

**MINUTES OF HEATHROW ATIS TRANSFER FROM BIG DVOR TO SFD DVOR  
ASSESSMENT MEETING HELD BY TELEPHONE ON 10<sup>th</sup> September 2020 at 1410**

11<sup>th</sup> September 2020

*[Insert Distribution List]*

**Present**

██████████  
██████████

**Appointment**

Technical Regulator  
ATC PoC

**Representing**

CAA  
NATS

CAA Assessment Meeting Opening Statement

CAA noted that the following Statement of Need was received in advance of the Assessment Meeting and confirmed that the documents must be published by the sponsor, together with minutes of the meeting, on the Airspace Change portal page.

CAA explained the purpose of the meeting and confirmed that the meeting was an Assessment Meeting and not a Gateway. The CAA reinforced that the sponsor was required to provide a broad description of their proposed approach to meeting the CAA's CAP 1616 requirements, but the CAA was not deciding whether the proposed approach met the detailed requirements of the CAA's process at this stage. The purpose of the Assessment Meeting (set out in detail in CAP 1616) was broadly:

- for the Sponsor to present and discuss their Statement of Need,
- to enable the CAA to consider whether the proposal concerned falls within the scope of the formal airspace change process,
- to enable the CAA to consider the appropriate provisional Level to assign to the change proposal.

Additionally, the sponsor was required to provide information on how it intended to proceed to fulfil the requirements of the airspace change process and to provide information on timescales. Lastly, the sponsor was required to provide information on how it intended to meet the engagement requirements of the various stage of the airspace change process.

	<b>ACTION</b>
<b>Item 1 – Introduction</b>  ██████████ called ██████████ and agreed that the telephone conversation would be the Assessment Meeting for this proposal	
<b>Item 2 – Statement of Need (discussion and review)</b> As per the Statement of Need the transfer of the transmitter transmitting the Heathrow ATIS from the site at Biggin Hill DVOR to the Seaford DVOR was discussed. The changes to the AIP will be to: AD 2.EGLL-7-1 through to 7-9, as they will require the ATIS frequency 115.10 0 to be replaced by 117.0 0 0 and AD 2.18 in the Heathrow section of the AIP.	

<p><b>Item 3 – Issues or opportunities arising from proposed change</b></p> <p>None</p>	
<p><b>Item 4 – Options to exploit opportunities or address issues identified</b></p> <p>None</p>	
<p><b>Item 5 – Provisional indication of the scale level and process requirements*</b></p> <p>The provisional indication is that this would be Level 0 Administrative Change to information on all Heathrow STAR Charts as well as AD 2.18 in the Heathrow section of the AIP</p> <p><i>* When the sponsor submits their gateway materials for each Gateway at the agreed submission deadline, the period between this and the gateway decision will be an analysis by the CAA Airspace Regulatory team (Airspace Regulation) of the documentation submitted, for the purposes of making a recommendation to the CAA Gateway decision maker(s). In conducting the gateway assessment, the CAA is assessing the process employed and its compliance with the guidance stipulated within CAP1616. It is not an assessment of the merits of the submission itself, which is reviewed at Stage 5 - Decision. We may request, documentation from the sponsor that is referred to in the gateway submission but has not been provided as part of the Gateway submission materials. We may also request the sponsor to provide information by way of clarification relating to statements or assumptions made in the submission. Any further information sought by Airspace Regulation at this stage is for clarificatory purposes and is only for determining compliance with the CAP 1616 process.</i></p> <p><i>In any instance where a sponsor has not met the requirements of the process, we will inform them after the gateway decision and advise of next steps.</i></p>	
<p><b>Item 6 – Provisional process timescales*</b></p> <p>It was agreed that this change should be progressed as soon as possible and that it would initially be promulgated via a Permanent NOTAM with a view to amending the AIP on AIRAC14/2020 on 31<sup>st</sup> December 2020.</p>	

<p><i>* The timeline agreed may become subject to change by the CAA. This is because the Secretary of State for Transport has directed the CAA to prioritise GNSS applications and this may have an impact on your ACP if we need to direct resource accordingly.</i></p>	
<p><b>Item 7 – Next steps</b></p> <p>NATS CNS Team to supply [REDACTED] with confirmation that CAA CNS are content with the Safety Assurance carried out confirming the new frequency of 117.000 from the Seaford DVOR (SFD) and the that Designated Operational Coverage (DOC) is adequate for the purpose being declared.</p> <p>NATS to agree Minutes with the CAA and upload to the CAA Portal. CAA will then confirm the ACP Level and approve the changes accordingly.</p>	<p>[REDACTED] to supply information as described</p>
<p><b>Item 8 – Any other business</b></p> <p>None</p>	

**ACTIONS ARISING FROM HEATHROW ATIS TRANSFER FROM BIG DVOR TO SFD DVOR  
ASSESSMENT MEETING**

<b>Subject</b>	<b>Name</b>	<b>Action</b>	<b>Deadline</b>
Safety Assurance & DOC of 117.00		NATS CNS Team to supply [REDACTED] with confirmation that CAA CNS are content with the Safety Assurance carried out confirming the new frequency of 117.000 from the Seaford DVOR (SFD) and the that Designated Operational Coverage (DOC) is adequate for the purpose being declared.	18/09/20

[REDACTED]  
ACP Sponsor