

Innovation Hub
**Concept of Operations
(ConOps)**
Sandbox Guidance

ConOps Guidance

Overview

A Concept of Operations (ConOps) is a mandatory requirement for an entity (the applicant) to be considered for onboarding to the Innovation Hub's Regulatory Sandbox¹ (the Sandbox). The purpose of a ConOps is for the applicant to provide an overview of their proposed trials, along with supporting information such as timelines and details of any novel technologies. This guidance highlights the sections that must be included in order to provide the minimum required information. Applicants should also shape their ConOps to their proposal; adding any sections they deem applicable/necessary. The innovation hub [website](#) contains guidance on specific topics (BVLOS etc.) which may be useful reference material when putting together a ConOps. As part of the pre-Sandbox phase the ConOps may be refined between the Innovation Hub and the applicant until a final version is agreed. The ConOps will be used to assess an applicant's proposal to be onboarded to the Sandbox.

Best Practice Guidelines

Based on our experience from the Regulatory Sandbox, we advise that you consider the following when completing the ConOps:

- ☐ Version control
- ☐ A glossary of all unique terms and acronyms
- ☐ A table of contents
- ☐ Use figures, images, diagrams, and tables where relevant
- ☐ A list of all referenced standards, codes, and publications
- ☐ If you need to expand the document by adding any sections, please keep a logical document structure
- ☐ Equations and mathematical relationships need to be derived from, or referenced to, a recognized standard or text. All algebraic parameters should be defined, including the units of all numerical values
- ☐ A legend or key that identifies all symbols used for any schematic diagrams

Point of contact

Any enquiries relating to this guidance should be made to the CAA's Innovation Hub at: innovation@caa.co.uk

¹ For more information on the Regulatory Sandbox please refer to our [website](#)