with your questions and an open mind!

16:30-18:00 – Mid-Plenary

Lecture Theatre

ACADEMIC ACTIVITIES AND MOOT COURT COMPETITIONS WORKSHOPS DRAFT AGENDA

Saturday, 16th of March

10:00-10:15 - Opening Workshop

1.01.1

Description: This is the time for us to get together and do a fun introduction game to break the ice. We will also elect an ELSA Spirit who is responsible for keeping up the motivation throughout the day.

Preparation: Just be fresh and enthusiastic in the morning – and ready to make the most use of the workshops!

10:15-10:30 – Quiz on ELSA Knowledge via Kahoot

1.01.1

Description: We believe in second chances, and as this quiz failed in Bristol due to technical challenges, we will try once more. Do not be scared; this is not an exam on ELSA. We just want to know what the general level of ELSA knowledge is among you. The best participant will however earn the Absolutely Amazing honour of winning the quiz.

Preparation: Download Kahoot to your phone, tablet or laptop and skim through the AA section of the officers' portal. Hint: Especially the AA and MCC handbooks will come in handy.

10:30-11:30 - National and International Moot Court Competitions

1.01.1

Description: We will evaluate on the development in the national MCCs of ELSA UK and the international MCCs of ELSA as well as start preparing for the coming term. We will have a similar exercise for Council during plenary.

Preparation: Read the materials for the ELSA UK MCCs, the [LHRMCC](#) and [COMMOOT](#), and for the international MCCs, [EHRMCC](#) and [Jackson](#).

11:30-12:30 - Transition Check List

1.01.1

Description: Our time in office is coming to an end, but we still have our most important task left; transition. We will discuss how to do proper transition with your successors and create a check list for all local officers to use. This will be done by through working group discussions.

Preparation: Think about what you felt was lacking from your own transition (if you had any) and what worked well.

12:30-13:30 - Lunch**13:30-15:00 - Project Management (Joint with S&C)**

1.01.1

Description: In this workshop, you will be introduced to key project management tools. We will then split up into working groups who will each have the task of planning a fictive AA/MCC/S&C event. You will be given challenges along the way and will present your results to the workshop.

Preparation: Read the AA, MCC and S&C handbooks thoroughly.

15:00-16:00 - Proposals

1.01.1

Description: We will discuss the proposals being made on the AA/MCC area to the Decision Book of ELSA UK and to the Decision Book of ELSA International. Further, we will in general prepare for the upcoming International Council Meeting. This is your chance to get a say in the ICM discussions.

Preparation: Read the NCM and ICM working materials thoroughly.

16:00-16:30 - Candidacy Workshop

1.01.1

Description: During this NCM, Council will elect the National Board of 2019/2020. This workshop will give candidates a chance to present their materials.

Preparation: Read the candidacy materials from the AA and MCC candidates and prepare questions for the candidates.

16:30-18:00 – Mid-Plenary

Lecture Theatre

STUDENT TRAINEE EXCHANGE PROGRAMME WORKSHOPS DRAFT AGENDA

Saturday, 16th of March

Preparation

As general preparation, please familiarise yourself with the following resources:

- The STEP section of the ELSA Officers' Portal [here](#)
- The STEP section of the Decision Book [here](#)
- The STEP Handbook [here](#)
- The STEP Tutorial [here](#)

10:00 - 11:00 – Opening Workshop

1.06

The focus of the first STEP Workshop is on:

- Getting to know every STEP Officer present at this NCM a bit better;
- Establishing the Workshop rules and goals; and
- Evaluating the success of STEP activities and our progress so far locally, nationally, and internationally.

Preparation:

- Read through the Activity Report of the VP STEP of ELSA UK, and prepare any questions you may have;
- Read through the Activity Report of Barlascan Alphan, the VP STEP of ELSA International, and prepare any questions you may have; and
- Draft your own Activity Report and prepare to present it to the Workshop

11:00-12:30 - Hunger Games: Rebranding STEP in the UK

1.06

The focus of the second STEP Workshop is on the competitiveness of STEP in the UK. Competing for the students' attention against training contracts and other ways to make use of a law degree in the UK, is it the time to rebrand STEP? What should the focus of STEP be, professional experience rather than cultural exchange, or vice versa?

The new initiative, “ELSA UK Law Careers”, will be presented and discussed. ELSA UK Law Careers is similar to STEP in that it offers legal work opportunities across sectors in the UK, but it is open to the members of ELSA UK. Does this initiative have potential? What are the potential risks? Should STEP Officers be in charge of the programme?

STEP WORKSHOPS AGENDA

As part of finding solutions to the pertinent problems, the legality issues related to STEP will be assessed. What are the issues a dedicated UK Working Group should be aware of? Which is better – a legally binding employment contract or a softer memorandum of understanding between the employers, trainees and ELSA?

