

# ONE YEAR OPERATIONAL PLAN

**ELSA the Netherlands 2018/2019:**

President: Tessa Robijn

Secretary General: Ifigenia Polizos

Treasurer: Rebecca Quazi

Vice President for Marketing: Margot Rumpel

Vice President for Academic Activities: Maddy Geerarts



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## GENERAL

This document contains the goals and the means to achieve those goals from the board of ELSA the Netherlands 2018/2019. What will be most important to us during this board year is “communication”.

### *Communication within the network*

Since the majority of ELSA the Netherlands’ activities require a collaboration with either the local groups or national groups, communication must be a big focus point for ELSA the Netherlands. It is practically counter-productive for the National Board to organize events by themselves. The idea is that the network gets enriched through the power of cooperation. In order to have a successful cooperation, we must be able to maintain clear and accessible lines of communication.

### *Goals for internal communication:*

- To have a platform on which communication can run smoothly and in an orderly manner;
- To keep everyone up-to-date on developments within the network; on national level and on local level
- To make it so that local groups (can) contact each other frequently

### *Means for achieving these goals:*

- The national board will present a year plan which contains the national and international activities of ELSA the Netherlands to the local boards, so that the local groups can plan their activities in accordance with that time frame;
- Before the beginning of the academic year of 2018-2019 all local boards



must also deliver their own year plan to the national board so that the national board can communicate the local activities of one group to the other local groups;

- Every month the local board will give an e-mail update with in that email the progress of all activities and events of the national board;
- Each local board will offer some promotion material of their activities to all other local boards, so that events are promoted through the entire network;

- Facebook will continue as a means for both internal and external contact. A closed board group will be created for the board members of each area. The local boards will promote all activities through their local Facebook page;

- Via Skype, e-mail or personal contact, a coach will be in touch with his/her coaching group at least once a month. Each coach should strive to attend some of the events of his/her respective local group and be up to date about events off the local group and about what is happening within the board.

#### *Cooperation within the ELSA network*

Local groups should be able to exchange ideas experiences and materials within the ELSA network more easily.

#### *Goals for strengthening the ELSA network:*

- Make the network strong and uniform
- Make sure that all local groups clearly show in a practical way everything the ELSA network has to offer on their websites
- Make the network look interesting for a wide variety of students.

#### *Means for achieving these goals:*



- Make sure that the promotion of local events happens through all boards in a conjoined manner; sharing things on Facebook etc.
- Offer help with accommodation for students who come from far away for a local activity; by creating an ELSA couch surfing the Netherlands in which local groups can promote their event only when they offer an accommodation.
- Stimulate members to mingle more, so that they themselves participate more in different local events;
- External relations database accessible for every local group



# BOARD MANAGEMENT, EXTERNAL RELATIONS, EXPANSION

## Tessa Robijn – President of ELSA the Netherlands

As President, I will be responsible for Board Management, External Relations and Expansion. I will therefore focus my goals on these responsibilities in the upcoming year. Next to that, I will also be responsible for Seminars & Conferences, which I will address in one of the following sections.

### 1. Board management

#### 1.1 Communication

Board Management is the vaguest area of the BEE function – there is little to no planning possible to ensure things keep running smoothly. Clarity, communication and team-building are some important aspects of this. When it comes to board management, it is obvious that it is very important to function well as a board. Of importance here is to make sure the communication is well organized and transparent. I will focus on staying up to date with what everyone is doing at any moment in the year and assist where needed. One of the most important things for this year will be regular board meetings, at least once every two weeks via Skype and as often as possible in person, not only to talk business but to also have bounding activities. I will actively communicate with all the board members, discuss what is on their mind and talk about them about what they have been up to.

As a Board, there will always be issues you encounter or difficulties to overcome. The best way to tackle these issues is to keep open and clear communication within the board (be it through Skype, personal meetings or e-mails, or Whatsapp), and keeping up with each other.

Finally, I will hold evaluation meetings with all my board members personally, 3-4 times a year. These one-on-one meetings are to ensure that all of them always feel like they can come to me with any problems, issues and tips.

