

**MINUTES OF UAS BVLOS IN SEGREGATED AIRSPACE (OBAN-LOCHGILPHEAD)
ASSESSMENT MEETING HELD VIA SKYPE FOR BUSINESS ON THURSDAY 13 AUGUST
2020**

13/08/20

Distribution list

Present	Appointment	Representing
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CAA Assessment Meeting Opening Statement

The CAA has received the Statement of Need, Agenda and Presentation in advance of this Assessment Meeting and can confirm that the documents are required to be published together with the minutes of this meeting on the airspace change portal.

The purpose of the Assessment Meeting as set out CAP1616 is for the Change Sponsor to present and discuss their Statement of Need, provide information on how it intends to fulfil the requirements of the airspace change process and present its provisional timescales. Lastly, the sponsor is required to provide information on how it intends to meet the engagement requirements of the process.

	ACTION
<p>Item 1 – Introduction</p> <ul style="list-style-type: none"> • All attendees introduced themselves. • A CAA representative read the CAA Assessment Meeting Opening Statement (also provided above) • A CAA representative explained that with concurrent ACPs that Skyports must clearly differentiate the two ACPs by clear use of the two different ACP numbers, as well as the different timescales and locations. In any correspondence, Skyports must highlight there are two applications underway concurrently. Using visuals to highlight this will also help. 	
<p>Item 2 – Statement of Need (discussion and review)</p> <ul style="list-style-type: none"> • A Skyports representative delivered its Assessment Meeting Presentation to CAA representatives, which included a summary of its Statement of Need and consideration of 'Issues or opportunities' arising from the proposed change (see Item 3 below). • A CAA representative stated that in considering the latest version of the Statement of Need, the CAA has determined that the proposal is in scope of the temporary airspace change process. 	

<ul style="list-style-type: none"> • A CAA representative explained that the proposal would be progressed in accordance with the TDA policy statement (20200721 – CAA Policy for the Establishment of Permanent and Temporary Danger Areas) the requirements of which represent a scaled-down version of CAP1616. 	
<p>Item 3 – Issues or opportunities arising from proposed change</p> <ul style="list-style-type: none"> • A Skyports representative provided a summary of the Issues or opportunities arising from the proposed change, which were as follows: <ul style="list-style-type: none"> a. Direct response to the NHS in Scotland for assistance in dealing with COVID-19. The NHS requested that Skyports perform this project through a letter of support from the NHS. b. The project is part funded through a joint initiative by the European and UK Space Agencies to utilise space-enabled technology with the COVID-19 response c. Skyports will transport COVID-19 testing kits and the samples taken for analysis, as well as essential personal protective equipment (PPE), medicine and other medical equipment. d. Skyports will carry samples collected from local GP practices for analysis as pathology laboratories at larger hospitals more quickly and more reliably than current road transport alternatives. Currently, samples are collected by the local postal service (without temperature control) and taken to the hospital at the end of rounds, which is slow and often leads to a degradation of sample quality meaning the tests either a conducted on poor quality samples and/or testing needs to be repeated. e. A quicker, more reliable route as the crow flies by UA has the potential to save the NHS money by not having to repeat tests. f. Turnaround time for results will improve from up to 4 days to as short as half a day, depending on the location being served. This level of improvement is transformational for the health system in Argyll & Bute with potentially life-saving treatment able to be commenced earlier and/or non-essential treatment able to be avoided (e.g. unnecessary antibiotic treatments which are currently being prescribed before receipt of pathology results) g. Local patients not having to have repeat tests or wait for so long for the results will receive a better standard of care. h. Improved healthcare for a region with poor ground transport links. i. As the NHS restarts routine tests, examinations, and procedures, this will place significant demands on its ability to manage business-as-usual and COVID-19 activities concurrently. The Skyports solution adds capacity when the NHS needs support the most. j. Skyports will be able to more deeply integrate its UA service into the NHS supply chain to improve efficiencies and better understand how to provide a permanent service over time, which could be scaled and applied to other parts of the UK. Additionally, the NHS is using this project as an opportunity to properly assess the long-term viability of such a service – an independent evaluation will be performed by NHS Scotland Improvement (iHub). 	

