



WORKING PAPER

LEGAL COMMITTEE – 38TH SESSION

(Virtual Meeting, 22 – 25 March 2022)

Agenda Item 1: Adoption of the Agenda

NOTE ON DOCUMENTATION AND WORKING ARRANGEMENTS

(Presented by the Secretariat)

1. INTRODUCTION

1.1 The purpose of this paper is to facilitate reference to the documents being presented and to provide information on the working arrangements for this session.

2. DOCUMENTATION ON ITEMS

2.1 Items 1, 3, 6, 7 and 8 of the Provisional Agenda are standard subjects included in the agenda of each session. Item 2 of the Agenda will cover items on the General Work Programme of the Legal Committee. Agenda Item 4 concerns amendment of the *Rules of Procedure of the Legal Committee (Doc 7669-LC/139/6)* (Rules of Procedure) and Agenda Item 5 covers the election of Vice-Chairpersons of the Committee, in accordance with Rule 6 of the Rules of Procedure.

2.2 The documentation for Agenda Items 2 to 7 is being issued in series of documents identified as LC/38-WP/2, LC/38-WP/3, LC/38-WP/4, LC/38-WP/5, LC/38-WP/6 and LC/38-WP/7, with subdivisions as relevant, and is further illustrated in the **Appendix**.

2.3 Information papers, which are issued in their original language only, will be issued as supplementary documentation bearing numbers LC/38-IP/1, LC/38-IP/2, and so forth.

3. GENERAL ARRANGEMENTS

3.1 The 38th Session of the Legal Committee will be held in fully virtual format starting on Tuesday, 22 March 2022 at 0800 hours, Montréal time.

3.2 Participants can join the meeting using the Zoom Application or a web browser on any mobile device, tablet or computer. However, Zoom works best with Google Chrome or Mozilla Firefox web browsers. Participants may also join by simply using a telephone. Instructions on how to download, set up and use the Zoom Application can be obtained from the Zoom website:

https://zoom.us/download#client_4meeting. Zoom's privacy policy can be consulted at <https://zoom.us/privacy>.

3.3 The link and/or telephone number to access the Zoom meeting will be provided by email to participants who have been nominated to represent Member States or Observer Organizations.

3.4 The meeting will be recorded by the Secretariat. Such recordings will be used solely for the purpose of preparing the Report of the meeting.

4. **OPENING OF THE MEETING AND WORKING HOURS**

4.1 The opening of the meeting will take place at 0800 hours, Montréal time, on Tuesday, 22 March 2022. The working hours will be as follows:

– **22, 23, 24, 25 March 2022: 0800 – 1100 hours (Montréal time) each day.**

4.2 Notwithstanding the foregoing, participants are encouraged to login to the Zoom platform on each day of the meeting starting from 0730 hours, Montréal time, in order to test out their connections and to familiarize themselves with the operation of the channels for simultaneous interpretation.

5. **PARTICIPATION IN THE MEETING**

5.1 Only participants who have been nominated to represent Member States or Observer Organizations will be admitted to the meeting.

5.2 Following admission into the meeting, each participant should ensure that their meeting name in Zoom matches the name indicated in their nomination letter. Examples of name format for use in Zoom are provided in the table below:

Category of participants	Example of appropriate name format
Chairperson/Vice-Chairpersons	Name, State and Position
Nominated participants	State or Organization, Name
ICAO Secretariat	Name, Designation/Position

6. **DOCUMENTATION FOR THE MEETING**

6.1 All documentation for the meeting will be posted on the ICAO webpage of the 38th Session of the Legal Committee: <https://www.icao.int/Meetings/LC38/Pages/Working-Papers.aspx>.

7. **CONDUCT OF THE MEETING**

7.1 Participants wishing to make an intervention will select the “raise your hand” facility to request the floor. During the virtual meeting, the Chairperson will monitor requests received for an intervention to be made and then call on speakers to take the floor. Participants must select the “lower the hand facility” after they have been given the opportunity to make an intervention.

7.2 Participants should by default always keep their microphone on “mute” and will “unmute” the microphone only when the Chairperson has invited the participant to make an intervention.

7.3 Technical recommendations: We strongly recommend the use of audio equipment with headphones and integrated microphone. For a more reliable connection, use an Ethernet cable where possible rather than Wi-Fi. Turn off sound notifications on your computer (e-mail, messaging, etc.).

7.4 Please minimize surrounding noises such as paper rustling and interference from other devices as far as possible. Please speak at approximately a forearm’s length from the microphone, and avoid turning your head away when speaking.

