

**REGULATORY REVIEW OF GENERAL AVIATION IN THE UNITED KINGDOM
MEETING 3, 16 NOVEMBER 2005
DINERS 1 AND 2, AVIATION HOUSE, GATWICK**

- Present:** Capt David Chapman CAA Chairman
Mr John Hills CAA
Mr David Beaven CAA
Mr Jim McKenna CAA
Mr Carl Thomas CAA
Mr Simon Baker CAA
Mr Joji Waites CAA
Mr Graham Forbes CAA
Mrs Sonya Dench CAA Secretariat
- Mr Martin Robinson Aircraft Owners and Pilots Association (AOPA)
Mr David Roberts British Gliding Association (BGA)
Mr Tom Hardie British Hang Gliding & Paragliding Association (BHPA)
Mr Peter Norton British Helicopter Advisory Board (BHAB)
Mr John Thorpe Representing Professor Balthazor
Mr Chris Finnigan British Microlight Aircraft Association (BMAA)
Captain Alan Robinson Guild of Air Pilots & Navigators (GAPAN)
- Apologies:** Mr Robin Allan CAA
Professor Lee Balthazor Royal Aeronautical Society (RAeS)

1. Confirmation of Agenda

- 1.1 The proposed agenda for the meeting was agreed.
- 1.2 Capt Chapman said that he would like to discuss under Any Other Business the payment of costs to the industry members as Mr Roberts had recently written to the CAA Chairman on the subject.
- 1.3 Mr Hardie asked if during the review the topic of single seat microlights would be discussed. Mr Thomas explained that this subject was currently under discussion with the Department for Transport (DfT). It was hoped that the CAA would be able to give a final position to the DfT before the end of this review. As this subject was therefore ahead of the review it was agreed that if the industry wished to raise this topic then they should use the Issues Log procedure.

2. Introduction

- 2.1 Mr Chapman welcomed Mr Thorpe to the meeting who was representing Professor Balthazor.

3. Apologies

- 3.1 Apologies had been received from Professor Balthazor and Mr Allan.

4. Approval of Notes of Previous Meeting - 5 October 2005

- 4.1 The notes from Meeting 2 held on 5 October 2005 were approved.

- 4.2 Para 7.3: Mr Roberts sought confirmation that he had been asked to provide further background on the history of general aviation to provide a balance to the CAA text and this was confirmed.
- 4.3 Para 7.4: Mr Thorpe asked that if Continued Airworthiness Flight Testing for EASA controlled aircraft was no longer a mandatory requirement if individual aircraft not meeting the standard would not now be picked up. The CAA responded that under Part M there was no longer a requirement to carry out this work and this now became the owner's responsibility. Although this procedure is no longer carried out by the CAA the industry could continue to do this if they wished.
- 4.4 Attachment to Minutes - Continued Airworthiness and Maintenance Controls: Mr Thorpe said that Section S had not been included in the table nor approval of the BMA. Mr Beaven responded that the reduction in regulatory oversight tables could continue to be developed and industry members were asked to provide Mr Beaven with any further information they wanted included.

Action 03/01: Industry members to provide Mr Beaven with additional information which they wanted included in the reduction of regulatory oversight tables.

5. Action Log Issue 1

- 5.1 The action log was reviewed by all the members and updated.

Secretarial Note: Action Log Issue 2 is attached to the minutes.

6. Terms of Reference Version 4

- 6.1 Mr Hills briefed on the Terms of Reference which had been updated to align with the objectives of the Strategic Review.
- 6.2 It was agreed that Mr Hills would make further minor amendments and the final Terms of Reference would be distributed and placed on the CAA's website within the next two weeks.

Action 03/02: Mr Hills to amend the Terms of Reference and place on the CAA website.

Secretarial Note: A copy of the final Terms of Reference was distributed to the members and placed on the CAA website on 25 November 2005.

7. Workstreams

- 7.1 The Workstreams' Planning Chart and Terms of Reference were reviewed by the members and updated.

Secretarial Note: A copy of the Workstreams' Planning Chart and Terms of Reference Version 5 was distributed to the members on 25 November 2005.

- 7.2 Capt Chapman explained that it would be up to the team leader for each Workstream to make sure that the deliverables and target dates were achieved and the team leader would be responsible for updating the group at each meeting.
- 7.3 Capt Chapman added that within the document a column had been added to estimate the man-days used for each activity.

7.4 Workstream 1: The Scope of the Review document was discussed and Mr Beaven said that the text had been submitted to the Strategic Review for their use. The word “civil” had been added and also the word “considered” so that in the future the text was not seen to be a UK definition of GA. The definition within the document would be used for this Review only.