### 2. External relations



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## 2.1 Sponsors and partners

### *2.1.1 Contact with our current partners*

ELSA the Netherlands has, since this year, a main partner. We are very proud of this achievement, and I will make sure to keep regular contact with Bierens Debt Recovery Lawyers to retain their content with this bond and possibly come up with new ideas in order to enhance this relationship.

Besides our main partner, we are exploring the field of other partners who we also need to maintain contact with.

## 2.2 International (collaboration)

We intend to co-organise another event with the Benelux countries, as was done in the past two years. I will make sure to keep positive relationship with these countries.

As always, ELSA the Netherlands strives to also have a strong presence at the International level. We would like to increase participation of international events by Dutch Officers. This is important, as international events are immensely motivating, and an overall great experience for the Local Officer. In return, we get to have a stronger voice and presence in the international decision-making process, which in turn, affects all of us positively.

## 2.3 Relationship with the local groups

Apart from focusing on External Relations, I will focus on my presence at the local level as well. I hope to have good National Council Meetings, which will lead strengthening local officer's bond and perception of the ELSA network. Also, I will be present at the most local events physically possible in order to support the local groups and keep regular contact with local Presidents.

As a President, I am always available to any person in our network. I strive to know as much as possible about every problem, success and project of every part of Network. I will be present for as many activities as is possible, which is something I will be supported in by the Coach of every LG. ELSA the Netherlands should have a strong presence at the local level – this is beneficial for both sides.



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## 2.4 New developments

This year we will start with a new project: clarifying and compiling the state of the external relations within the network. This will provide clarity to the local groups about acquisition. It will be made clear which rules apply, what the history is with regards to certain firms, what kinds of partnerships there are, et cetera.

## 3. Expansion

### 3.1 Expansion strategy

#### *3.1.1 Expanding the number of local groups*

When it comes to expansion with regards to the number of local groups, there is a possibility, but it will most likely not happen in the near future. A second point with regards to quantitative expansion is a rather tentative one – hence the need for a Director for Expansion. There are still some possibilities that have been put aside by previous boards of ELSA the Netherlands, which will be discussed further on NCM I.

#### *3.1.2 Expansion on local level*

Instead of expanding the number of our LGs, it is more feasible for us to expand on local level by attracting more general members. This can be done via effective cooperation between local boards and the national board, but also amongst the local boards. For this reason, I will provide local groups with proper coaching about expansion on local level. I want to spend a fair deal of time on this topic during NCM I by organising a joint workshop with other areas concerned with this issue. We need more ELSA-related activities by the Local Groups, more participation in the Network, as was established on previous NCM's. To put it shortly – why else would you be part of ELSA, if not to participate in the things that make ELSA, ELSA? There is an inherent drive for the groups to find more members, acquire more partners and enlarge their impact on their respective law faculties. This is something that the Boards are very capable of doing, and the steady growth of these factors speaks for this. Strangely enough, we have lost a little attention for the impact one can have within the ELSA Network, the pride of our ELSA Spirit and all the other aspects that actually just that which separates us from just any study



association. For now, these former factors are secondary to the first ones – treated as if one opposes the other. This could not be further from the truth – growth in membership, partners and prestige at your university could be increased tenfold if ELSA projects are implemented to even a minimal extent. The promotion of this realization is in the end, our biggest, most all-encompassing goal for this board year.

#### 4. Transparency

ELSA the Netherlands is the representative of all the local groups of the Netherlands. The National Board is elected by the local boards. This means that we have a responsibility to report to the local board. They should have the opportunity to check what we are doing at all times. Therefore, I am planning to have at least one reporting mail every month, showing what we have done and what we are planning on doing for the next month.

Every month I will contact every president of all the local groups to see what they have been up to and what the plans are. I will help them wherever I can and, if possible, try to make the meetings face-to-face, because I think that a personal meeting is always the best way to go.



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# SEMINARS & CONFERENCES

## 1. Goals for 2018-2019

### 1.1. Communication within the network

Since the majority of ELSA the Netherlands' activities require a collaboration with either the local groups or national groups, communication must be a big focus point for the national VP S&C. It's practically counter-productive for the National Board to organize events by themselves. The idea is that the network gets enriched through the power of cooperation of the local groups as well as local and the National Board. In order to have a successful cooperation, we must be able to maintain clear and accessible lines of communication.

