

**MINUTES OF HEATHROW INDEPENDENT PARALLEL APPROACHES ASSESSMENT  
MEETING HELD AT CAA OFFICE, KINGSWAY, LONDON – FRIDAY 14 SEPTEMBER 2018**

<b>Present</b>	<b>Representing</b>
HAL Stakeholder Engagement	HAL
Community Relation Manager	HAL
IPA Project Manager	HAL
ACP Project Lead	Trax for HAL
Stakeholder Engagement	Trax for HAL
NATS Airspace Change	NATS
Legal Team	Pinsent Masons for HAL
Manager Airspace Regulation	CAA
Airspace Regulator	CAA
Airspace Regulator	CAA
Airspace Regulator	CAA
Airspace Regulator	CAA
Airspace Regulator	CAA
Principle Inspector	CAA
Airspace Regulator	CAA
Airspace Regulator	CAA
Legal Team	CAA

<b>MEETING MINUTES</b>	<b>ACTION</b>
<p><b>Introduction</b></p> <p>An introduction around the room of those in attendance and on the phone.</p> <p>The CAA read out the below CAA Assessment Meeting Opening Statement:</p> <p>It must be noted that this is an Assessment Meeting and not a Gateway. The Change Sponsor will be required to provide a broad description of their proposed approach to meeting the CAA’s CAP1616 requirements however the CAA will not at this stage decide whether the proposed approach met the detailed requirements of the CAA’s process. The purpose of the Assessment Meeting as set out in detail in CAP 1616 is broadly:</p> <ul style="list-style-type: none"> <li>• for the Sponsor to present and discuss their Statement of Need,</li> <li>• to enable the CAA to consider whether the proposal concerned falls within the scope of the formal airspace change process,</li> <li>• to enable the CAA to consider the appropriate provisional Level to assign to the change proposal.</li> </ul> <p>Additionally, the sponsor is required to provide information on how it intends to proceed to fulfil the requirements of the airspace change process and to provide information on timescales. Lastly, the sponsor is required to provide information on how it intends to meet the engagement requirements of the various stage of the airspace change process. (End)</p>	
<p><b>Statement of Need</b></p> <p>The Statement of Need was initially submitted by HAL in 2017 under the CAP1520 process and acknowledged by CAA.</p>	

<p>HAL advised that in testing the feasibility of the concept together with advancements in maturity of Heathrow's Future Expansion programme, it became clear that a new version of the Statement of Need is now required.</p> <p>The original Statement of Need (SoN) included the proposed changes to the CPT SID, however, following the feasibility studies it became clear that there are no dependencies between CPT &amp; IPA, so the two ACP's have now been separated.</p> <p>In addition, as an interim measure, i.e. before the construction and operation of the new runway, through their Development Consent Order (DCO) application Heathrow are considering putting forward plans to increase the existing ATM cap to release additional capacity ahead of the opening of a third runway. This would be achieved through the increased use of the existing two runways as the first phase of expansion, though delivery of a number of operational enhancements.</p> <p>As well as providing resilience to the current operation, IPA is part of a suite of measures that could deliver practically an increase in annual ATMs. Any increase in ATMs could not occur unless permitted by the DCO (or other planning consent) and the benefits and impacts of such an increase (including any impacts on Heathrow's operation) would be respectively assessed and mitigated as part of the DCO process.</p> <p>In the interests of full transparency, Heathrow feel that the SoN should be updated to articulate the <i>potential</i> future use of IPA as part of the suite of measures that may facilitate additional capacity in addition to its primary role as a resilience measure.</p> <p><b>However, Heathrow intend to progress this ACP regardless of any request for an early release of capacity at Heathrow Airport, in order to further enhance the resilience of the current operation within the existing 480,000 ATM cap.</b></p> <p>CAA requested the new version of the Statement of Need (Version 3) is submitted with the minutes of this meeting.</p>	<p>HAL</p>
<p>CAA enquired as to how the sponsor would address the possibility of two different outcomes in the development of their Design Principles, due to the two potential justifications for the ACP (use of IPA with a 480,000 ATM cap or an increased ATM cap), and thus the Design Principles may need to be different for each scenario. CAA then queried whether this would drive a requirement for 2 ACPs. HAL explained that they have already considered this: The maximum usage of any IPA route in any one hour would not change with a higher ATM cap, therefore an increase in ATM cap does not affect the design composition of the routes themselves. HAL therefore believes that one set of Design Principles will adequately cover both outcomes, however the CAA stated that this would be determined during the development of the ACP. HAL proposed that if, at the time of ACP submission, their DCO application has not been decided, they would likely be required to submit 2 environmental impact assessments, one for each scenario. HAL will ensure that this is articulated to the Stakeholders as clearly as possible.</p> <p>HAL explained that as the project develops they will increasingly have more clarity on the DCO aspirations and timescales. However, at this stage, the SoN</p>	

