

# MINUTES OF RAF BRIZE NORTON CTR (ACP-2022-040) ASSESSMENT MEETING HELD AT CAA MAIN BUILDING ON TUESDAY 20<sup>TH</sup> SEPTEMBER 2022

Tuesday 20<sup>th</sup> September 2022

All attendees and Apologies

Present	Appointment	Representing
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	CAA
[REDACTED]	[REDACTED]	MoD
[REDACTED]	[REDACTED]	MoD
[REDACTED]	[REDACTED]	MoD
[REDACTED]	[REDACTED]	[REDACTED] MoD
[REDACTED]	[REDACTED]	MoD

## CAA Assessment Meeting Opening Statement

CAA noted that the Statement of Need, Initial Assessment Meeting Agenda and PowerPoint 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. 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 RNP Instrument Approach Procedures (IAPs) without an Approach Control 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 stages of the airspace change process.

	<b>ACTION</b>
<p><b>Item 1 – Introduction</b></p> <p>All attendees introduced themselves and the opening statement was read.</p>	
<p><b>Item 2 – Statement of Need (discussion and review)</b></p> <p>The sponsor presented Statement of Need (SoN) Version 1 currently present on the portal and SoN Version 2, which references the new 2022 Controlled Airspace Design Policy and changed inaccurate wording.</p> <p>SoN Version 2 is as follows:</p> <p>‘To enhance a safe operating environment for all airspace users, RAF Brize Norton provides an Air Traffic Control (ATC) or Flight Information Service to aircraft operating to and from the aerodrome. It is not possible to have an uninterrupted ATC service, which would be preferred, because the current containment and airspace configuration does not allow for this, with both IAPs inappropriately contained and SIDs passing through significant portions of uncontrolled airspace.</p> <p>The MOD intends to contain new (introducing Performance Based Navigation (PBN) procedures) and redesigned procedures in harmony with the London Airspace Modernisation Programme 2, Deployment 1.1 (LD1.1) and Airspace Modernisation Strategy. In turn providing resilience to Defence’s strategic output to mitigate infrastructure issues, and support evolving operational requirements.</p> <p>The MoD seeks to comply with the CAA’s 2022 Controlled Airspace Design Policy.’</p> <p>Version 2 was discussed. The statement ‘Defence’s strategic output to mitigate infrastructure issues, and support evolving operational requirements’ was explained as the requirement to flexibly operate multiple platforms in support of National Strategic Defence requirements. Version 2 was accepted, and the sponsor confirmed they will replace SoN Version 1 through submitting a new DAP1916 and upload it to the Portal as SoN Version 2.</p>	<p><b>Sponsor</b></p>
<p><b>Item 3 – Issues or opportunities arising from proposed change</b></p> <p>The sponsor raised the following as issues and opportunities:</p> <p><b>Issues</b></p> <ul style="list-style-type: none"> <li>● Timeline for completion</li> <li>● Commercial/Funding</li> <li>● Feedback from stakeholders</li> </ul> <p><b>Opportunities</b></p>	

- Appropriate containment of SIDs and IAPs
- Modernisation and updating legacy procedures
- Refinement of Airspace, with the opportunity to give back some lower airspace
- Future proof airspace

**Item 4 – Options to exploit opportunities or address issues identified**

The sponsor proposed the following to address the issues previously identified:

**Timeline for completion**

The timeline takes into consideration the estimated 10-month commercial process required to obtain contractors. A large proportion of this ACP will be contracted out. However, the sponsor will conduct Stage 1 ‘in-house’ and intends to start this process as soon as possible to allow a large window for stakeholder engagement feedback.

**Commercial/Funding**

Funding has yet to be formally approved, awaiting feedback of costs from other MoD ACPs. RAF Commercial submitted an RFI to the Northolt ACP; the results of their RFI have recently come back and the sponsor hopes to have approval soon. Funding affects the timeline, without the funding, the sponsor cannot go out to tender and commence Stage 2.

**Feedback from Stakeholders**

Other MoD ACPs stated it struggled to receive engagement from stakeholders. However, the sponsor intends to use multiple methods, such as: letter, email, Microsoft forms and will make use of NATMAC, the aim is to provide stakeholders the best opportunity to engage. The sponsor intends to work closely with London Oxford Airport (LOA) due to their proximity.

**Airspace Modernisation**

To exploit opportunities the Sponsor wishes to grow and develop alongside LAMP. LAMP involves updating their SIDs and IAPs, as well as taking this opportunity to introduce PBN IAPs. The sponsor will follow the CAA’s policy on airspace design and will seek to contain these procedures as per the SARG policy direction (2022 Controlled Airspace Design Policy). The sponsor requested clarification on the CAA’s own rationale for the requirement of containment for IFPs, a wide-ranging overview of the requirement was presented which underlined the regulator’s requirement to see IFPs conducted in a ‘safe setting’.