#### *1.1.1. Goals for internal communication:*

To have a platform on which communication can run smoothly and in an orderly manner; keep everyone up-to-date on developments within the network; make it so that local groups contact each other frequently.

#### *1.1.2. Means for achieving these goals:*

The National Board will present a plan for the national and international activities to the local boards, so that they can plan in accordance with that time frame; each local board will offer some promotion material of their activities to all other local boards, so that events are promoted through the entire network; Facebook will continue as a means for both internal and external contact. A closed board group will be created for the board members of each area; the local boards will promote all activities through their local Facebook page; the mailing lists will be used for contact between local groups and the board for questions/suggestions/etc; via Skype or personal contact, a coach will be in touch with his/her coaching group at least once a month. Each coach should strive to attend all of the events of his/her respective local group.

### 1.2. Strengthening the ELSA network



The ELSA Network has to offer endless possibilities for its members. I believe that ELSA members still can make better use of the potentials the network has to offer. By strengthening the visibility and flow of information within the network, I hope to make ELSA more interesting for its current members and students who haven't become members yet.

*1.2.1. Goals for strengthening the ELSA network:*

To make the network strong and uniform; make sure that all local groups clearly show in a practical way everything the ELSA network has to offer on their websites; to make the network look interesting for a wide variety of students.

*1.2.2. Means for achieving these goals:*

To make sure that the promotion of local events happens through all boards in a conjoined manner; maintaining corporate identity; involve alumni; offer help with accommodation for students who come from far away for a local activity; stimulate members to mingle more, so that they themselves participate more in different local events; both promote upcoming events and report on events that have already taken place.

*1.2.3. Focus on special areas within S&C*

I think that especially event such as Study Visits, Institutional Visits and potential Summer Law Schools will need my attention, as local officers often tend to underestimate their potential.

*1.2.4. Cooperation between local groups*

The area of Seminars & Conferences gives room for various means of cooperation between local officers. Throughout the year I will aim at stimulating these initiatives.

1.3. Seminars & Conferences and Academic Activities

*1.3.1. Strong cooperation between Academic Activities and Seminars & Conferences*

It is clear that there are considerable differences between the tasks of S&C



and AA on an international, national and local level. These differences can lead to both miscommunication and confusion for local organisers. By creating a strong cooperation between AA and S&C we start focusing on the activities we want to create together, instead on focusing on what each local officer has to do.

### *1.3.2. Goals for achieving this cooperation:*

To make sure that all local AA and S&C's understand and comply to what is expected of them on a national level; to have both S&C and AA work together on most of the activities they create.

### *1.3.3. Means for achieving these goals*

I will give a workshop on the differences and commonalities between AA and S&C. It is important VP S&C and VP AA see and recognise the difference between these two areas. As many events may overlap, it is always important both local officers recognise these overlaps and communicate with each other about division of each event in order to avoid too much confusion and overlap. There will be a joint NCM I workshop focused on this issue, which will hopefully prevent these issues for the future.

### *1.3.4. Seminars & Conferences and Marketing*

An S&C event won't succeed without good promotion. The VP S&C of each LG will be explained the importance of effective communication with their local marketer in order to ensure full potential of each organised event is reached.

## 2. Events

### 2.1. Current events

#### 2.1.1. *ELSA Day*

I hope that ELSA Day can show many of our local members, through hands-on and practical activities, that the ELSA network can enrich their lives, both on a local and national level. My task in all this shall be to make all necessary efforts to support and coordinate both the AA-officers and the S&C-officers



with their work.

### 2.1.2. *Benelux Conference*

In order to make the Benelux Conference even a bigger success than last year, the Benelux conference needs more attention than last year. I will communicate with VP S&C of ELSA Belgium and Luxembourg and together co-organise this great conference, which will take place in December 2018.

## 2.2 New events

### 2.2.1. *Local events*

At the national level, it is highly unlikely new large events will be created the upcoming year. Instead, I will focus on stimulating the initiation of many new local events. Next to that I will be setting up a base for future events, so that ELSA the Netherlands will grow beyond its current potential in the coming years.