<ul style="list-style-type: none"> • A CAA representative asked Skyports to provide the CAA with a justification for the urgency of the project and carrying out this operation at this specific time. • A Skyports representative explained that the NHS needs to continually prepare for a second wave of COVID-19 cases and the number of cases is already rising, at the same time as the NHS is restarting 'business-as-usual' activities put on hold during the worst of the pandemic, which has created a backlog for patients. The NHS have asked Skyports to assist with this. • A CAA representative asked about how Skyports had taken into consideration the impacts of its proposed operations on other aviation stakeholders in order that they might be minimised. • A Skyports representative explained that it would complete an informal targeted engagement of aviation stakeholders on its proposed airspace change and deconfliction process to minimise potential negative impacts raised. Skyports already had a good knowledge of the current use of the airspace owing to a recently completed ACP in the same geographical location. Skyports may use Oban tower to assist with airspace deconfliction 	
<p>Item 4 – Options to exploit opportunities or address issues identified</p> <ul style="list-style-type: none"> • A Skyports representative explained that Skyports concluded that to safely conduct its operations it would require a volume of temporary segregated airspace. 	
<p>Item 5 – Provisional indication of the scale level and process requirements*</p> <ul style="list-style-type: none"> • A CAA representative confirmed that there was no level associated with this type of Airspace Change as it was a TDA application. • A CAA representative set out the process detailed in the now-published temporary or permanent danger area policy document. Skyports had completed Step 1a: Assessment Requirements of the CAP1616 airspace change process. Steps 1B and Step 2 are not required. Steps 3 and 4 would commence as soon as this Assessment Meeting is concluded. Within Steps 3 and 4, the Airspace Change Sponsor will prepare the documentation for engagement, informed by any requirements identified during this meeting. While change sponsors have the option of seeking CAA comment on their material prior to undertaking their engagement activities, this is not a process requirement. The TDA process confirms that all engagement material/evidence should be sent to the CAA retrospectively as part of the formal airspace change process. Following the formal targeted engagement, Skyports must provide details of the stakeholders engaged and feedback received. • While a COVID-19 project, which warrants prioritisation within the CAA, this does not override the need to go through the airspace change process. • A CAA representative highlighted Skyports are required to monitor the portal for any complaints. For alterations to traffic patterns under 7000ft over inhabited areas, a traffic impacts analysis will need to be provided to the CAA. 	

