

**CIVIL AVIATION AUTHORITY
MINUTES OF THE 560th BOARD MEETING HELD ON
WEDNESDAY 19 JANUARY 2022, 11:00, TEAMS**

Present:

Sir Stephen Hillier
Richard Moriarty
Rob Bishton
Garry Copeland
Katherine Corich
AVM Simon Edwards
Marykay Fuller
Jane Hanson
Anne Lambert
Manny Lewis
Paul Smith
Jonathan Spence
Chris Tingle

Chair

Apologies:

Secretary & General Counsel

In Attendance:

Ben Alcott
Jane Cosgrove
Peter Drissell
Tim Johnson
Alex Kaufman

Philip Clarke
Graeme Paterson

Secretariat

Sarah Gannaway
Neil Seaford

Observer (Flint Global)
Observer (Flint Global)

Ella Payne	for item 6
Nic Stevenson	for item 6 and 7
Barbara Perata-Smith	for item 7
Lizzie Morgan	for item 8
David Tait	for item 8 and 9
Frederic Laugere	for item 9
Maria Rueda	for item 9
Rick Newson	for item 10
Sophie O'Sullivan	for item 10
Phil Dykins	for item 11 and 12
Roisin Edington	for item 11
Peter Fiddy	for item 11 and 12
Kirsty Richardson	for item 12

I APOLOGIES AND INTRODUCTIONS

1. No apologies were received.
2. The Chair welcomed Jonathan Spence to his first Board meeting as Secretary & General Counsel.
3. Sarah Gannaway and Neil Seaford from Flint Global were also welcomed to the meeting as part of their continuing review of Board effectiveness.

II CONFLICTS OF INTEREST, PREVIOUS MINUTES AND MATTERS ARISING

4. No conflicts of interest were declared.
5. The minutes of the December 2021 Board meeting were approved.
6. The Board agreed to a request to combine actions 161 and 171.
7. In respect of action 166, the Board was advised that a more holistic review of the pre-submission checklist and guidance for producing Board papers was underway. An update on this would be provided at a future meeting.
8. It was confirmed that action 175 could be closed.

III CHAIR'S REPORT (DOC 2022-01) BY SIR STEPHEN HILLIER

9. The Chair noted that since the report had been drafted, the volume of Omicron cases had dropped significantly and, in combination with some easing of travel restrictions, there was renewed hope that the sector could start to recover from the effects of the pandemic.
10. It was also noted that there had recently been a great deal of media interest in the potential impact of 5G on aviation. An update would be provided under agenda item 10.
11. The Board noted the report.

IV CHIEF EXECUTIVE REPORT (DOC 2022-02) BY RICHARD MORIARTY

12. *Ethics Policy* – Approval was sought from the Board on the adoption and publication of the updated Ethics Policy. If approved, this would be published alongside the Register of Interests. Feedback on the policy had been provided since the December Board meeting and it had been subject to further review by OGC.

DECISION: The Board approved the adoption and publication of the Ethics Policy and Register of Interests.

13. *Personnel Licensing* – Further to the discussion on licensing in December, the Board was advised that plans to recruit additional colleagues had progressed well. A communications campaign to pilots and engineers on post-EASA licensing had also been launched, but as yet there had not been the hoped-for volume of applications.
14. The CAA estimated that as many as 10,000 pilot applications would be received by the end of 2022 (c.200 applications a week). However, the current rate of applications was in the region of 40-50 per week. It was expected that volumes would increase if confidence in the UK aviation sector picked up over the coming months.
15. Although the CAA was working hard to put staff and processes in place to support a high-volume of applications, it was noted that some other national aviation authorities on which we depend for information made extensive use of paper-based

- systems. In addition, they were understandably focused on meeting their own national requirements, and their capacity might be an issue. There was therefore some concern that delays could be incurred that were outside of the CAA's control.
16. Further to previous Board discussions, Management Information on the processing of applications would be provided to the Board from February onwards. Following a recent discussion with the Aviation Minister, he would also receive regular updates.
 17. *Space* - The CEO reminded the Board that Space regulation was a key priority area for 2022, noting in particular the Government's commitment to launches from the UK this year.
 18. The CAA was receiving reviewing launch applications, and working to ensure that industry fully understood what was required for licensing process. At present, there was a particular focus on Safety Cases and Environmental Assessments. Ministers were taking a keen interest in progress and were being updated regularly.
 19. The timing and initial quality of applications meant that timelines for 2022 were now tight. Whilst the Board noted that neither it, nor the Executive team was responsible for final decisions in relation to licensing, there was a responsibility for assuring the CAA's decision-making processes and governance. If necessary, an Extraordinary meeting of the Board would be convened, to ensure that this assurance role was conducted expeditiously.
 20. Given the need for a high level of assurance, the Board was advised that independent consultants had been appointed to support technical assessments and that the CAA also had a secondee from the Federal Aviation Administration (FAA) in place to support the licensing team. It was also noted that the SARG Director was not involving himself directly in the current pre-licensing discussions, to ensure that he could review conclusions and recommendations impartially.
 21. *Engagement with EASA* – It was advised that dialogue with EASA was ongoing. Workstreams on two subjects had been co-sponsored by both organisations.
 22. It was also noted that the UK continued to have good and productive bilateral relationships with the NAAs of EU Member States and other EASA members.
 23. *Security Maturity* – Clarification was sought on the progress of the corrective action plan. It was advised that some issues could be resolved in a matter of weeks, whereas others could take longer. Weekly governance meetings were taking place and ExCo received regular updates on progress.
 24. The Board noted the report.

V MONTHLY FINANCE REPORT FOR THE EIGHT MONTHS TO 31 OCTOBER (DOC 2022-03) BY CHRIS TINGLE

25. The Board was provided with an update of the CAA's current financial position.
26. It was advised that an update on passenger forecasts had been requested from DfT. However, due to the uncertainty caused by the Omicron variant over the last few months, one had not yet been received.
27. The Board was advised that the Scheme of Charges consultation was due to close shortly. Six responses had been received so far, but it was anticipated that more would be submitted closer to the deadline.
28. The Board noted the report.

VI DRAFT 2022/23 BOARD & DIRECTORS PRIORITIES (DOC 2022-04) BY TIM JOHNSON

29. The Board welcomed Ella Payne and Nic Stevenson to the meeting.