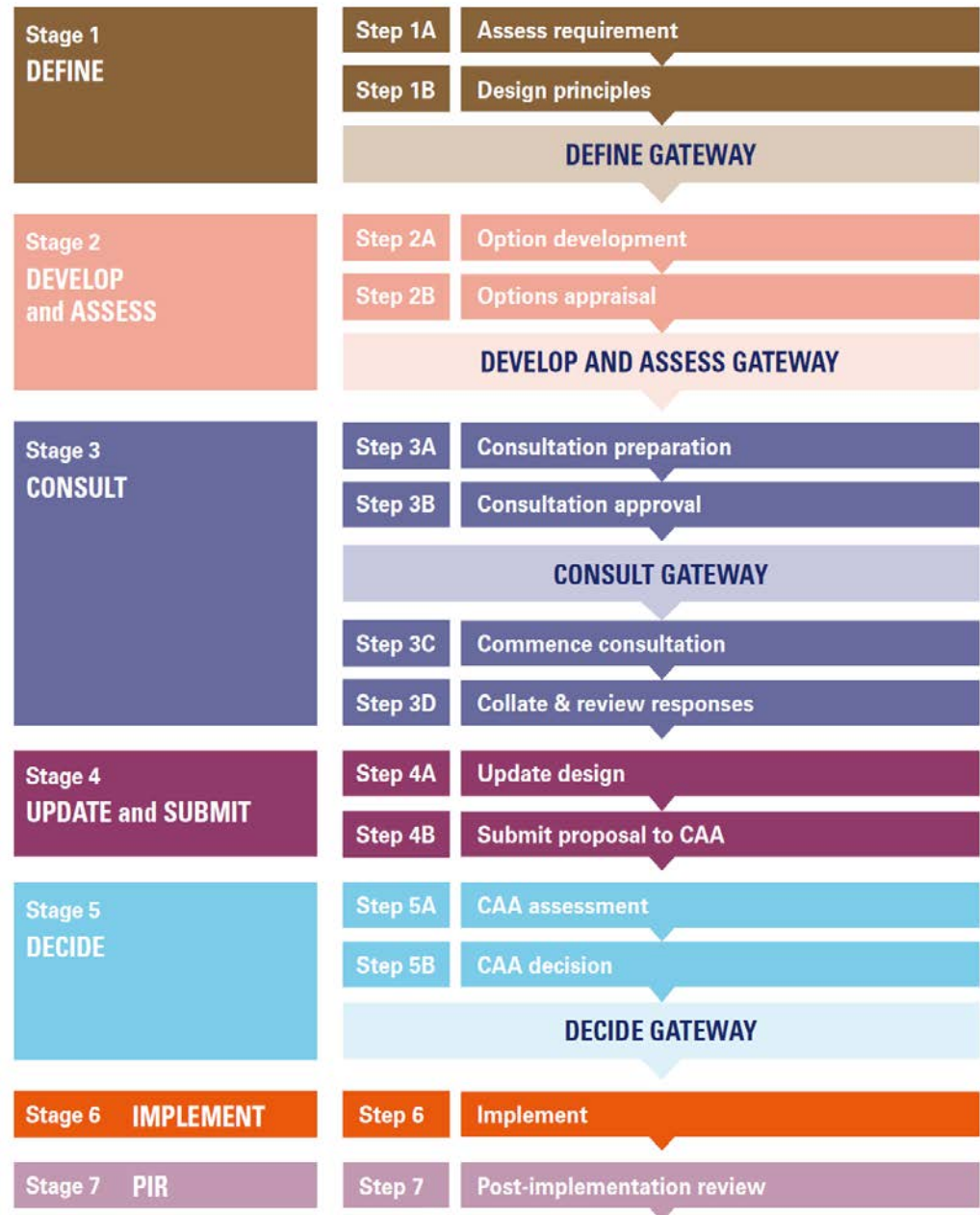




**Consultation and engagement  
requirements of CAP1616  
Stuart Lindsey – Manager Airspace  
Regulation**

# The Airspace Change Process (CAP 1616)

- The CAA's Airspace Change Process was reformed to ensure that it meets modern standards for regulatory decision making and is fair, transparent, consistent and proportionate
- The process must be impartial and evidence based, and must take account of the needs and interest of all affected stakeholders
- The responsibility for engaging with and informing communities about specific airspace change proposals rests with the sponsor
- The process was launched on 2 January 2018



# Opportunities to engage throughout the process

- **Stage 1 DEFINE** – Design principles
- **Stage 2 DEVELOP and ASSESS** – Options development
- **Stage 3 CONSULT** – ACC named as an audience within consultation strategy and provide response to consultation
- **Stage 5 DECIDE** – Attend Public Evidence Session as a representative group (if requested)
- **Stage 7 PIR** – Provide feedback to the CAA on PIR data