<p>Skyports must also explain how it will inform the local community if it will fly over them. The CAA advised that a minor, targeted engagement exercise and not a full-scale consultation exercise would be sufficiently proportionate to the size of the change and the timescales involve. The engagement document must clearly explain the rationale for this approach and how feedback will be collated. Skyports is also encouraged to discuss with DAATM MOD.</p> <ul style="list-style-type: none"> • A CAA representative recommended that Skyports consider who is directly affected and potentially impacted as well as those that will have an interest in the ACP, and allow them to see the specifics of the proposed airspace design from a safety and operational perspective. At the point of submission of the final designs, Skyports should explain who was engaged and why. • A CAA representative recommended Skyports refer to the National Air Traffic Management Advisory Committee (NATMAC) membership and distribution list for stakeholders to include, as well as the specifically local stakeholders. They advised that MoD DAATM, Airspace4All and the General Aviation Alliance would be examples of relevant national aviation stakeholders. • While not a requirement of the airspace change process, a CAA representative suggested that Skyports produce a targeted aviation stakeholder engagement strategy, which the CAA will review. Skyports were encouraged to consider the contents of Appendix C, Table C1 in terms of an engagement strategy structure (Audience, Approach, Materials, Length). • If approval is obtained to the proposed ACP, given the timelines proposed in the proposal it would not be possible to publish this in the UK Civil AIP. Any notification of the airspace structure would need to be managed and agreed with the CAA. 	<p>CAA to share with Skyports the membership and distribution list of NATMAC</p> <p>Skyports to produce a stakeholder engagement strategy to share with the CAA for feedback</p> <p>Skyports to upload the documents to the portal in retrospect of this meeting.</p>
<p>Item 6 – Provisional process timescales*</p> <ul style="list-style-type: none"> • A Skyports representative confirmed that actions were required as soon as possible owing to the healthcare imperative. Skyports would complete the necessary documentation as soon as possible and then launch the targeted engagement exercise. • A CAA representative recommended that Skyports consider the summer period and the fact that people will be on holiday and may not be able to respond quickly. • A CAA representative confirmed that the timescales required for a targeted engagement exercise would depend on the individuals and organisations. NATMAC sometimes like to reach out to their local communities/members. The change sponsor must determine what is reasonable in the circumstances and their rationale will be considered by the CAA (either when reviewing their draft engagement strategy/material or when assessing the formal airspace change proposal). • A CAA representative explained that Skyports must determine the length of engagement based on how quickly yet thoroughly acquire informed feedback. The change sponsor must demonstrate that they have undertaken an effective engagement exercise. Also, it is 	

<p>essential that there be no issues left outstanding by the end of the engagement process; all points must be resolved before submission of the final report and designs to the CAA. Skyports might consider using a chart/table with categorisations of which stakeholders responded and the status of resolution of any issues.</p> <ul style="list-style-type: none"> • A CAA representative asked that Skyports consider the timescales involved in securing safety approval from the UAV Team and permission to carry dangerous goods and determine the timescales for the airspace change. Skyports should submit its timescales as a separate appendix to these minutes. <p><i>* The provisional timeline put forward at this assessment meeting will be subject to change by the CAA. This will currently mainly be for two reasons;</i></p> <ol style="list-style-type: none"> 1. <i>The SoS has directed us to prioritise GNSS applications which may have an impact on your ACP if we need to direct resource accordingly</i> 2. <i>The FASl(S) masterplan requires proposals within that plan to be progressed in a coordinated way, in accordance with a programme plan. Once this masterplan has been accepted by us, it may require us to rearrange Gateway bookings to achieve coordination which may include changing a gateway slot that you have previously been targeting.</i> 	<p>Skyports to consider the timescales of its operations and submit a timeline as an appendix to the CAA</p>
<p>Item 7 – Next steps</p> <ul style="list-style-type: none"> • Skyports must submit the draft minutes to the CAA to be checked as correct and factual and in time for the final version (along with the timescales) to be published on the airspace portal by 27 August. • Skyports will submit the required documents to the CAA. 	<p>Skyports to submit the draft minutes to the CAA</p> <p>Skyports to submit all required documentation from this meeting</p>
<p>Item 8 – Any other business</p> <p>None</p> <ul style="list-style-type: none"> • A CAA representative will provide a list of CAA representatives on the call. 	<p>CAA to provide a list of CAA representatives at this meeting</p>

ACTIONS ARISING FROM UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING

Subject	Name	Action	Deadline
NATMAC	CAA	Share membership and distribution lists with Skyports	14/08/2020
Stakeholder Engagement	Skyports	Produce a stakeholder engagement strategy for sharing with the CAA for review	21/08/2020
Minutes	Skyports	Submit to CAA draft minutes	14/08/2020
Timescales	Skyports	Submit the proposed timescales for the airspace change to the CAA	21/08/2020
Assessment Meeting	CAA	Provide Skyports with names and roles of CAA representatives attending this meeting	14/08/2020
Assessment Meeting	Skyports	Upload the agenda, presentation, and CAA-approved meeting minutes to the airspace portal	27/08/2020

Skyports
ACP Sponsor