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# INTERNAL MANAGEMENT

## Ifigenia Polizos – Secretary General

### 1. Administration:

#### 1.1 Creation of an archive.

It is important to have an easily accessible archive for both national and local officers, in order to facilitate the process of obtaining information. There is plenty of information available, however, valuable time is being lost in the process of finding this information. This archive will not only be useful for national and local officers of our network but for the future generations of officers to come.

Means:

- Creation of a portal with all useful documents for national and local officers

#### 1.2 GDPR compliance.

GDPR came into force earlier this year. However, not everyone is aware what implications GDPR can have in an association like ours and not everyone is aware how to implement GDPR in a manner that would ensure compliance. It is important for the local groups to understand what data they can and cannot collect but it is also important to ensure compliance on a national level, to avoid with possible headaches in the future.

Means:

- Educating local officers on the matter of GDPR and personal data protection
- Creating a guideline for local groups
- Making sure that we have the consent of the people from whom we obtain data from as ELSA the Netherlands
- Deleting all unnecessary data

### 2. Information and Communication

#### 2.1 Foster better communication between IMers



- It is important for the IM officers of our network to feel like their National Secretary General will be there to assist them in all matters possible and that they can rely on the rest of the IM network in case that they need help or want to exchange ideas. Additionally, it is essential to keep means of communication open between them, because they are part of a network and they need start feeling like one.

Means:

- Creation of Slack for IMers
- Sharing information and documents via the already existing IM mailing list
- Communicating more via the IM WhatsApp group

## 2.2 Keeping the network informed

It is essential that our network is being updated on matters related to ELSA the Netherlands but also on matters related to ELSA in general. Without proper transmission of information what we have is each local group focusing on their own internal affairs, disregarding the existence of the rest of the network and this is something that should be avoided as much as possible.

Means:

- Updating the network via newsletters
- Sharing important information via our mailing lists and the ELSA the Netherlands Facebook Group

## 3. Trainings

### 3.1 Implementation of trainings in our network

Trainings can be extremely beneficial and educate officers on matters that they were unaware of, however, most of our officers are unaware both of the importance and sometimes even the existence of trainings. The main goal here would be to ensure that our local officers are aware of trainings and that generally trainings are used more frequently in our network.

Means:

- Educating IMers on trainings and the ITP
- Creation of a National Trainers Pool



## 4. Alumni

### 4.1 Involvement of Alumni with our network

Alumni can still be extremely beneficial to our network and a large amount of them still wishes to be involved in ELSA in a way. Our network can heavily benefit from them, if only we can manage to integrate them and letting them to help us in the ways they can.

Means:

- Updating the alumni database
- Organize an alumni gathering
- Creation of an National Alumni Network

## 5. Human Resources

### 5.1 Better implementation of Human Resources

It is evident that the first two cycles are pretty strong in our network (recruitment and integration). However, the other three cycles are almost non-existent in our network. It is important that there is maintenance, development & knowledge management, and alumni cycles present in ELSA NL in order to improve and strengthen our network.

Means:

- Make officers aware of the Human Resources Cycles
- Assist Local IMers in the implementation of all five cycles

### 5.2 Improve knowledge management in our network

Every year when the boards change a lot of information is not transmitted properly and incoming officers need to be educated from scratch about their functions and ELSA in general, which results in the loss of valuable time. It is important to make sure that local officers are being educated and have easy access to information though the year but also pass on all that knowledge to future officers

Means:

- Use of the portal



- Updating existing and creating new handbooks
- Ensuring the good quality of transitions

## 6. NCMs

### 6.1 Improving the quality of our NCMs

It is essential to improve the quality of our National Council Meetings. That most probably will not be possible for the first NCM, but it will be much easier for the next two NCMs. What is meant by improving is ensuring that the logistical components (accommodation, food, Working Materials etc) are of a much better quality and that the workshops are not just vague repeated lectures about each area.