7.4.1 Mr M Robinson queried why the ICAO definition hadn’t been used. It was explained that a previous ICAO definition had included aerial work but the current ICAO definition excluded this activity and therefore this could not be used.

Post Meeting Note: Revised ICAO definitions of aerial work, general aviation and commercial air transport had been introduced in 1990, having the effect of excluding aerial work operations from the definition of general aviation and thereby outside the scope of the Annex 6 SARPs.

7.4.2 It was agreed that the last sentence of the second paragraph should also be in bold to emphasis that the definition being used was for this review only.

7.4.3 It was agreed that this Workstream was now complete and the text should be sent to Mr Plant for use by the Strategic Review.

Secretarial Note: Paper amended and distributed to Mr Plant on 22 November 2005.

7.5 Workstream 2: Mr Beaven said that he would be able to put a paper together for comment by Messrs Roberts and Finnigan.

Action 03/03: Mr Beaven to produce a paper for Messrs Roberts and Finnigan for their comment.

7.5.1 Mr McKenna said that he might be able to locate a paper on the deregulation of microlights which he would send to Mr Finnigan.

Action 03/04: Mr McKenna to locate paper on the deregulation of microlights for Mr Finnigan.

7.6 Workstream 3: During the discussion it was agreed that the sub-workstreams 3.1 and 3.2 should stay as is rather than combining into the main workstream.

7.7 Workstream 4: A presentation by the team leader, Joji Waites, on the progress so far was made later in the meeting.

7.7.1 It was agreed that the sub-workstream 4.3 could be deleted.

7.7.2 Mr Finnigan mentioned that he might have access to some statistics for the group.

Action 03/05: Mr Finnigan to provide statistics if available.

7.7.3 Mr Thorpe mentioned that the New Zealand approach to accidents was completely different to the UK’s and Capt Chapman said that they had decided to look at financial targets.

7.7.4 Mr Finnigan said that the purpose of the group should be to measure accident rates v regulatory regimes.

- 7.7.5 Mr Norton added that the Small Helicopter Action Group was currently looking at helicopter accident rates.
- 7.7.6 Mr Thorpe said that from his database it appeared that 42% of accidents were shown as illegal flights.
- 7.8 Workstream 5: A copy of the questionnaire and covering letter was distributed to the members. Mr Hills said that responses had been received from industry and the questionnaire would be distributed within the next day. The questionnaire would be sent to JAA Board members, FAA, Australia, New Zealand and Canada.
- 7.8.1 It was for the industry members to decide whom they wished to send the questionnaire to.

Action: 03/06: Industry members to distribute the questionnaire where required.

- 7.8.2 It was proposed that due to John Hills' retirement that Professor Balthazor should take the lead for this workstream.

Action 03/07: Capt Chapman to discuss with Professor Balthazor.

- 7.9 Workstream 6: Messrs Beaven and McKenna made a presentation later in the meeting.

- 7.9.1 Capt Chapman said that the CAA had received a copy of the final proposals of the amendment to Regulation 1592 the week before although it contained a caveat that it had to go through the Commission Services and the CAA was unsure how long this would take. Mr M Robinson said that he would be seeing Mr Probst later in the week and would try to get an indication of how the amendment would be progressing. He would then notify the members of any information gleaned from the meeting.

Action 03/08: Mr M Robinson to obtain from Mr Probst an indication as to how the proposal to amend the 1592 Regulation was progressing and to inform the members.

- 7.9.2 Capt Chapman mentioned that the amendment would cover more than just Operations and Licensing.
- 7.9.3 Capt Chapman added that the EASA topic may have to be mentioned in the final report as an item which needed to be reviewed at a later date once all the considerations had been taken into account.
- 7.9.4 It was proposed that a visit to EASA by the group should be organised and Mr M Robinson agreed to discuss this with Mr Probst later in the week and to organise the visit. The CAA members would be Messrs Thomas, Beaven, McKenna, Dobson and Capt Chapman. It was hoped that the visit could take place in early February.

Action 03/09: Mr M Robinson to discuss the proposed visit to EASA with Mr Probst and to organise.

- 7.10 Workstream 7: Mr Hardie mentioned that there was sometimes a perception that the CAA believed that the right people received CAA documents when this was not always the case. Capt Chapman said that for his Division a Web Manager was now employed with the aim of making as much information available as possible on the CAA website.

- 7.10.1 Capt Chapman said he would discuss this Workstream with Mr Plant, as the Strategic Review was the lead, to see if a “straw man” paper could be produced by December 2005.

Action: 03/10: Capt Chapman to discuss the production of a “straw man” paper with Mr Plant.

