



**MINUTES OF ACP-2022-049 ASSESSMENT MEETING
HELD AT CAA AVIATION HOUSE/MS TEAMS ON 23/11/2022**

Present	Appointment	Representing
[REDACTED]	Account Manager	Civil Aviation Authority
	Airspace Regulator (Engagement & Consultation)	Civil Aviation Authority
	Airspace Regulator (Technical)	Civil Aviation Authority
	RPAS Technical Inspector	Civil Aviation Authority
	RPAS Sector Lead	Civil Aviation Authority
	Head of Regulations and Flight Integration	Windracers Ltd.
	Project Manager	Windracers Ltd.
	Regulatory Specialist	Windracers Ltd.
Apologies		
[REDACTED]	Airspace Regulator (Environment)	Civil Aviation Authority
	Airspace Regulator (Environment)	Civil Aviation Authority

Temporary Airspace Change Assessment Meeting Opening Statement

CAA noted that the statement of need, presentation and agenda were received in advance of the Assessment Meeting and confirmed that the documents must be published by the Change Sponsor, together with the minutes of the meeting, on the airspace change portal.

CAA explained that the purpose of the Assessment Meeting, as set out in CAP 1616, was for the Change Sponsor to present and discuss their Statement of Need, provide information on how it intended to fulfil the requirements of the airspace change process and present its provisional timescales. Lastly, the Change Sponsor was required to provide information on how it intended to meet the engagement requirements of the process.

	ACTION
<p>Item 1 – Introduction</p> <p>[REDACTED] – Introduced everyone and read the opening statement</p>	
<p>Item 2 – Statement of Need (discussion and review)</p> <p>[REDACTED] – Introduced Windracers and the ULTRA UAS platform:</p> <p>[REDACTED] – Showed Windracers BVLOS operational highlights:</p> <p>[REDACTED] and [REDACTED] – Introduced SATE 2 project:</p> <p>[REDACTED] – Explained the Statement of Need:</p> <p>[REDACTED], [REDACTED] and [REDACTED] – Explained the plans for ACP-2022-049</p>	
<p>Item 3 – Issues or opportunities arising from proposed change</p>	

Item 4 – Process requirements

i. TDA Policy Statement (if applicable)

ii. Stakeholder engagement

- █ – Showed the list of Stakeholders that Windracers have identified
- █ – added that the majority of the Key stakeholders are part of the project consortium and have already been told about Windracers intentions for Airspace Changes within the SATE 2 Project
- █ – asked for rationale behind 12 weeks of stakeholder engagement
- █ – explained that we have had previous engagement with the majority of the stakeholders and that from previous experience Windracers estimates that 12 weeks is enough time.
- █ – is this the final list of stakeholders
- █ – explained that we end up adding many throughout the initial stages of the engagement period as other stakeholders suggest people for us to engage with.
- █ – asked whether the OA submission will be
- █ – asked for a full timeline of the SATE 2 ACPs
- █ – Liaise with the Flight ops team at CAA █ to send a contact through to go with our stakeholder engagement
- █ – summarised what she would like to see with the Stakeholder Engagement summary with the submission
- █ – asked how to get deal with particularly difficult stakeholders
- █ – if there is a stakeholder who is difficult to manage and has hindered the engagement process, we can explain that in the summary
- █ – what CAA are looking for is that Windracers have considered all the feedback that stakeholders have given during the engagement period

iii. Safety Assessment

- █ – read the guidance package from the environmental team for Windracers to consider during the preparation of this ACP.
- █ – added that the CAA would like us to show that we have engaged with the stakeholders about the noise levels of our drone. CAA will send Windracers the Environmental notes
- █ – does this environmental assessment need to be quantitative or can it be qualitative?
- █ – didn't want to answer without the environmental team present but will follow up with the environmental team after the meeting.
- █ – suggested that adjusting the flight plans to avoid sensitive areas in the Orkneys. █ added that we can do a quick calculation to assess the noise levels on the ground.

Item 5 – Provisional timescales

- █ – Explained Proposed Timeline:

15 th July	Statement of Need submitted	
23 rd November	Initial Assessment meeting	
7 th December	Start Stakeholder Engagement	
3 rd March	Finish Stakeholder Engagement	
27 th February	OA Application	
17 th March	Submission of ACP Proposal	
21 st April	Decide gateway	
1 st June	NATS AIC Publication	
5 th June – 18 th August	ACP Implementation	
<p>█ – commented on the 2 weeks turn around for decision gateway</p> <p>█ – Windracers will move the ACP submission to slightly earlier to allow more time</p> <p>█ – Submit the OSC as an initial one rather than a variation</p> <p>█ – explained that the timescales will have to be approved by the CAA and will have to be double checked with NATS AIC cycles.</p>		
<p>Item 6 – Next steps</p> <p>█ – explained that the Minutes should be checked by CAA and then a redacted version should be uploaded to the ACP portal.</p>		
<p>Item 7 – Any Other Business</p>		

ACTIONS ARISING FROM ACP-2022-049 ASSESSMENT MEETING

Subject	Name	Action	Deadline
Wash-up email	Civil Aviation Authority	Provide names and positions of all attendees	
Meeting Minutes	Windracers	Send minutes to CAA for review and then upload to CAA Airspace Portal.	7 th December

Windracers Ltd.
ACP Sponsor