AIRSPACE AND SAFETY INITIATIVE COMMUNICATION AND EDUCATION PROGRAMME (ACEP)

TERMS OF REFERENCE

1 Concept of Airspace and Safety Initiative

The Chairman of the CAA, Chief Executive Officer NATS and Assistant Chief of Air Staff Ministry of Defence (MoD) have formed a Group known as the Airspace Safety Initiative Oversight Group and in early 2006 launched a major initiative on Airspace Safety Issues, including those involving operations in Class F and G airspace. Airspace infringements and the possibility of a collision with Commercial Air Transport are just two areas of particular concern.

2 Aim of ACEP

Address the communication and education safety issues identified by the Airspace and Safety Initiative Steering Group (ASISG) by collating a database of all existing airspace safety education and communication initiatives and developing and implementing a strategy to better co-ordinate future airspace safety education initiatives to improve overall aviation safety.

3 General Objective

To approach airspace safety education and communication from a holistic viewpoint, in liaison with existing groups to ensure the resources of all stakeholders are utilised to best effect to improve airspace safety. The ACEP will only be responsible for the co-ordination of airspace communication and education initiatives and not for facilitating any specific training requirements; the latter will be the responsibility of the appropriate body. The delivery of the specific communication and education item will be co-ordinated, by ACEP, and allocated or agreed with the most appropriate group or body for implementation.

4 Stakeholders

Stakeholders comprise all interested parties who operate or provide services in the UK airspace environment including Commercial Air Transport, General Aviation, Air Navigation Service Providers, Airports, the CAA, ATCO Organisations and the MoD.

5 Specific Objectives

a) Implement the recommendations of the ASI, relevant to communication and education.

b) Detail all existing airspace communication and safety education programmes in every sector of the UK aviation community and develop a shared database.

c) Seek and share best practice from other States regarding airspace communication and education programmes.

d) Once the data has been collated, determine if any existing airspace safety education initiatives could be amalgamated or better co-ordinated.

e) Develop a strategy, embracing innovative communication mechanisms, to better co-ordinate future airspace safety education initiatives and associated resources.

f) Monitor the implementation process and agree a success criteria.

g) Recommend any subsequent regulatory changes that may be required.

h) Feed back progress on the initiative to the ASISG.

i) Propose to the ASISG a methodology for the continuation of ACEP on completion of the ASI initiatives.

6 Principles

a) Individual members of the Programme Team should use best endeavours for collecting and expressing the views of the organisation/sectors they represent.

b) Where general consensus has been reached by the Programme Team all members should be committed to taking this consensus forward.

c) Wherever possible nominated representatives will attend all meetings. Where alternates are used, they must be aware of, and be committed to, agreements already reached.

7 Membership

The following will comprise the Programme Team.

Captain V Gray, Head of Flight Operations Strategy Department, Safety Regulation Group, CAA, Chairperson.

CAA

Captain R M Jones, Head of Flight Operations Division, Safety Regulation Group.

Mr R Metcalfe, Manager Flight Operations Inspectorate (General Aviation), Safety Regulation Group.

Mr T Eagles, Manager Flight Operations Policy (General Aviation), Safety Regulation Group.

Mr C Gill, Air Traffic Standards Division, Safety Regulation Group.

Mr C Strong, Personnel Licensing Department, Safety Regulation Group.

Wg Cdr D Lindsey, Head Airspace Utilisation Section, Directorate of Airspace Policy.

Mr D Drake, Controlled Airspace Section, Directorate of Airspace Policy.

Mr J Nicholson, Assistant Director, Corporate Communications.

Mrs S Dench, Personal Assistant to Head of Flight Operations Division, Safety Regulation Group, CAA, Secretary.

CAA/MoD

Mr P Hunt, Director, UK Airprox Board.

NATS

Mr G Reid, NATS ATM Policy.

Mr R Wright, NATS Corporate Communications.

MoD

Cdr Paul Brundle, SO1 Ops Sp, Directorate of Aviation Regulation & Safety (DARS).

Airport Operators Association

Mr J Haffenden.

Industry

Mr M Robinson, Aircraft Owners and Pilots Association (AOPA).
Mr R Mason, Aviation Insurance Underwriter.
Ms C Evans, British Air Line Pilots Association (BALPA).
Mr G Lachlan, British Business & General Aviation Association (BBGA).
Mr P Stratten, British Gliding Association (BGA).
Mr M Dale, British Hang Gliding and Paragliding Association (BHPA).
Mr G Weighell, British Microlight Aircraft Association (BMAA).
Mr P Tait, Confidential Human Factors Incident Reporting Programme (CHIRP).
Captain T Mackle, Flight Operations Liaison Group (FOLG).
Mr J Thorpe, General Aviation Safety Council (GASCo).
Mr T MacKay, Guild of Air Traffic Control Officers (GATCO).
Mr J Allwright, Helicopter Club of Great Britain (BHGB).
Mr J Broad, Light Aircraft Association (LAA).
Mr T Holloway, Royal Aeronautical Society (RAeS).
Mr R Jones, UK Flight Safety Committee.

8 Representation

Organisation	Representation on ACEP via
BHA	Helicopter Club of Great Britain
GAAC	LAA
GAPAN	CHIRP

9 Protocols

The Programme Team's work will be transparent to any interested party and minutes of the meetings will be available, if requested.

There will be brief minutes recorded at each meeting and an action list.

10 Deliverables

a) Prepare and present to the ASISG by 12 April 2007 a report, detailing progress to date, the details of the audit of all communication and education initiatives throughout the Industry and a plan to take forward the communication and education initiatives necessary to ensure that the ASI recommendations are communicated to all affected personnel in the most expeditious and effective manner.

b) Deliver all of the communication and education programmes in accordance with the plan noted above including rigid adherence to timescales.

11 Budgetary Control

Members will be expected to fund their own participation in this activity. Selected members of the team, if involved in overseas benchmarking activities, may recover appropriate travel and subsistence costs from the CAA.