<p>By updating IFPs, environmental benefits could be realised, this will help the sponsor in their efforts to achieve 'jet zero'. The Sponsor aims to be net zero by 2040 and have placed their efforts on a programmatic footing.</p> <p>The sponsor wishes to deliver improved airspace for all; the current CTR may be rationalised to allow for greater freedom of use and to provide relief to the current funnelling of low-level traffic in the Cotswolds region.<sup>1</sup></p> <p>An update to both procedures and airspace will provide resilience to Defence's strategic output to mitigate infrastructure issues, and support evolving operational requirements. It was noted that although the change encompassed both Airspace and IFPs, only the Airspace element will be subject to this CAP1616 process.</p>	
<p><b>Item 5 – Provisional indication of the scale level and process requirements*</b></p> <p>The CAA agrees that the issues identified in the Statement of Need are appropriate for consideration under the ACP process and has provisionally determined that it will be a Level M1 airspace change.</p> <p>The CAA Environmental Regulator stated that the environmental assessment requirements are given in CAP1616 Appendix B and additional information is available in CAP1616a, CAP2091 and CAP1498. They informed the MoD that environmental impacts of the MoD's operations are out with the scope, however, assessments must consider the impacts resulting from changes to civil air traffic patterns as a consequence of the proposed airspace change. The CAA Environmental Regulator also stated the need to gather data to generate a baseline for the current-day scenario as per CAP1616 para B27. Traffic data/forecasts for the current-day scenario, year of ACP implementation and for a period of at least 10 years from the year of ACP implementation should be provided (CAP1616 para B31-32). They stated that if the sponsor believes that the airspace change will result in minimal or no impact, then quantified environmental assessments may be scaled down to qualitative assessments. In this case, as per CAP1616 para B26, the sponsor must provide the rationale and supporting evidence to the CAA to do so. This point was welcomed by the Sponsor who underlined the difficulty of delivering quantitative data for electronically inconspicuous aircraft.</p> <p>The CAA Regulator stated the need to collect data regarding type and number of a/c and to ensure the proposed airspace design is proportional. There was the reminder, although noted the sponsor had already mentioned the need to consider constraints such as AMS and LAMP. The need to minimise complexity of the design and remain transparent throughout was stated.</p> <p>It was noted that documents may be redacted or withheld for national security or commercial sensitivity, however, the CAA will require strong rationale in such cases (see CAP1616, para 71).</p>	

<sup>1</sup> [CAP2235 Report](#)

The CAA Consultation/Engagement Regulator provided guidance on the following:

- Consultation and engagement requirements are detailed in Appendix C of CAP1616
- The CAA will expect to see records evidencing an effective two-way conversation with stakeholders and how this has influenced the development of the proposal. It is important to 'tell the story' of the requirement for change and how the proposal is developed both to stakeholders and to the CAA
- While not a requirement, the CAA would recommend producing an engagement strategy
- At Stage 1 the requirement is for targeted engagement as per Para 121 of CAP1616, and with the same stakeholders in Stage 2
- Formal consultation in line with the Gunning Principles takes place at Stage 3, and is required to use the CAA Citizen Space platform. 12 weeks is the recognised standard time period, and a consultation strategy must be submitted to the CAA before commencing consultation. The CAA has developed a consultation strategy template which can be provided to sponsors if they wish to use it.
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The CAA Economist reminded the Sponsor that the options appraisal is a three-phased iterative process. At Stage 2, the sponsor develops a comprehensive list of options that address the Statement of Need and align with the Design Principles. The Initial Options Appraisal would normally be a qualitative assessment based on the examples for all the significant impacts that might be anticipated from the change shown in Table E2 in Appendix E of CAP 1616. The sponsor can scale out some of the impacts with robust justification as to why. At the end of Stage 2, the CAA will confirm the Level of the ACP. A more detailed quantitative analysis is expected at Stage 3 and 4 which will be embedded in cost benefits analysis. Appendix E of CAP 1616 gives guidance on how to develop the options appraisal, including examples. Any questions about the methodology required should be directed to the CAA.

*\* 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 CAP 1616. 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.*

*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.*

## Item 6 – Provisional process timescales\*

The MoD proposed the following timeline:

Stage	Date
DEFINE GATEWAY	30 Jun 23
DEVELOP and ASSESS GATEWAY	27 Oct 23
CONSULT GATEWAY	26 Apr 24
UPDATE and SUBMIT	13 Sep 24
DECIDE GATEWAY	25 Apr 25
TARGET AIRAC	08/2025
IMPLEMENT	07 Aug 25
<b>TOTAL WEEKS</b>	<b>153</b>

Questions were asked about Stage 1, Step 1B start date and other proposed gateway dates due to the sponsors reliance on funding and contractors. The sponsor stated the intent to start Stage 1, Step 1B themselves, with an extended timeline, to allow for commercial inertia and funding approval.

Due to the anticipated complexity of the ACP, the CAA suggested that documents may be required to be submitted 4 weeks prior to gateways. In discussions and without prejudice a provisional 2-week submission window was agreed; this may change further into the ACP.

*Post meeting note: following a timeline analysis conducted by the CAA Account Manager, the timeline as detailed above was agreed post Assessment Meeting.*

*\* 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 RNP Instrument Approach Procedures (IAPs) without an Approach Control proposals; this may impact Airspace Regulation resource and consequently timelines.*

**Item 7 – Next steps**

The CAA Account Manager advised that the draft minutes should be provided for review within the next week. Once agreed, a complete version should be saved, and a redacted version uploaded to the airspace change portal.

**Sponsor**

With an agreed SoN V2, the sponsor will submit a DAP1916 and upload the new SoN V2 to the Portal.

**Sponsor**

*Post meeting note: The change sponsor submitted a v2 SoN on 21<sup>st</sup> September 2022. A redacted copy has been published on the CAA’s airspace change portal.*

**Item 8 – Any other business**

**ACTIONS ARISING FROM RAF BRIZE NORTON CTR (ACP-2022-040) ASSESSMENT MEETING**

<b>Subject</b>	<b>Name</b>	<b>Action</b>	<b>Deadline</b>
Statement of Need	Sponsor	Submission of DAP1916 and uploading to the portal.	ASAP
Meeting Minutes	Sponsor	Write draft version and send to the CAA. Once approved, upload a redacted version to the portal.	04 Oct 22

MoD  
ACP Sponsor