

Legal Advisory Panel Memorandum

This memorandum sets out the purposes of, and other items relating to, the Legal Advisory Panel (the '**Panel**') formed under the auspices of the Aviation Working Group (the '**AWG**').

1. The purposes of the Panel are to assist and advise the AWG on (a) matters relating to the interpretation, understanding, and implementation of, and compliance with, the Cape Town Convention and its Aircraft Protocol ('**CTC**'), including the standing activities set out in **Annex** hereto (the '**CTC Support Activities**'), and (b) other matters agreed between the Panel and the AWG within the latter's purposes. All such advice and assistance is purely advisory in nature.
2. All members of the Panel (the '**Members**'), and the Chair and Vice Chair of the Panel, shall be appointed by the AWG.
3. Members shall serve a term of two (2) years, and may be re-appointed thereafter. Members may withdraw at any time by giving the AWG written notice thereof.
4. The Chair and Vice Chair shall serve for a term agreed with the AWG. The Chair or Vice Chair may withdraw at any time by giving the AWG written notice thereof. The Chair shall report to the AWG from time-to-time.
5. The Panel shall (a) act by consensus, and (b) be assisted by an executive committee (the '**Executive Committee**') comprised of the Chair, Vice Chair, the heads of each CTC Support Activity working team, and others invited thereon or to attend meeting by AWG. The Executive Committee, which shall meet twice per year between meetings of the Panel and as otherwise agreed, may be delegated (by the Panel) the ability to approve materials on behalf of the Panel.
6. The Panel (a) shall meet twice per year during the weeks of AWG general meetings, and jointly with AWG's subgroup on commercial law and regulation, in each case as determined by the AWG, and (b) may also meet at other times and in other places agreed between the AWG and the Chair
7. Members shall (a) attend at least one Panel meeting set out in point 6(a) per year, absent extraordinary circumstances, (b) actively participate and contribute to the work of at least one CTC Support Activity working team, and (c) confirm their agreement to this Memorandum, and the support of their firm to that agreement, at the time of their appointment or re-appointment to the Panel.
8. All action to be taken by the AWG under this Document shall be taken by the AWG Secretary.
9. No compensation shall be paid to the Members, the Chair or the Vice Chair. No expenses of the foregoing shall be reimbursed.
10. No lawyer – client relation is established between the AWG and the Panel or their respective members. No liability is created or implied by membership on, or the activities of, the Panel.

Annex – CTC Support Activity

1. Update the Practitioner’s Guide to CTC and transaction practice
2. Report and analyse CTC legal activity
3. Provide recommendations on annotations to the CTC Official Commentary
4. Develop and enhance educational materials relating to the CTC
5. Assess the work of, and provide guidance to, the national contact groups
6. Develop Judges manual/handbook
7. Any other CTC-related item agreed between the Panel and the AWG

Notes related to the above:

- The above list may be amended by agreement between the AWG and the Panel
- Re all items above: (i) all such activities shall be undertaken by separate working teams, with a leads appointed by AWG, which shall, through the Chair, report to the Panel as a whole; and (ii) cooperation shall extend to the CTC academic project, subject to the working rules thereof
- Re item 2: including activity relating to (a) the International Registry, and (b) compliance with the CTC
- Re item 5: Members shall consider, if requested, playing a coordinating or participatory role in such contact groups, as established or to be established by the AWG