Means:

- Making sure that local groups start earlier with the preparations of an NCM
- Assisting local groups along the way and keeping in touch with them as much as possible
- Making sure that workshops' themes keep evolving and improving by the time



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# FINANCIAL MANAGEMENT

Rebecca Quazi – Treasurer

## Introduction

This year the aim of FM for ELSA the Netherlands can be summarised in four words: *Unity, collaboration and transparency*. These three qualities will be worked towards in this year in order for ELSA the Netherlands to develop further. Other than the goals mentioned below which pertain to three qualities, I will continue to give workshops to local treasurers, ensure financial stability of the association and continue the relationship with Key Areas on a national and local level.

1. Establish an accounting software for ELSA the Netherlands and the network

Presently, there is no backlog of financial transactions of ELSA NL since its inception. The accounting software is Manager.io and is a relatively easy software to use once it is set up. This gives external parties to have a view of the associations' financial history and health. This makes bookkeeping a lot more time efficient and accurate.

Since every local FMer have different methods to fulfilling their function, I would like to introduce this software and help them establish this on a local level to ensure visibility and a common way to bookkeeping for the network.

Means:

- Set up the accounting software for ELSA NL
- Give introductory workshops to local groups about how the software works
- Bi-annual update from local treasurers on how it has improved their bookkeeping (if any)



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## 2. Assist in improving Local Groups Financial health

Some local groups are stronger than others financially. I want to make sure that other local groups have the same opportunities in hosting events, where money does not hinder them.

Means:

- Make the local groups aware of ELSA Development Funds
- Highly recommend them to apply
- Give workshops on how to apply for EDF

## 3. Fundraising and Partnerships

The financial situation of ELSA NL can improve tremendously. Another important goal is to improve the associations' stability. Partnerships give the association also more credibility to events hosted by local groups.

Means:

- Work with BEE to attain fundraisers
- Work with Marketing to create packages and booklets to potential fundraisers



# MARKETING

## Margot Rumpel - Vice President for Marketing of ELSA the Netherlands

### 1. Marketing development

- Theoretical & practical knowledge preparation - Support the development of the Marketing on the local level through Resources and Coaching.

#### Means:

- Creating a database for the current and future marketing officers.
- Creating a Marketing Strategy Handbook
- Market analysis specifically for the Dutch Network.
- Uniformity of the Dutch Network – introduction of the coherent representation of ELSA the Netherlands

#### Means:

- I would like to cooperate with local officers and propose a common aim for marketing in the Netherlands.
- Present the market analysis and implement its outcome.
- Transition preparation – Supporting the preparation of local officers to properly transition between terms.

### 2. Attractive appearance

- Develop to the visual identity of ELSA the Netherlands and its projects.

#### Means:

- Cooperate with the Key Areas about upcoming projects and its promotion
- Development of the BeNeLux conference
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### 3. Efficient and effective marketing

- Promotion of the flagship projects on both National and Local level.
- Exploring new channels of promotion internally and externally.



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# STUDENT TRAINEE EXCHANGE PROGRAMME

## 1. STEP Comprehension

STEP procedure and internal processes in STEP are rather complicated. This issue can create a problem for students and traineeship providers in understanding what STEP can offer to them, and at the same time it can cause a lack of knowhow amongst ELSA Officers. All of this can lead to the loss in the STEP growth potential. Therefore, we should make STEP knowledge more readily available for everyone.

## 2. STEP Job Hunting

- Support the local officers in the Job Hunting for STEP.
- Approach the potential traineeships providers from the National level

## 3. STEP Student Hunting

- Increase the awareness about STEP throughout local boards of ELSA the Netherlands.
- Increase the promotion of STEP on National Level and encourage promotion on local levels



# ACADEMIC ACTIVITIES

## Maddy Geerarts – Vice President for Academic Activities

Overall Yearly Goals:

1. Have more contacts with local AAers

Create more communication in order for a better flow of information and therefore execute more successful events. I think more communication leads to better relationships with local AAers and better use of the ELSA network.

2. Make John H. Jackson and EHRMCC more relevant in The Netherlands and try and get more applicants

Make these better known within in the ELSA the Netherlands network and the benefits that come from participating in such an event.