- 7.11 Workstream 8: It was proposed that Mr Allan should distribute the proposed options in advance of the meeting on 20 December 2005.

Action 03/11: Mr Hills to discuss with Mr Allan the proposed options and to request advance notification for the members.

- 7.11.1 Mr M Robinson said that at the last AOPA meeting the group had been requested to come up with ideas where savings could be made and it was hoped that this data would be received before the end of December 2005.

Action 03/12: Mr Robinson to provide information on ideas where savings could be made.

- 7.12 Capt Chapman mentioned that it would need to be decided in the near future who should write the Review Group’s final report.

8. Work Plan

- 8.1 Mr Hills briefed on the amendments which would be made to the Work Plan.
- 8.2 Mr M Robinson asked that a period of time be put into the Plan for the members to review the Group’s final draft report. Capt Chapman that this was already within the Work Plan and the members would see the workstreams’ outputs as they developed.
- 8.3 Capt Chapman said that within the CAA the Group’s report would need to be passed in front of the SRG Executive Committee and SRG Policy Committee before it could be presented to the CAA Board.

9. Workstream Report Format

- 9.1 The members accepted the proposed format.

10. EASA Presentation (Workstream 6)

- 10.1 Messrs Beaven and McKenna gave a presentation on where the CAA is at the moment with maintenance under EASA, the General Aviation Department’s transition to EASA and the items which needed to be considered.

Secretarial Note: A copy of the presentations was emailed to the Members and also placed on the CAA’s website on 25 November 2005.

- 10.2 Capt Chapman asked Mr Beaven to give a presentation at the next meeting on 20 December on how the amendment to Regulation 1592 will affect regulation of GA activities.

Action 03/13: Mr Beaven to give a presentation at Meeting 4 20 December 2005.

11. Accident Analysis Presentation (Workstream 4)

- 11.1 Mr Waites gave a presentation on the progress of the Workstream so far. A copy was also distributed to the members.
- 11.2 All Industry Members were asked to provide the Workstream with any relevant accident data, which they held.

Action 03/14: All Industry Members to feed the Workstream with any relevant accident data.

12. Update on Strategic Review

- 12.1 Capt Chapman said that the Strategic Review's Terms of Reference and Workstreams information was now on the CAA website.
- 12.2 Capt Chapman added that he believed the Regulatory Review group was on target although he had concerns that the Strategic Review would meet its deadlines, as its remit was very wide.
- 12.3 Mr M Robinson said that he believed the Regulatory Review was more important than the Strategic Review due to the possible outcomes.

13. Website/Forum Software

- 13.1 Mr Howard Neal, a member of the CAA's Information Management team, attended for this item.
- 13.2 Mr Neal gave a demonstration of the forum software package available to the members for use within the workstreams.
- 13.3 It was agreed that this software would be used and Mrs Dench would set up the accounts for the members, distribute a protocol and also contact the Strategic Review group on the decision.

Action 03/15: Mrs Dench to organise the IT accounts and the protocol for the forum software.

Action 03/16: Mrs Dench to inform the Strategic Group of the decision to use this package.

14. Issues Log

- 14.1 Capt Chapman said that, following the discussion at the previous meeting, a form had been created for use by the Industry Members if they had any issues which they wished to raise on inappropriate, disproportionate or overzealous regulation. Capt Chapman added that if this work carried on after the Regulatory Review had been completed then feedback would be made through the GACC (General Aviation Consultative Committee).

15. Proposed Options for UK Regulation of General Aviation (Workstream 8) - Discussion

- 15.1 Due to a lack of time it was agreed that this item would be carried over to the next meeting on 20 December.

16. Any Other Business

- 16.1 Capt Chapman said that Mr Hills would be retiring from the CAA at the end of December 2005 and therefore Mr Beaven would be the only CAA GAD member on the group. Mr Alex Hartland, an ex-member of the CAA's General Aviation Department, would replace Mr Hills on the Strategic Review group.
- 16.2 Capt Chapman said that he had been asked to see how the GA community felt about the value of the GA Awards and Safety Evenings. He asked the Industry Members to feedback any views through the GACC.

Action 03/17: Industry Members to feedback to the GACC their views.

- 16.3 Capt Chapman said that Mr Roberts had contacted the CAA Chairman concerning the reimbursement of costs to the Industry Members and it had been agreed that this would be reconsidered. However, UK travel expenses would not be paid. Sonya will contact the industry members with regard to payment of their time by their organisation.

Secretarial Note: Industry members contacted to provide the relevant information.

**Sonya Dench
Secretary to the GA Regulatory Review
21 December 2005**