

MINUTES OF BITTESWELL VRP REMOVAL ASSESSMENT MEETING HELD AT COVENTRY AIRPORT(ONLINE) ON 3RD NOVEMBER 2020

3rd November 2020

CAA Airspace change portal
Coventry Flight Safety Committee
Midlands Local Airspace Infringement Team

Present	Appointment	Representing
	Manager ATS Airspace Regulator (Technical) Airspace Regulator (Technical)	Coventry Airport Ltd. CAA CAA


CAA Assessment Meeting Opening Statement

CAA noted that the Statement of Need had been received in advance of the Assessment Meeting and confirmed that this document must be published by the sponsor, together with the agenda and 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, including determining whether the proposal falls within the scope of a scaled CAP 1616 ACP for the introduction of GNSS IAPs as described in CAP 1961,
- 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
<p>Item 1 – Introduction The parties attending via a virtual call, introduced themselves</p>	
<p>Item 2 – Statement of Need (discussion and review) The Bitteswell Visual Reference Point was a legacy from the past at Coventry which was previously used by ATC to separate aircraft approaching visually for Runway 23 at Coventry, and traffic making an ILS approach. As the procedures that previously used this VRP are no longer used now that the</p>	

<p>ATS unit is AFIS, this VRP no longer required. In addition, the location of the Bitteswell VRP is underneath the proposed hold for the future RNP approach for runway 23 at Coventry which has already gone through the public consultation process. By removing the VRP from the chart in advance of the implementation in the future of the Rwy 23 RNP, the risk of aircraft transiting the hold via the disused VRP should be reduced.</p>	
<p>Item 3 – Issues or opportunities arising from proposed change</p> <p>As the VRP is no longer used, there are no safety implications arising from the proposed change.</p> <p>The stakeholders at Coventry were consulted via the airports flight safety committee meetings as well as engaging with the local airspace users via the Local Airspace Infringement Team (LAIT) meetings. All were in agreement to remove the VRP.</p>	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <p>No issues were identified.</p>	
<p>Item 5 – Provisional indication of the scale level and process requirements*</p> <p>The CAA agreed that this change would follow a level zero process.</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>Please note that this text does not apply to airspace change proposals involving the sole implementation of GNSS IAPs without an approach control service, as Gateway Assessments are not required. Therefore this text can be removed from the Assessment Meeting minutes.</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>The target date for completion is mid-November 2020 to be ready for AIRAC 02-2021 publishing.</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 CAA to discuss and report back to Coventry as to the next step</p>	
<p>Item 8 – Any other business Nil</p>	

ACTIONS ARISING FROM [INSERT NAME OF CHANGE PROPOSAL] ASSESSMENT MEETING

Subject	Name	Action	Deadline


Manager Air Traffic Services
Coventry Airport