3. BeNeLux Conference

4. Go to more local events of AAers in The Netherlands

I think it is important that I try and show up to as many local events as I can, at least 4 from each local group and hope I can do this

5. Get a national ENC up and off the ground in The Netherlands

I will be organising a national ENC round for May next year and believe this one thing that ELSA the Netherlands can achieve and make a sustainable event that lasts for future ELSA Boards. This is a fun activity to organise that can be done also at a local level. Enter into more collaborations with other ELSA Networks,

Try and do some projects such as LRGs with ELSA UK and also participate in their upcoming moot court competitions as well as try and start a potential collaboration with ELSA France and some of their moot court competitions events.

August	<ul style="list-style-type: none"> <li>- Start researching into possible avenues for where, how, and when to host a national ENC, such as talking to Bierens about possible collaboration for the ENC and certain universities (Leiden, Tilburg etc) Aim for an ENC for date in May</li> <li>- Prep for KAM and purchase tickets for KAM and ICM I Opatija</li> </ul>	<ul style="list-style-type: none"> <li>- Compile coaching groups (Amsterdam and Maastricht) on WhatsApp or Facebook depending on preference and availability</li> <li>- Ask for exam schedules from every local group</li> <li>- Start thinking of LRG Topics (privacy and data rights within the EU or on citizenship, immigration and nationality within the EU, constitutional aspects within the EU)</li> </ul>	<ul style="list-style-type: none"> <li>- Start thinking about possible partnerships for LRGs and MCCs etc</li> </ul>
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Sept	<ul style="list-style-type: none"> <li>- 4th (Arriving a day earlier) - 9th Sept KAM Lviv</li> <li>- Present plans for national ENC to fellow AAers at KAM and see if anyone is interested in joining or participating.</li> <li>- Talk to Benelux AAers about a Benelux MCC</li> <li>- Send out email</li> <li>- put out call for LRG members and who would like to participate and see if VPs and members from other ELSA networks would like to participate</li> <li>- try and organise to meet up with each coach group for dinner or drinks</li> </ul>	<ul style="list-style-type: none"> <li>- Check in with coaching groups and AAers from local groups about events they have planned etc.</li> <li>- Start thinking of ELSA NL ELSA day event for NB (Institution of Education visit in NL perhaps) and try and also organise a workshop.</li> <li>- Check in with local AA groups for their ELSA Day events</li> <li>- Start making a concrete schedule for ENC and getting affirmations as well as subjects drawn up.</li> <li>- Start doing research into a potential L@W event and potentially with another ELSA network (Benelux, France or Germany)</li> </ul>	<ul style="list-style-type: none"> <li>- Start prepping workshops for NCM I Rotterdam</li> <li>- Get Constitutieborrel dates</li> <li>- make sure activity reports are up to date and sent to relevant parties</li> <li>- Start thinking about Benelux conference (keep in touch with relevant parties for this, especially Belgium)</li> <li>- Talk about MCCs with AAers and the marketing materials and get it out there</li> <li>- finalise workshops for NCM I Rotterdam</li> </ul>
Oct	<ul style="list-style-type: none"> <li>- Discuss and start organising Benelux conference with fellow VPs.</li> <li>- Start finalising ELSA Day NB event! - make sure that after event and borrel, events and quiz/prizes are organised in this month)</li> <li>- Give to marketing materials and details for ELSA day within the first 3 weeks of the month!</li> <li>- Check in with ENC prep and introduce this at NCM I Rotterdam in the workshops</li> <li>- Start promoting ELSA Day</li> </ul>	<ul style="list-style-type: none"> <li>- NCM I Rotterdam! (sept/oct)</li> <li>- check in with LRG members and research and how it's going along</li> <li>- get workshops at NCM I to highlight upcoming MCCs and get people to sign up and become aware of approaching deadline</li> <li>- get people aware of ELSA day if they've fallen behind</li> <li>- Put out a call to be a part of the ENC OC</li> </ul>	<ul style="list-style-type: none"> <li>- start prepping for ICM I and start contacting fellow AAers and see whether or not going to their future NCMs will be a possibility (most likely Belgium, Luxembourg, France, Germany and UK)</li> <li>- Keep prepping and checking in for the Benelux conference and be up to date on all aspects relevant.</li> </ul>
Nov	<ul style="list-style-type: none"> <li>- ELSA DAY!! make sure it all goes smoothly and go to as many of the local events for it as well (have the borrel, quiz and prize and after event etc)</li> <li>- Check in on LRG and the prep etc.</li> </ul>	<ul style="list-style-type: none"> <li>- Start trying to finalise or get momentum on the ENC and making people aware of it well in advance</li> <li>- start to prep and invite coach groups for some kind of Christmas celebrations dinner/drinks</li> <li>- Think of ideas for IFP event</li> </ul>	<ul style="list-style-type: none"> <li>- LRG and check in on it with the other participants and make sure everything is going smoothly</li> <li>- Remind everyone of the deadline this month the MCCs!!</li> </ul>



