

**MINUTES OF ACP-2020-007ASSESSMENT MEETING HELD ON TEAMS PLATFORM ON
22/07/2020**

22/07/2020

Present

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Appointment

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

Representing

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

CAA Assessment Meeting Opening Statement

CAA noted that the following Statement of Need (submitted in the portal) and Presentation (circulated before the meeting) were 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.

	ACTION
Item 1 – Introduction	

<p>CAA provided opening statement as mentioned above and confirmed reception of Statement of Need (from the portal) and Presentation (sent by [REDACTED] before the meeting). [REDACTED] stressed that this is an Assessment meeting and not a Gateway meeting, which is an activity that will be needed to go through, later in the process.</p> <p>Due to network issues, [REDACTED] chaired the meeting in the place of [REDACTED].</p>	
<p>Item 2 – Statement of Need (discussion and review)</p> <p>[REDACTED] presented the statement of need (SON) using the presentation slides sent before the meeting. The NBEC consortium will conduct a number of BVLOS drone flight trials (segregated in the Airport ATZ, unsegregated within the ATZ and then unsegregated in the entire corridor) and thus a Temporary Danger Area (TDA) has been applied for to provide enhanced mitigation to the trial activities, particularly the unsegregated one.</p> <p>CAA ([REDACTED]) confirmed that the project is within scope of a temporary airspace change. [REDACTED] however pointed out that it was not clear at this stage which process would be more adequate, as both a Temporary Danger Area (TDA) or a Trials Airspace process could be used. The project introduces innovative systems to be tested and validated through flight trials and thus CAA proposed that they would review internally the details of the proposal in order to recommend which of these processes is better to be used (action 1).</p> <p>From the airspace perspective, the trials to be done BVLOS in segregated mode in the Cranfield Airport ATZ may not need a TDA, nor the unsegregated BVLOS trial within the ATZ, but this will need confirmation by CAA, and close engagement and coordination with the CAA Airspace and UAS team will be needed to agree this.</p> <p>As mentioned previously, CAA will confirm which route to take. Once this is agreed and the sponsor informed, a second version of the SoN will be submitted by the sponsor (action 2) and a further assessment meeting will be conducted to discuss the details of the process agreed. That meeting will also discuss the Engagement process requirements specific to the airspace change construct recommended to follow. [REDACTED] mentioned that the second Assessment meeting could take place within 2-3 weeks and will focus specifically on process requirements.</p>	<p>CAA [REDACTED]</p> <p>Cranfield [REDACTED]</p>
<p>Item 3 – Issues or opportunities arising from proposed change</p> <p>CAA informed that applying for a ENR5.3 is not appropriate for this, and that the TDA needed for the trials could be applied for and enabled through AIP supplement or AIC, and NOTAMs for the trials inside and outside the Airport ATZ. A Trial plan will be needed if the process to follow is an Airspace trial application. CAA mentioned that the ENR5.1 and 5.3 should</p>	

<p>not be followed as they only deal with specific published airspace structures.</p>	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <p>N/A</p>	
<p>Item 5 – Provisional indication of the scale level and process requirements*</p> <p>The specifics on process requirement will be reviewed in the second Assessment meeting and after submitting the SoN Version 2. As per action 1, CAA will have internal discussion and inform sponsor as to which airspace change process to follow. The next assessment meeting will discuss trial plan, stakeholder engagement, safety and environment assessment.</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>Item 6 – Provisional process timescales*</p> <p>█ went through the suggested project timescales.</p> <p>As mentioned previously in order to establish exact process timescales, the actual process to follow should be agreed (see action 1).</p> <p>CAA mentioned that July-Aug 2021 for a TDA is reasonable. If those dates are brought forward there might create tight timescales.</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>Item 7 – Next steps</p> <p>1) █ will produce minutes (action 3) and will send to CAA to review (will be referred to as Meeting 1 Minutes). Once final version is agreed by all parties, it will be published to the portal. This is planned to be within 2 weeks of meeting (i.e. 05/08/20).</p>	<p>Cranfield (█)</p>

<p>2) In the meantime, CAA will review internally which airspace change process the sponsor should follow, the corresponding timelines requirements and inform the sponsor accordingly (incorporated with action 1)</p> <p>3) CAA will review Assessment Meeting 1 Minutes and provide comments / suggested amendments (action 4).</p> <p>4) As per action 2, Cranfield will publish a second version of the SoN to incorporate CAA recommended on airspace change process to follow.</p> <p>5) Assessment Meeting 2 will be organised with CAA UAS and other CAA stakeholders (action 5).</p>	<p>CAA (████████)</p> <p>CAA (████████)</p> <p>Cranfield (████)</p> <p>CAA (████████)</p>
<p>Item 8 – Any other business</p> <p>It is assumed for now that the Case officer will be █████, unless it is realised that a TDA is the way to go, in which case █████(Airspace Utilisation) will take hold of process.</p> <p>CAA IH and UAS Teams will be involved in the next discussions and meetings, in order to ensure they are also aligned with the developments.</p>	

ACTIONS ARISING FROM NBEC ASSESSMENT MEETING

Subject	Name	Action	Deadline
Action 1	■	CAA to review internally which Airspace change process is best for this project and inform sponsor	29/07/20
Action 2	■	Produce Statement of Need V2 to address the recommendation from CAA (as per action 1) on which process to follow	05/08/20
Action 3	■	Produce Assessment Meeting 1 minutes and send to CAA for review	27/07/20
Action 4	■	CAA to review Assessment Meeting 1 minutes and comment or propose amendments as necessary	29/07/20
Action 5	■	CAA to organise Assessment Meeting 2, once all documentation is uploaded to the portal	12/08/20

Cranfield Airport
ACP Sponsor