

**MINUTES OF UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING –  
ACP-2022-001 (IPSWICH AND SOUTH EAST SUFFOLK)  
HELD VIA MICROSOFT TEAMS  
ON 9 FEBRUARY 2022**

9/2/2022

Distribution list

<b>Present</b>	<b>Appointment</b>	<b>Representing</b>
	Airspace Regulator	CAA
	Airspace Regulator (Consultation & Engagement)	CAA
	RPAS Technical Inspector	CAA
	Head of Safety and Compliance	Skyports
	Regulatory Affairs Associate	Skyports

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.

	<b>ACTION</b>
<p><b>Item 1 – Introduction</b></p> <ul style="list-style-type: none"> <li>• All attendees introduced themselves.</li> <li>• A CAA representative read the CAA Assessment Meeting Opening Statement (provided above).</li> </ul>	
<p><b>Item 2 – Statement of Need (discussion and review)</b></p> <ul style="list-style-type: none"> <li>• 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).</li> <li>• A CAA representative stated that in considering the latest version of the Statement of Need, the CAA had determined that the proposal was in scope of the temporary airspace change process.</li> <li>• A CAA representative explained that the proposal would be progressed in accordance with the Temporary Danger Area (TDA) policy statement (<a href="#">20200721 – CAA Policy for the Establishment of Permanent and Temporary Danger Areas</a>) the</li> </ul>	

<p>requirements of which represented a scaled-down version of CAP1616.</p>	
<p><b>Item 3 – Issues or opportunities arising from proposed change</b></p> <ul style="list-style-type: none"> <li>• This project was jointly developed by the East Suffolk and North Essex NHS Foundation Trust and ERS Medical, their medical logistic partner, to trial a faster, more frequent and more eco-friendly means of transport for medical delivery.</li> <li>• Skyports would operate a trial BVLOS drone delivery service between Ipswich Hospital and multiple NHS healthcare facilities around the Ipswich area for a period of three months, transporting medical goods, including but not limited to, COVID-19 testing kits, pathology samples, pharmaceuticals, medical equipment and PPE.</li> <li>• 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"> <li>a. The medical drone delivery service had the potential to provide hard-to-reach communities vital access to medical care beyond the ongoing responses to COVID-19, strengthening the healthcare services and logistic network of the NHS in the region.</li> <li>b. The fast, frequent and on-demand delivery operations could reduce turnaround time for medical tests, shorten patients’ waiting time for diagnosis and treatment, and enhance the level of healthcare services in general.</li> <li>c. The use of electric unmanned aircraft would reduce greenhouse gases emission and carbon footprint compared to ground vehicles, making it a greener and more sustainable alternative means of transport.</li> </ul> </li> <li>• The proposed operations would not only assist the NHS and ERS Medical with their ongoing responses to COVID-19, but also enable their evaluation of incorporating commercial drone delivery service into the existing medical supply chain. A successful trial could potentially be the blueprint for a reliable and scalable medical drone delivery service.</li> </ul>	
<p><b>Item 4 – Options to exploit opportunities or address issues identified</b></p> <ul style="list-style-type: none"> <li>• A Skyports representative concluded that to safely conduct the proposed operations, Skyports would require volumes of segregated airspace for the period of the business trial.</li> <li>• A CAA representative concurred that as the operator does not currently have the capability to operate BVLOS with an approved detect and avoid system, the proposed BVLOS activity would need to be contained within segregated airspace. Current CAA policy is that this should be a TDA.</li> </ul>	

**Item 5 – Provisional indication of the scale level and process requirements\***

- A CAA representative confirmed that there was no scale 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 were not required. Steps 3 and 4 would commence as soon as this Assessment Meeting was concluded. Within Steps 3 and 4, the Airspace Change Sponsor would prepare the documentation for engagement, informed by any requirements identified during this meeting. While change sponsors had the option of seeking CAA comment on their material prior to undertaking their engagement activities, this was not a process requirement. The TDA process confirmed 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.
- Skyports appreciated that this is their first time operating in the Ipswich area. In order to collect feedback on the safety and operational aspects of the proposed changes, a full 12-week targeted stakeholder engagement exercise would be conducted. A CAA representative reminded Skyports to allow the stakeholders 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. Skyports confirmed that it would engage organisations on the NATMAC list as previously instructed.
- A CAA representative highlighted that the area was likely to be used by military helicopters and powerline survey helicopters, flying at low level and that this should be given careful consideration. The coastal and estuary areas, as well as other areas that are sparsely populated are also likely to be used by paramotors and other types of light GA aircraft, often at low level, and efforts should be made to identify those operators and include them in any engagement activity.
- A CAA representative highlighted that Skyports was required to monitor the portal for any complaints. CAA suggested that Skyports devise a complaint monitoring plan, and respond to the complainant/stakeholder in a timely manner. All relevant correspondence among Skyports and the stakeholders throughout the engagement process must be retained and