<p>and stakeholder engagement needs to be open about emerging developments and the relationship to Future Expansion.</p> <p>HAL emphasised that this ACP is not dependent on a successful DCO application and Heathrow wish to implement IPA regardless of any proposed expansion at Heathrow Airport.</p> <p>CAA made the point that HAL should ensure that their stakeholders are given clarity on the potential link of IPA to early growth prior to commencing engagement on Design Principles. This clarity is required in order to facilitate and gain the effective engagement required in Stages 1&amp;2 of CAP1616. HAL explained that this is why they are updating the Statement of Need and will be briefing local community forums on the proposed use of IPA ahead of, or part of any Design Principle engagement.</p> <p>CAA asked if HAL have briefed their community stakeholders on the potential use of IPA to help support an increase in ATMs as opposed to one purely for resilience. HAL explained that this has not yet been articulated to those stakeholders but Heathrow will be presenting this to their Community Noise Forum on the 19<sup>th</sup> September.</p> <p>HAL went through the slides to explain the rationale behind the IPA proposal. CAA questioned if the statement that TEAM did not currently provide a material increase in capacity was true. This was discussed briefly between the two and concluded a technical discussion should be held outside of the assessment meeting.</p>	
<p><b>Issues or opportunities arising from proposed change</b></p> <p>HAL talked through the items on slide 7 outlining the opportunities and considerations arising from IPA. HAL stated the importance of the ongoing dialogue with the Department for Transport (DfT), due to the required change in the final approach joining point for aircraft using IPA routes and that DfT have advised the CAP1616 process is the correct mechanism for enabling this change.</p>	
<p><b>Options to exploit opportunities or address issues identified</b></p> <p>None</p>	
<p><b>Provisional indication of the scale level and process requirements</b></p> <p>HAL proposed that this will be a Level 1. All the attendees were in agreement.</p>	
<p><b>Provisional process timescales</b></p> <p>HAL would like to target the 21 December 2018 Define Gateway and are targeting a final implementation date of Q4 2022. HAL will aim to submit the Design Principles for IPA by the 3<sup>rd</sup> December 2018, giving the CAA 3 weeks lead in time. HAL outlined the proposed Design Principle engagement plan beginning on the 2<sup>nd</sup> October 2018 and allowing 4 weeks of feedback from Stakeholders. HAL informed the CAA of the planned workshops, dedicated sessions and planned public focus groups which include Local Authorities, Heathrow Community Noise Forum (HCNF), Heathrow Community Engagement Board (HCEB), Heathrow Strategic Planning Group (HSPG), National Air Traffic Management Advisory Committee (NATMAC), the Future Airspace Strategy</p>	