# Opportunities to engage throughout the process

- The CAA will expect to see detail of what sponsors have been told by their audiences – how they have responded to the feedback – and how it has affected the proposals they are bringing forward
- Earlier in the process sponsors will likely engage with stakeholders' representatives such as:
  - Community leaders
  - Local authorities elected representatives
  - **Airport Consultative Committees (ACCs)**
  - Representative groups
  - Governmental organisations
  - Industry groups
- Through:
  - Bilateral meetings
  - Participatory sessions
  - Consultative workshops
  - Focussed opinion surveys may be used to provide some quantitative data on which to base design principles and options appraisals

# Stage 1: DEFINE

## Design principles

The development of design principles describe the qualities a change should seek to achieve such as local priorities and trade-offs regarding the distribution of noise.

- Must be shown to have been set through two-way engagement with local community, operational and other relevant stakeholders
  
- Local stakeholders will normally include:
  - Elected community representatives
  - Local community groups
  - **The Airport Consultative Committee**
  - Representatives of local General Aviation organisations or clubs

The change sponsor must seek feedback from stakeholders on the airspace change proposal at the design principle stage, as one of the key engagement points

## Stage 2: DEVELOP and ASSESS

- In Stage 2 the sponsor develops a comprehensive list of options that address the Statement of Need and that align with the design principles from Stage 1
- The sponsor is required to design options that meet the design principles - they must seek feedback to test their proposition through:
  - Bilateral meetings, smaller challenge groups etc.
- Sponsors must set out how decisions they have taken relate to stakeholder feedback
- During Stage 2, the key impacted audiences should be clearly identified (through initial Options Appraisal). This insight should be used to inform the development of the consultation strategy for Stage 3

# Stage 3: CONSULT / Stage 4: UPDATE and SUBMIT

- The sponsor plans its consultation and engagement, launches consultation, including the Full Options Appraisal with more rigorous evidence for its chosen option
- For level 1 airspace change proposals an ACC will typically be named as an audience within the consultation strategy that the sponsor will be seeking a response from to the consultation
- The sponsor launches its consultation on the airspace change online portal
- Consultation responses will be published on the portal while the consultation is taking place
- The online portal will be the primary means of sharing information between the CAA, sponsor and stakeholders
- After consultation, the sponsor will update and submit its proposal. Stakeholders must be able to see how the design principles are being met by the final design

# Stage 5: DECIDE

- When the final proposal is published by the sponsor, the CAA will also notify stakeholders of the date of the Public Evidence Session (if one is taking place)
- Using the portal, interested parties will be able to book five minute speaking slots on a first come, first served basis, to present their views on the airspace change proposal to the CAA decision maker directly
- Representative groups (such as ACCs) will be able to book 10 minute slots
- Following the Public Evidence Session the CAA will publish a transcript
- The final airspace change decision document is a CAA publication. The CAA will engage with stakeholders at this point and publicise the decision



# Stage 6: IMPLEMENT

- The CAA's decision will be published on the online portal. Sponsors must give stakeholders a clear understanding of the next steps for the proposal
- Sponsor must notify relevant stakeholders (e.g. ACC, local community) of the outcome of the consultation and the decision
- To publicise the forthcoming change to as many airspace users/service providers as possible (signposting to the decision on the portal), sponsors should consider contacting:
  - Ministry of Defence
  - General Aviation press
  - ACCs
  - Relevant community organisations
  - Local press
- The sponsor must let impacted stakeholders know:
  - When they may begin to experience changes
  - How the sponsor intends to manage the transition from the change process to business as usual
  - That there will be a Post Implementation Review (PIR)

# Stage 7: PIR

- In Stage 7 the CAA carries out a post-implementation review
- The purpose of the review is for the change sponsor to carry out a rigorous assessment of whether the anticipated impacts and benefits in the original proposal and published decisions are as expected – and where there are differences
- Once the change sponsor's data submission is published on the portal - there will be a 28-day window during which any stakeholder can provide feedback for the CAA to consider
- All original audiences must be informed by the sponsor that the post implementation review feedback window is approaching, with a reminder closer to the time
- The post implementation review will result in a CAA report published on the portal
- This may result in requirements for modifications or a requirement for a new airspace change proposal
- Where the outcome is that the sponsor will need to propose a new airspace change in order to achieve the original proposal's objective, the sponsor will be expected to communicate its intentions clearly and quickly to stakeholders

# Questions?



If you think of any questions after the meeting please email:  
[airspace.policy@caa.co.uk](mailto:airspace.policy@caa.co.uk)