7.5 Additional information regarding the conduct of the meeting will be announced at the opening of the meeting. The ICAO Venue and Event Management Unit (VEM) and the Enterprise Technology Section (ETS) will be on standby to provide technical support to participants who encounter difficulties. VEM and ETS will provide contact details for support on the Chat channel. Please write them down in case you are disconnected.

8. **LANGUAGES**

8.1 In accordance with Rule 44 b) of the *Rules of Procedure for the Legal Committee* (Doc 7669-LC/139/6) (the Rules), the English, Arabic, Chinese, French, Russian and Spanish languages shall be used in the deliberations of the Committee. Speeches made in any of the six languages shall be simultaneously interpreted into the other five languages, except where such interpretation is dispensed with by consent of all concerned.

8.2 When the virtual meeting starts, the Secretariat will enable the interpretation feature, and participants can select an audio channel to hear their language of choice. It is recommended to click on “mute original audio” while listening to interpretation so that the speech from the floor will not overtake the language channel if the interpretation volume is soft. If you are listening to interpretation, please turn off the interpretation before you turn on your microphone when you are given the floor.

8.3 Please be aware that the time lag of remote conferencing platforms makes the task of the interpreters more difficult. For this reason, we strongly advise participants to make a special effort to speak more slowly than they normally do when they take the floor to make an intervention.

8.4 Any prepared statements related to Working Papers which are to be read must be submitted in writing ahead of the meeting to officeleb@icao.int, ideally no later than one day before the start of the meeting. Participants are encouraged to keep statements concise to facilitate the efficiency of the proceedings. The copy of the statement submitted will NOT be considered the final version, and the interpreters will be listening carefully for any changes made. However, the fewer unforeseen elements the interpreters have to contend with, the better for all involved. Also rest assured that the interpreters will not share your submission with anyone, in accordance with their professional code of ethics and the ICAO Service Code.

8.5 In the event that interpretation services are halted, or become limited or can no longer be available, the Chairperson will invite the participants to decide if they wish to conduct or continue the virtual meeting in the English language only. In accordance with Rule 44 b) of the Rules of Procedure, the consent of all those concerned will be required in order to dispense with the interpretation services and continue with the virtual meeting in the English language only.

APPENDIX
LEGAL COMMITTEE – 38TH SESSION

(Virtual Meeting, 22 to 25 March 2022)

LIST OF WORKING PAPERS BY ITEM

(As of 3 February 2022)

AGENDA ITEM	WORKING PAPER NO.	TITLE	ORIGINATOR
1	ADOPTION OF THE AGENDA		
1	LC/38-WP/1-1	Provisional Agenda of the 38th Session of the Legal Committee	Secretariat
1	LC/38-WP/1-2	Note on Documentation and Working Arrangements	Secretariat
2	CONSIDERATION OF THE GENERAL WORK PROGRAMME OF THE LEGAL COMMITTEE		
2	LC/38-WP/2	Consideration of Other Items on the General Work Programme of the Legal Committee	Secretariat
2	LC/38-WP/2-1	Progress Report on the work of the Working Group for the Review of the ICAO Rules for the Settlement of Differences	Chairperson of the Working Group for the ICAO Rules for the Settlement of Differences
2	LC/38-WP/2-2	Consideration of the adequacy of existing international air law instruments in addressing cyber threats against civil aviation	Secretariat
3	REVIEW OF THE GENERAL WORK PROGRAMME OF THE LEGAL COMMITTEE		
3	LC/38-WP/3-1	Review of the General Work Programme of the Legal Committee	Secretariat
4	AMENDMENT OF THE RULES OF PROCEDURE OF THE LEGAL COMMITTEE		
4	LC/38-WP/4-1	Amendment of the Rules of Procedure of the Legal Committee	Secretariat
5	ELECTION OF VICE-CHAIRPERSONS OF THE COMMITTEE		
5	LC/38-WP/5-1	Note on the Election	Secretariat

AGENDA ITEM	WORKING PAPER NO.	TITLE	ORIGINATOR
6	DATE, PLACE AND AGENDA OF THE 39TH SESSION OF THE LEGAL COMMITTEE		
6	LC/38-WP/6-1	Date, place and agenda of the 39th Session of the Legal Committee	Secretariat
7	ANY OTHER BUSINESS		
7	LC/38-WP/7-1	Privacy laws and international carriage by air	International Air Transport Association

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