

Guidelines for European Law Institute (ELI) Hubs and Special Interest Groups (SIGs)

1. Types

- (a) Hubs may be formed on a geographical basis and SIGs on a subject-specific basis.
- (b) In future, ELI members may also wish to form groups on a professional basis, as long as membership is open to ELI members from other professional backgrounds.

2. Purpose

- (a) Hubs and SIGs are of fundamental importance to the ELI's success. They are an important means through which jurists of all backgrounds can come together and share their insights. They are a laboratory for ideas and future ELI projects.
- (b) Hubs and SIGs also serve as a two-way communication channel between the ELI and its members, as a means to generate exposure for the ELI and its work, to recruit new members, to attract funding for the ELI and to suggest new project ideas.
- (c) Hubs, in particular, are a practical means through which ELI members can meet closer to home, communicate in their native language, discuss current or future ELI projects and bring the ELI closer to practitioners.
- (d) SIGs are to consider how the ELI could contribute positively to the improvement of law in their area; keep their area under on-going critical scrutiny, noting and discussing current developments and, where relevant, drawing the European public's attention to pressing legal issues in their fields, not least that would not ordinarily secure such wide notice. They are also tasked to draw the ELI Executive Committee's attention to any issue that could properly call for a response by the ELI so as to enable such a response to be provided in a timely manner. In consultation with the ELI Executive Committee, the ELI relies on SIGs to prepare responses to any EU or other relevant consultation or legislative proposal; provide an effective means to review any legal instruments within their area of expertise; and most importantly, provide an active forum for debate by ELI members in the field through which project proposals could be developed, and, where appropriate, carry out such project work.

3. General Principles and Form

- (a) All Hubs and SIGs must adhere to the ELI's basic principles as enshrined in Article 2 of the Statute, these Guidelines and the ELI's confidentiality and data protection policies, and shall only be established following the ELI Executive Committee's approval.
- (b) The ELI reserves the right to withdraw such approval on good grounds.
- (c) All chairs must sign a declaration confirming that they will commit to the above.
- (d) While legal personality may be required for establishment in some jurisdictions, the ELI encourages Hubs and SIGs to adopt a looser structure.
- (e) Hubs and SIGs shall be administratively self-sufficient.

4. Chairs and Advisory Boards

- (a) Each Hub and SIG should appoint at least two chairs who are to be responsible for organising the Hub's or SIG's work. Chairs may be natural or institutional, at least one of whom must ideally be a member of the ELI Council. The latter shall step down as an ELI Council representative when his or her term as an ELI Council member ends, allowing an existing ELI Council member to assume his or her position. He or she may, however, continue to coordinate the Hub or SIG in a non-Council member capacity.
- (b) A maximum number of five individuals or institutions may coordinate a Hub or SIG.
- (c) In the case of large Hubs and SIGs, subgroup chairs are encouraged.
- (d) Hubs and SIGs are also encouraged to establish an Advisory Board composed of renowned members of the group to steer the work of the Hub or SIG.

5. Membership

- (a) Hub and SIG membership is reserved for ELI members. In the case of Hubs, this is automatically registered as an individual's country of residence on registration with the ELI, provided no objections are raised. In the case of SIGs, membership is elective.
- (b) Hubs and SIGs should encourage a broad range of individuals and institutions who could become ELI members to attend and take part in their events.

6. Funding

- (a) Hubs and SIGs shall be financially self-supporting.
- (b) Events may be sponsored or hosted by local institutions, such as law firms or faculties of law.
- (c) The ELI is entitled to receive and administer funds donated to a Hub or SIG for a specific purpose, if the lack of legal personality or national provisions prevent the Hub or SIG from doing so.
- (d) It is one of the purposes of Hubs and SIGs to attract funding for the ELI.

7. Launches and Activities

- (a) Hub and SIG launch events shall be organised in close cooperation with the ELI Secretariat and shall feature informative presentations on the ELI and its activities.
- (b) Launch events and other Hub and SIG activities should bring together both members and potential ELI members.
- (c) Any Hub and SIG events or activities shall be complementary to, and never compete with, the ELI's activities.
- (d) To help ensure that the ELI is a truly multi-jurisdictional organisation, Hubs and SIGs are encouraged, in close cooperation with the ELI Executive Committee and ELI Secretariat, to host the ELI's General Assembly and Annual Conference. Hubs and SIGs that wish to do so should register their interest with the ELI Secretariat at the earliest opportunity.
- (e) Chairs shall inform the ELI Secretariat of any proposed activities in a timely fashion and a month ahead of the planned date at the very latest.
- (f) Chairs should ensure the uniform use of marketing in promoting events and can approach the ELI Secretariat for agenda templates.



- (g) ELI promotional materials can be sent to event venues by the ELI Secretariat, provided that appropriate notice has been given.
- (h) To highlight the activities of Hubs and SIGs to other members of the ELI and externals, a short report and photographs of each Hub and SIG event should be sent to the PR Officer at the ELI Secretariat within two days of the event taking place.
- (i) Any feedback given by participants at Hub and SIG events should kindly be communicated to the ELI Secretariat allowing, where appropriate, the ELI Executive Committee to respond.

