

**Safety and Airspace Regulation Group
Agenda for CAP 1616 Assessment Meeting**

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| 1. Introduction | CAA |
| 2. Statement of Need (discussion & review) | All |
| 3. Issues or opportunities arising from proposed change | Change Sponsor |
| 4. Options to exploit opportunities or address issues identified | Change Sponsor |
| 5. Provisional indication of the level and process requirements | CAA |
| 6. Provisional process timescales | All |
| 7. Next steps | All |
| 8. AOB | All |