Preparation:

- Familiarise yourself with the Traineeship Agreement ([here](#)), the Traineeship Confirmation ([here](#)), and the Traineeship Contract ([here](#)).
- Think about any loopholes the existing process leaves unaddressed.

12:30-13:30 Lunch**13:30 – 14:30 - Job Hunting: Have You Heard of STEP?**

1.06

The focus of the third STEP Workshop is on:

- Improving the way job hunting is currently conducted in the UK; and
- Honing the hunting skills through a practical and goal-oriented exercise.

Preparation:

- Prepare to present to the Workshop your job-hunting strategy and the existing challenges; and
- Bring a laptop or smartphone and gear up for a research sprint!

15:00 – 15:30 - Closing Workshop

1.06

Before wishing everyone STEP regards, the focus of the last STEP Workshop is on:

- The upcoming deadlines for the remaining five months of this term 2018/19;
- The way forward until the end of this term; and
- Any remaining questions and points you would wish to raise.

Preparation:

- Familiarise yourself with the STEP Calendar ([here](#));
- Prepare to present your Action Plan for the rest of your term; and
- Build up your enthusiasm to join the Working Group on STEP Legality Issues!

15:30-16:30 - Open Workshop: ELSA UK Law Careers (Joint with FM and S&C)

Lecture Theatre

The participation of all Officers across all the Areas is encouraged in this Open Workshop! The new exciting initiative, “ELSA UK Law Careers”, the national sibling of STEP, is presented. ELSA UK Law Careers operates in a similar fashion as STEP, but unlike STEP, the job opportunities offered are available to the members of ELSA UK, and the focus is more on professional development rather than cultural exchange.

No specific preparation is necessary for this Workshop. Just come with your questions and an open mind!

16:30-18:00 – Mid-Plenary

Lecture Theatre

PROPOSALS

THE NATIONAL BOARD

No 1: ELSA UK Decision Book

The National Board proposes the following to Council:

ELSA UK National Council Meeting Decision Book

As provided for in §15 of the ELSA UK Statutes and Standing Orders, the National Board has drafted a Decision Book to be implemented by the National Council.

The full proposal for the new ELSA UK Decision Book can be downloaded [here](#).

Comments: The ELSA UK Decision Book is largely based off of the ELSA International Decision Book. Additionally, it contains provisions from the previous Statutes and Standing Orders of ELSA UK which were not transferred into the new Constitution for practical reasons.

Spring Activity Report

The Spring Activity Report of the 2018/2019 National Board can be found [here](#).



APPLICATIONS

OBSERVER STATUS APPLICATION OF ELSA LEICESTER.

Please read the Observer Status Application, found [here](#).

OBSERVER STATUS APPLICATION OF ELSA MANCHESTER.

Please read the Observer Status Application, found [here](#).

OBSERVER STATUS APPLICATION OF ELSA SOUTHAMPTON SOLENT.

Please read the Observer Status Application, found [here](#).

OBSERVERSHIP APPLICATION OF ELSA UNIVERSITY OF LAW.

Please read the Observer Status Application, found [here](#).

MEMBERS STATUS APPLICATION OF ELSA KING'S COLLEGE LONDON.

Please read the Member Status application, found [here](#).

MEMBER STATUS APPLICATION OF ELSA LEEDS.

Please read the Member Status Application, found [here](#).

HOST APPLICATION FOR XXI AUTUMN NCM 2019 OF ELSA LEEDS.

Please read the NCM Host Application, found [here](#).

HOST APPLICATION FOR XXII SPRING NCM 2020 OF ELSA BIRMINGHAM.

Please read the NCM Host Application, found [here](#).

ANNEX 1 - PROXY

ANNEXES

ANNEX 1 – PROXY

From: ELSA _____ (proxy giver)

To: ELSA _____ (acting as proxy)

This proxy shall be valid for:

Event:

XIX National Council Meeting to be held in London, United Kingdom

Dates:

(please specify the dates that your proxy is going to be valid for, e.g. If your delegation is not present in the Opening Plenary, please write only this date)

The proxy giver ELSA _____ hereby authorises ELSA _____ to act as a proxy and to therefore represent it and vote on its behalf according to the instructions provided at the XX National Council Meeting to be held in London, United Kingdom between the 15th to 17th March 2019.

On behalf of ELSA _____ (proxy giver)

Name of the Board Member:	Name of the Board Member:
Position:	Position:
Signature:	Signature:

In order for the Secretary General of the National Board to confirm the proxy, please fill in:

Contact Person: _____

Phone Number: (+_____) _____

Email Address: _____