

***CAP 1616 Airspace Design Process – Guiding Principles for ACCs***

**What this paper is about**

This paper reminds ACCs of the CAA's new CAP1616 airspace design process and sets out the final draft Guiding Principles for ACCs in considering their role in the process with their airports. Delegates are asked to consider and approve the Guiding Principles set out in Annex 1.

**Points for discussion**

- In light of the various stages in the airspace change process set out in Annex 1 and the need for ACCs to engage and play its part in the airspace change process, are the suggested questions for ACCs to consider in the Guiding Principles right?
- Are the Guiding Principles appropriate and informative to assist ACCs in their work?
- Are there other matters that ACCs need to consider as part of the process?

**Proposed Action**

Subject to comments raised at the meetings, to approve the Guiding Principles set out in Annex 1.

## Background

1. As reported at last year's Annual Meeting, the CAA's [CAP1616: Airspace Design Guidance](#) setting out a new comprehensive process for airspace change sponsors to follow in designing and consulting on changes to airspace came into effect in January 2018. There are seven stages in the process with four gateways when the CAA's approval must be given before the airspace change sponsor can progress to the next stage.
2. An updated second edition of CAP1616 was issued on 30 November which incorporated a revised process for the Secretary of State to 'call-in' an airspace change proposal; confirmation that the CAA would consult on a new process to consider certain changes to air traffic control procedures that result in a planned and permanent redistribution of air traffic (known as PPR); more information on how the airspace change process is scaled; more information on how design options are appraised; and updated text either reflecting new EU legislation, hyperlinks and cross-references or to improve the general clarity and consistency of the document.
3. The CAA is currently seeking views on the proposed [process](#) for making changes to PPR which has based on the existing CAP 1616 process used for proposed changes in airspace design. PPR concerns changes to the way existing airspace is used, rather than changes in the airspace design itself. The CAA is seeking views on its proposals for submission by no later than 7 July 2019.
4. At last year's meeting, the role of ACCs in the CAP1616 process was discussed and, as it was unclear what the CAA expected of ACCs in the process, the Secretariat was asked develop some guiding principles for ACCs in liaison with the CAA.
5. Since the last meeting, the Secretariat has worked with the CAA and DfT on the development of some guiding principles for ACCs which were initially discussed by the UKACCs Working Group in February who sought some revisions to improve clarity and to make it clear that it was the responsibility of the airport/airspace change sponsor to undertake the engagement and arrange the communication and dissemination of information associated with the airspace change process. The ACC's role was to act as a critical friend to the airport and to assist in raising awareness of the proposed process and the timeline for bringing forward change amongst wider communities through the ACCs' member organisations' communication channels.
6. Attached at Annex 1 is the final draft UKACCs Guiding Principles for ACCs for delegates consideration and approval.

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