**Skyports to send the list of stakeholders to the CAA for review.**

**Skyports to engage organisations on the NATMAC list**

<p>summarised in a tabulated format in the post-engagement summary report.</p> <ul style="list-style-type: none"> <li>• While not a requirement of the airspace change process, a CAA representative suggested that Skyports produce a targeted aviation stakeholder engagement strategy, and provide relevant files and information that were deemed useful by stakeholders in previous ACPs to the stakeholders in this exercise. Along with the engagement responses, the post-engagement summary report should also detail the engagement methodologies and strategies adopted.</li> <li>• A CAA representative advised Skyports to take into account the airspace environment in the area and risks to other airspace users when designing the TDA, and detail the flight particulars, deconfliction procedures, and mitigating measures corresponding to the risk identified in the OSC.</li> </ul>	
<p><b>Item 6 – Provisional process timescales</b></p> <ul style="list-style-type: none"> <li>• A Skyports representative presented the proposed timelines for the airspace change process:- <ul style="list-style-type: none"> <li>○ The engagement process: <i>tentatively</i> 21/2/22 – 15/5/22;</li> <li>○ Skyports to submit the stakeholder engagement summary report and final designs to CAA: 19/5/22</li> <li>○ Skyports to submit TOI/TWI by 16/6/22;</li> <li>○ The TDA to be effective from 11/8/22 to 3/11/22.</li> </ul> </li> <li>• Skyports would complete the necessary documentation as soon as possible and then launch the targeted engagement exercise.</li> </ul>	<p><b>CAA to review the timeline proposed by Skyports</b></p>
<p><b>Item 7 – Next steps</b></p> <ul style="list-style-type: none"> <li>• A CAA representative informed that the minutes of the Assessment Meeting shall be uploaded and published on the airspace change portal within two weeks of the meeting; Skyports must submit the draft minutes to the CAA within one week of the Assessment Meeting to be checked as correct and factual and before. A Skyports representative confirmed that they would submit the minutes to the CAA by 11/2/22.</li> <li>• The agenda of, and the presentation slides shown in this meeting shall also be uploaded and published on the airspace change portal. Whether or not to upload the stakeholder engagement material to the portal was optional.</li> </ul>	<p><b>Skyports to submit the draft minutes and all required documents from this meeting to the CAA</b></p>
<p><b>Item 8 – Any other business</b></p> <p>None</p>	

**ACTIONS ARISING FROM UAS BVLOS IN SEGREGATED AIRSPACE ASSESSMENT MEETING**

<b>Subject</b>	<b>Name</b>	<b>Action</b>	<b>Deadline</b>
Minutes	Skyports	Submit to CAA draft minutes	11/2/2021
Timescales	Skyports	Submit the proposed timescales for the airspace change to the CAA	11/2/2021
Assessment Meeting	Skyports	Upload the agenda, presentation, and CAA-approved meeting minutes to the airspace portal	21/2/2021

Skyports  
ACP Sponsor

# PROPOSED TIMELINE

Task	Jan-22					Feb-22					Mar-22					Apr-22					May-22				
	10	17	24	31		7	14	21	28		4	11	18	25		2	9	16	23		30				
Week Commencing																									
Statement of Need Submission	12/1																								
CAA Assessment Meeting	9/2																								
Stakeholder Engagement (12 weeks)	12 wks																								
Engagement Summary Report Submission	By 21/2																								
Agreement on Final Designs (4 weeks)	16/5																								
Publication of Final Designs (AIRAC Cycle + 2-week buffer)	19/5																								
TDA Complex Active (12 weeks)	19/5																								
Agreement on Deconfliction Process	4 wks																								

Task	Jun-22					Jul-22					Aug-22					Sep-22					Oct-22				
	6	13	20	27		4	11	18	25		1	8	15	22		5	12	19	26		3	10	17	24	
Week Commencing																									
Statement of Need Submission																									
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Agreement on Final Designs (4 weeks)	16/6																								
Publication of Final Designs (AIRAC Cycle + 2-week buffer)	17/6																								
TDA Complex Active (12 weeks)	28/7																								
Agreement on Deconfliction Process	8/7																								
	2-wk buffer																								
	11/8																								
	11/8																								
	12 wks																								
	Start 11/8																								
	End 3/11																								