

**MINUTES OF THE HEATHROW CPT 09L/R DEPARTURE SID ASSESSMENT MEETING HELD  
AT CAA HOUSE ON THURSDAY 7<sup>TH</sup> MARCH 2019**

20<sup>th</sup> March 2019

MEETING MINUTES	ACTION
<p><b>Item 1 – Introduction</b> 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>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:</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 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 stage of the airspace change process.</p>	
<p><b>Item 2 – Statement of Need (discussion and review)</b> The Statement of Need was uploaded to the CAA Portal by Heathrow the 20<sup>th</sup> December 2018.</p> <p>Following discussion between the CAA and the Heathrow team it was decided that some very minor clarifications were required to the Statement of Need.</p> <p>The Statement of Need will be updated and published on the CAA Portal.</p>	<b>Heathrow</b>
<p><b>Items 3 &amp; 4 – Issues or opportunities arising from proposed change &amp; Options to exploit opportunities or address issues identified</b> Heathrow talked through the items on slide 7, outlining the opportunities and considerations arising from changes to the CPT 09 L/R SID. Heathrow stated that the need for change has been around for a long time and although the systems in place today do work, Heathrow would like to make improvements.</p> <p>It is important to note that this project has a relatively short-life span, as it is only for the current 2R environment.</p> <p>The issue of the current NPR was raised. Heathrow stated they are aware that a new NPR would be required, to match the new SID.</p> <p>The CAA asked about the DfT involvement and if the process to change the NPR with the DfT has been factored in. Heathrow responded that the DfT are aware a</p>	

<p>new NPR will be required, and they believe that the correct process for changing this is through the ACP.</p> <p>Heathrow informed the CAA that they regularly meet with the DfT and this topic will be discussed in future meetings, to ensure it is properly dealt with. The CAA asked to be kept informed.</p>	
<p><b>Item 5 – Provisional indication of the scale level and process requirements</b>  Heathrow proposed that this ACP is a Level 1. All the attendees agreed, however the CAA stated that this would not be confirmed until the end of Stage 2 of the CAP1616 process.</p>	
<p><b>Item 6 – Provisional process timescales</b>  Heathrow would like to provisionally target the following Gateways:  Define Gateway – 26<sup>th</sup> July 2019  Develop &amp; Assess Gateway – 29<sup>th</sup> November 2019  Consult Gateway – 28<sup>th</sup> February 2020  Decide Gateway – Q1 2022  Project implementation date is aimed for Q4 2022.</p> <p>Further details are available on slide 9 of the presentation.</p> <p>The planned Design Principle and Design Envelope Stakeholder interactions will be done through engagement, not consultation.</p> <p>The CAA commented that this is a challenging timeline for them, due to the amount of ACP's they are currently dealing with.</p> <p>Heathrow asked when they could expect a decision on whether the planned Gateways are achievable. The CAA responded that once these minutes have been received they will feed the information into the system and respond to Heathrow in 2 weeks with a decision.</p> <p><b>Update</b>  Following the Assessment Meeting the CAA informed Heathrow they were unable to meet the July Gateway request and instead offered a Define Gateway in August 2019.  The provisional timescales would change as follows:  Define Gateway – 30<sup>th</sup> August 2019  Develop &amp; Assess Gateway – 20<sup>th</sup> December 2019  Consult Gateway – 29<sup>th</sup> May 2020  ACP Submission – Q3 2021  Decide Gateway – Q1 2022  Project implementation date is aimed for Q4 2022.</p> <p>Heathrow would like it noted that these dates are subject to changes, based on other dependencies.</p>	
<p><b>Items 7 &amp; 8 – Next steps &amp; AOB</b>  The CAA reminded Heathrow of the need to present and collate evidence during their engagement and that a geographical area for the portal will be required.</p> <ol style="list-style-type: none"> <li>1. Heathrow to update the Statement of Need, produce the minutes and presentation of this meeting and pass to the CAA for input/approval. Following finalisation, the documents will be redacted as appropriate and uploaded onto the CAA online portal by 21<sup>st</sup> March 2019.</li> </ol>	

<ol style="list-style-type: none"><li>2. CAA to confirm they can support a 26<sup>th</sup> July 2019 Define Gateway or propose an alternative.</li><li>3. Heathrow to provide a potential geographical area for the CAA's airspace change portal.</li></ol>	
---	--

**ACTIONS ARISING FROM HEATHROW CPT 09 L/R SID ASSESSMENT MEETING**

<b>Subject</b>	<b>Name</b>	<b>Action</b>	<b>Deadline</b>
Statement of Need	Heathrow	Heathrow to update the CPT 09 L/R Statement of Need and upload to the CAA Portal.	21 <sup>st</sup> March 2019
Meeting Notes	Heathrow	Minutes from this meeting to be reviewed and agreed by both parties and published within 2 weeks.	21 <sup>st</sup> March 2019
Define Gateway Date	CAA	CAA to either confirm the proposed July date is available for the Define Gateway or propose a later date.	21 <sup>st</sup> March 2019
Portal Update	Heathrow	Heathrow to upload an impacted area map to the CAA Portal.	

Distribution:  
CAA Attendees  
Heathrow Attendees