<p>Industry Implementation Group (FASIIIG) as well as with public focus groups to provide an engagement opportunity for those not currently overflowed but who could be affected by the change.</p> <p>CAA commented that it will be important to be upfront with the stakeholders about design principles that cannot be influenced through engagement e.g. Safety/technical constraints.</p> <p>HAL explained that they have just completed a significant piece of work on Design Principles for 3R and is therefore going to build on the research and feedback by using some of the 3R Design Principles as a foundation with which to engage stakeholders for IPA.</p> <p>CAA stated that each ACP is unique and has a set of associated design principles which have been developed through stakeholder engagement (relevant/proportionate to the impact of the change).</p> <p>HAL commented that IPA is an immensely challenging project and that in order to deliver by Q4 2022, the ACP needed to start now. IPA engagement and consultation will therefore run alongside much of the engagement and consultation for Future Expansion which adds to the challenge for all concerned.</p> <p>CAA asked if IPA routes would be different in a 3R environment? HAL responded that, as a complete new airspace design will be introduced with 3R, there is a limited life-span on this project. This lifespan increased the requirement to begin the ACP now even though this will result in multiple Heathrow ACPs running in parallel.</p> <p>CAA asked which stacks would be used for IPA. HAL replied that IPA will only deliver routes to runways 27L/R and 09R. There were no plans for 09L as HAL do not alternate on easterlies. If this does change in the future, then a separate ACP would be required.</p>	
<p><b>Any other business</b></p> <p>CAA stated that HAL need to be clear on the changes to the IPA project and why they have been made. HAL agreed and said that they will be transparent and the new Statement of Need and meeting notes would be sent to the CAA within the next two weeks.</p> <p>CAA mentioned that in Stage 2 HAL is required to develop options which meet the principles developed during Step 1B to test their proposition. During Step 2B, the key impacted audiences should be clearly identified. As such CAA questioned the value in undertaking engagement on the Design Envelopes given that the impacted audiences should already have been clearly defined and confirmed in Stage 2. HAL responded that Heathrow’s engagement on design envelopes will essentially straddle stage 1 and stage 2 of CAP1616 and they feel it is necessary to promulgate the areas (design envelopes) at an early stage to all stakeholders that could potentially be impacted by IPA. This will give all stakeholders their opportunity to input to the design process ahead of the Stage 3 consultation.</p> <p>CAA stated that HAL need to make sure that new people can feed into the design process. HAL commented that this is the reason why the extra step has been included, to stimulate people who might not normally be engaged.</p>	

<p>CAA commented on the challenges that this project faces as there are lots of 'firsts' for HAL, NATS and the CAA.</p> <p>CAA highlighted that the updated Statement of Need should be published before Heathrow commence engagement on the ACP. HAL explained that HAL feel very strongly that they brief the HCNF so they learn about the updated scope of the project from Heathrow and not from another source (i.e. the CAA website). This briefing would not form part of the Design Principle engagement which will commence after the updated Statement of Need has been published.</p> <p>CAA commented that the 21 December 2018 Gateway should not be a problem, however will confirm through the next two weeks.</p>	CAA
<p><b>Next steps</b></p> <ol style="list-style-type: none"> <li>1. HAL to produce Statement of Need, minutes and presentation of this meeting and pass to the CAA for input/approval and uploading to the CAA website by 28<sup>th</sup> Sept 2018.</li> <li>2. CAA to confirm they can support a 21<sup>st</sup> December 2018 Define Gateway</li> </ol>	

**ACTIONS ARISING FROM INDEPENDENT PARALLEL APPROACHES ASSESSMENT MEETING**

<b>Subject</b>	<b>Name</b>	<b>Action</b>	<b>Deadline</b>
Meeting Notes	HAL	Minutes from this meeting to be reviewed and agreed by both parties and published within 2 weeks.	28 <sup>th</sup> September 2018
Statement of Need	HAL	HAL to write version 3 of the IPA Statement of Need and submit to the CAA.	28 <sup>th</sup> September 2018
Define Gateway Date	CAA	CAA to confirm that the 21 <sup>st</sup> December 2018 Gateway is available. <b>Meeting afternote:</b> The CAA confirmed that 21 December was available as a Define Gateway target for the IPA ACP.	28 <sup>th</sup> September 2018