	<ul style="list-style-type: none"> <li>- ICM Opatija! 10th - 18th (arriving a day earlier)</li> </ul>		<ul style="list-style-type: none"> <li>- Help finalise Benelux conference!!!</li> <li>- Start organising and prepping for a L@W event (for April)</li> </ul>
Dec	<ul style="list-style-type: none"> <li>- Start prepping workshops for NCM II Nijmegen</li> <li>- Christmas dinner/drinks with coach groups</li> <li>- Make sure date is set for ENC</li> </ul>	<ul style="list-style-type: none"> <li>- Use this period to also knuckle down on LRG and get a good part of it done. Check in with other participants</li> <li>- BENELUX CONFERENCE</li> </ul>	<ul style="list-style-type: none"> <li>- Contact local AAs the Christmas and the New Year</li> <li>- Finalise ENC event and prep and organisation</li> <li>- Start organising a L@W and contacting law firms and see if other national groups would like to collaborate</li> </ul>
Jan	<ul style="list-style-type: none"> <li>- Have a skype once again with all local VP AAs to see what they have planned for the next coming 6 months</li> <li>- Make sure LRG is still on track</li> </ul>	<ul style="list-style-type: none"> <li>- IFP prep and planning and deciding to do at national or local level.</li> <li>- Get event prepped for IFP as well</li> <li>- contact publishers for LRG</li> </ul>	<ul style="list-style-type: none"> <li>- Double check everything in place for ENC and hand in information to marketing (mid Jan.)</li> </ul>
Feb	<ul style="list-style-type: none"> <li>- NCM II Nijmegen!!!</li> <li>- NCMs for other countries</li> <li>- send marketing IFP event materials</li> <li>- mid Feb start releasing the marketing for the ENC and get some noise going.</li> </ul>	<ul style="list-style-type: none"> <li>- End of Feb start marketing the ENC and start introducing the ENC at NCM II Nijmegen and making sure everyone is aware of it.</li> <li>- Contact potential sponsors or ads for LRG</li> </ul>	<ul style="list-style-type: none"> <li>- Keep organising the L@W event</li> <li>- Start putting feelers out for next VP AA for ELSA the Netherlands</li> <li>- start prepping workshops for NCM III Groningen</li> </ul>
March	<ul style="list-style-type: none"> <li>- Start prepping for ICM II</li> <li>- Complete workshops for NCM III Groningen</li> <li>- ICM Baku</li> </ul>	<ul style="list-style-type: none"> <li>- Continue with LRG and now in final stage such as editing and proof reading</li> </ul>	<ul style="list-style-type: none"> <li>- Make sure that everyone is aware of the ENC coming up in the next two months</li> </ul>
April	<ul style="list-style-type: none"> <li>= IFP</li> </ul>	<ul style="list-style-type: none"> <li>- Start prepping transition file for future VP AA</li> <li>- NCM III Groningen</li> </ul>	<ul style="list-style-type: none"> <li>- Incorporate the ENC into maybe one of the workshops and also once again inform the local VP AAs of the upcoming ENC</li> </ul>



May	- ENC DAY!	- Finalise LRG and send in for publishing	- Collaborate with next VP AA for ELSA the Netherlands and make sure that everything goes smoothly. - Transition day for new VP AA
June	- Publish and send out LRG	- Do follow up of people reaction to the ENC and see if it was a successful event or not (through evaluation forms)	- DOT!
July	- Check in with incumbent VP AA for ELSA the Netherlands		