8. Meetings

- (a) Ideally, each Hub and SIG should hold at least one coordinative meeting a year, the time around the Annual Conference and General Assembly being an opportune moment to do so.
- (b) Such meetings must, however, be arranged in cooperation with the ELI Secretariat and be conducted in manner that does not disrupt the Annual Conference and General Assembly.
- (c) The provisions in section 7(a), (c), (e)–(i) apply here *mutatis mutandis*.

9. Use of Hub and SIG Logos

- (a) An approved Hub or SIG logo may be used by Hubs or SIGs for activities which are directly linked with existing Hub or SIG activities, presentations of the Hub or SIG in general or of current or completed ELI projects, or with activities compatible with the ELI's aims. Each use is subject to the ELI Secretariat's express prior approval.
- (b) Any communication on Hub- or or SIG-related activities must clearly differentiate those activities from the activities of the ELI itself.

10. Publications

- (a) The ELI both encourages and supports the publication of Hub and SIG output. In the spirit of section 9(b) above, however, a disclaimer must be placed on the face of the publication expressing that the publication does not reflect the views of the ELI.
- (b) The ELI Secretariat shall provide the text of such a disclaimer upon request.
- (c) Chairs must obtain the ELI Executive Committee's prior express approval before each publication. To apply for approval, the full text, along with the disclaimer, publisher's details and any other material information should be submitted to the ELI Secretariat.
- (d) Proofs of any material to be published should also be submitted to the ELI Secretariat.

11. Communication between Hub and SIG Members and Guests

- (a) Hubs and SIGs should use electronic means of communication dedicated for that purpose.
- (b) For data protection reasons, communication outside that designated channel shall be through the ELI Secretariat.

12. Communication between Hub and SIG Members and the ELI Secretariat

- (a) There should be frequent communication between Hubs and SIGs and the ELI Secretariat in order to ensure that the Hubs and SIGs are properly integrated into the ELI.
- (b) At least one of the chairs of a Hub or SIG should specifically take on the primary role of liaising with the ELI Secretariat, Council and Executive Committee.

- (c) The ELI Secretariat should be kept informed of any material plans and changes to Hubs and SIGs.
- (d) The ELI Secretariat will, amongst other things, provide support on the implementation of these guidelines and assist in the management of the Hub's and SIG's membership data.

13. Evaluation

- (a) Each Hub and SIG shall provide a yearly report of its activities and output of the previous 12 months and its plans for the forthcoming 12 months to the ELI Executive Committee in May of each year. The template for reporting purposes, which also invites chairs to express the difficulties they encounter in coordinating Hubs and SIGs, is included in the annex below.
- (b) Such reports will be considered at the ELI Executive Committee's meeting in June of each year and the results of the analysis of Hub and SIG reports will be presented at the ELI Council meeting held at the time of the ELI General Assembly.
- (c) In drafting the summary report, the ELI Executive Committee will have regard to how active the Hub or SIG has been, the quality of the Hub's or SIG's output, adherence to these Guidelines and external feedback and the overall contribution and impact of the Hub or SIG in mind. The Executive will also use the evaluation exercise as an opportunity to find solutions with chairs to improve the overall workings of Hubs and SIGs.
- (d) Hubs and SIGs are encouraged to organise a minimum of one event a year. No Hub or SIG should read this as a preference for quantity over quality, however.

14. Duration

- (a) Hubs and SIGs are established for a duration of three years. This provision applies retroactively to existing Hubs and SIGs.
- (b) Upon positive review, the ELI Executive Committee may recommend, taking the differences of Hubs and SIGs into account, in particular the difficulties in setting up national Hubs and the implications of closing them down, the continuation of the group to the ELI Council.
- (c) In arriving at its recommendations, the Executive will pay particular attention to the summary reports referred to in section 13.

15. Entry into Force

The Guidelines have been passed by way of a Council decision, after consultation with the Senate, and take effect from 24 January 2019. Any change of these Guidelines requires a Council decision.



Annual Hub and Special Interest Group (SIG) Evaluation

Hub/SIG Name:

Date of Establishment:

Chairs:

Active Members/Participants

Kindly mention and comment on the number of active members or participants in your Hub/SIG.

Report on Activities

Please report on the activities your Hub/SIG had or plans in the course of the last and next 12 months respectively. Provide precise dates/venues where possible.

Report on Governance

Kindly provide us with a report on governance, among other things, taking the above Guidelines into consideration.

Report on Funding

In consideration of the self-sufficient nature of Hubs and SIGs, outline the main funding sources your Hub/SIG has resort to.



Report on Implementing Guidelines and in Coordinative Role

To support Hub and SIGs Chairs better, we invite you to disclose any difficulties you may have experienced in implementing the Guidelines for ELI Hubs and SIGs and difficulties you may have encountered in your role as a Chair.

Additional Comments