

APPENDIX A – ENGAGEMENT LOG

Date	Heathrow Representative(s)	Stakeholder	Method of Engagement	Topic of Engagement	Supporting Evidence	Location in Appendix B
11/06/2019	██████████	██████████ (LACC)	Email	Discuss plan for CPT Engagement with airlines	Email	Page 1
11/06/2019	██████████	██████████ (LACC)	Email	Response from LACC	Email	Pages 1-2
14/06/2019	██████████	HCNF	Email	Invitation to CPT DP Workshop	Emails	Pages 2-7
		HSPG				
		Local Authorities				
		HCEB				
26/06/2019	██████████	HSPG	Email	Additional CPT DP Workshop	Email	Pages 7-8
11/07/2019	██████████	HCNF	Workshop	CPT DP Workshop	Presentation	Pages 11-29
	██████████	HCEB			Planned Attendees	Pages 8-10
	██████████					
11/07/2019	██████████	Local Authorities	Workshop	CPT DP Workshop	Presentation	Pages 11-29
	██████████	HSPG				
	██████████					

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16/07/2019	██████████	NATMAC	Email	CPT Design Principles - request for feedback	Email	Pages 30-31
16/07/2019	██████████	Public Focus Groups	Workshop	CPT Airspace Change & Design Principles	Discussion Guide	ANNEX 1
16/07/2019	██████████	Community Members	Email	Arranging new Workshop 2 date	Email	Pages 34-35
17/07/2019	██████████	HCNF	Email	Follow up to Workshop	Presentation	Pages 11-29
					Email	Pages 35-36
		HCEB			Meeting Notes	Pages 37-39
					Matrix	Pages 32-33
17/07/2019	██████████	Local Authorities	Email	Follow up to Workshop	Presentation	Pages 11-29
		HSPG			Meeting Notes	Pages 40-42
17/07/2019	██████████	HSPG	Workshop	CPT DP Workshop	Presentation	Pages 11-29
	██████████					
18/07/2019	██████████	██████████	Email Exchange	Issue with attachments	Email	Page 43
				Confirmation copies will be posted		
19/07/2019	██████████	HSPG	Email Exchange	Follow up to Additional workshop	Email	Page 44
					Meeting Notes	Pages 45-47
					Presentation	Pages 11-29
					Matrix	Pages 48-49

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19/07/2019	██████████	Hillingdon Local Authority	Email	Request for Feedback	Email	Page 50
					Presentation	Pages 11-29
					Meeting Notes (all 3)	Pages 37-39, 40- 42 & 45-47
					Matrix	Pages 48-49
19/07/2019	██████████	Woking	Email	Request for Feedback	Email	Page 51
					Presentation	Pages 11-29
					Meeting Notes (all 3)	Pages 37-39, 40- 42 & 45-47
					Matrix	Pages 48-49
19/07/2019	██████████	Wokingham	Email	Request for Feedback	Email	Page 52
					Presentation	Pages 11-29
					Meeting Notes (all 3)	Pages 37-39, 40- 42 & 45-47
					Matrix	Pages 48-49
19/07/2019	██████████	Surrey Heath	Email	Request for Feedback	Email	Page 53
					Presentation	Pages 11-29
					Meeting Notes (all 3)	Pages 37-39, 40- 42 & 45-47
					Matrix	Pages 48-49
26/07/2019	██████████	Airlines	Email	Request for Feedback on CPT DPs	Email	Page 54
					Matrix	Pages 48-49
					Presentation	Pages 11-29
30/07/2019	██████████	NATMAC	Email	Reminder of Feedback Deadline	Email	Pages 54-55

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01/08/2019	██████████	HCNF/HCEB/HSPG/Local Authorities	Email	Reminder of Feedback Deadline	Email	Page 55
08/08/2019	██████████	Airlines	Email	Reminder of Feedback Deadline	Email	Pages 55-56
12/08/2019	██████████	Spelthorne	Emails	Reminder of 2nd Workshop	Emails	Page 56
		HCEB	Email		Email	Pages 57-58
		HCNF	Email		Email	Pages 57-58
		HSPG	Email		Email	Page 58
16/08/2019	██████████	Community Groups	Workshop	Workshop 2 - CPT Design Principles	Presentation	Pages 59-79
	██████████				Planned Attendees	Pages 80-81
	██████████					
16/08/2019	██████████	Local Authorities	Workshop	Workshop 2 - CPT Design Principles	Presentation	Pages 59-79
	██████████				Planned Attendees	Pages 80-81
	██████████					
16/08/2019	██████████	Local Authorities	Email	Reminder of additional workshop	Email	Page 81
18/08/2019 - 31/08/2019	██████████	Royal Borough of Windsor & Maidenhead	Email Exchange	Questions/Answers regarding Design Principle 5	Emails	Pages 83-84
20/08/2019	██████████	Community Groups & Local Authorities	Workshop	Workshop 2 - CPT Design Principles	Presentation	Pages 59-79
	██████████				Planned Attendees	Pages 80-81
	██████████				Additional Attendees	Page 82
29/08/2019	██████████	Runnymede Borough Council	Briefing	CPT Design Principles Update	Presentation	Pages 59-79

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	██████████				Email	Page 93
	██████████					
25/09/2019	██████████	HCNF/HCEB	Email	Workshop 2 notes & final design principles	Email Workshop Notes	Pages 94-95 Pages 85-87
		Local Authorities/HSPG			Email Workshop Notes	Page Pages 95-96 Pages 88-89
		Combined Session			Workshop Notes	Pages 90-92
					Final DP List	Page 102
					List of Recipients	Pages 97-98
26/09/2019	██████████	NATMAC	Email	Final CPT Design Principles	Email	Pages 99-100
		Airlines	Email		Email	Pages 100-101
					Final DP List	Page 102