

# CAA's review of airspace change decision-making process

## Terms of Reference for external assistance

### *Draft*

1. The work is broken down into three distinct phases:
  - i. **Phase One – desktop review of CAA's existing CAP725 process:** this will include reviewing the current CAP725 and associated documentation including representations received by stakeholders, evidence from CAA's own internal review of CAP725, examples of recently completed airspace decision making processes, the PWC review of the ACP process and the extent to which any follow up actions have been addressed. The contractor will have reasonable interview access to internal CAA experts during this period.  
Required output: a written report to be provided to the CAA by end June 2015 setting out an assessment of the current process and a series of hypotheses about how the process could be strengthened to address material weaknesses identified.
  - ii. **Phase Two – external evidence gathering and testing of hypotheses:** between 1<sup>st</sup> July and 30<sup>th</sup> September 2015, conduct a programme of external stakeholder engagement to solicit structured feedback about the strengths and weaknesses of the current CAP725 process and to test some of the initial hypotheses about how the process could be improved. The process for seeking feedback should distinguish between issues about the outcome from issues about the process, and should focus on tangible steps to improve the quality of the process. The stakeholder engagement should cover all the main stakeholder groups, and good representatives from those that are large in number (residents, airlines, GA, airports). The method for collecting evidence should be designed to secure meaningful and beneficial insights into the process questions but not engage about the merits or otherwise of individual airspace decisions. The CAA anticipates this stakeholder engagement programme will be based largely on personal contact with relevant stakeholder groups.  
Required output: by end of September 2015, submit a report setting out an assessment of the CAP725 process based on the contractor's own desktop review and the evidence it has gathered from stakeholders, together with a set of recommendations about how the process could be strengthened to address any identified weaknesses.
  - iii. **Phase Three:** in Autumn 2015, CAA expects to publish a formal public consultation about changes to its CAP725 process. The contractor's report will be published alongside the CAA's consultation to support any changes being proposed. During that consultation process, the CAA expects to hold public meetings and following closure of the consultation, provide a reasoned response document and a final

version of CAP725.

Outputs: This process will be led by CAA. During this period, the CAA *may* seek the assistance of the contractor in drafting consultation documents, supporting the CAA at stakeholder meetings and drafting a final response document to the contractor.