Minutes of the 45th Joint Meeting of the Civil Aviation Authority and the Aviation Community Advisory Group

Date:	Monday 21 March 2022
Venue:	Virtual - Teams
Attending:	**ACAG:** Qwilton Biel, Bruce Robertson, Frank Usmar, John Cook, Don McCracken, John Nicholson, Kevin Ward, Lachlan Thurston, Steve Horne, Steve Kelly, Chris Jackson, Mark Blanchard
	CAA: Keith Manch, John Kay, Mike Hill, David Harrison, 9(2)(a) ark von Motschelnitz, Rob Scriven, 9(2)(a)
	MoT: Tom Forster

Start: 09.31

1. **Welcome**

   John Kay opened the meeting at 09.31 and welcomed everyone. John Kay thanked Paul Drake for his leadership of ACAG, and congratulated Qwilton on his appointment as Chair of ACAG.

2. **Apologies** – none

3. **Minutes of previous meeting**

   John Nicholson requested that Paragraph four be reviewed.

   Action item: John Nicholson to provide Qwilton with some revised text to be forwarded to the CAA.

4. **Ministry of Transport update**

   Tom Forster provided and update of the Civil Aviation Bill (CAB), including the need for the Minister to remake the Civil Aviation Rules as part of the Bill implementation work. This is likely to have an impact on the progression of the Rules Programme over the next few years. Tom also updated on key Ministry projects including Instrument Flight Procedures, Air Navigation System Review and the Drone Integration Programme.

5. **CAA Update**

Keith presented the CAA update. This included: recognising that there have been changes over the last few years but there is now a full leadership team on board which will provide stability; a focus on regulatory practice and performance-based regulation, an update on the EMPIC project; and the challenges of undertaking a funding review and the need to look at the balance of Crown funding.

Rob Scriven thanked members for their feedback on the Regulatory Strategy, set out the changes they had made as a result of the feedback, and the next steps for implementing it within the CAA.

John Kay provided an overview of the CAA's approach to emerging technologies, and the aim to set up an Emerging Technology Unit to manage the interface between these 'new' participants and the regulatory function. The Director of Emerging Technologies has been appointed. Implementation and resourcing of this approach is subject to the necessary funding through the Budget process. This would be a medium to long-term process (up to three years)

David Harrison presented an update on the work being undertaken to streamline the certification approach to Rule Part 102. The Authority had not expected the high number of commercial certification application – hence the backlog. The Authority is presenting a range of ideas for smaller operators to ease the certification process such as a 5-year initial certification; providing a template exposition; providing guidance material and negotiating a MoU with an Exposition IT provider.

ACAG provided the following feedback:

- the CAA need to develop a more cooperative way of dealing with expositions – especially the more innovative organisations.
- Confirmation that this process will shorten the wait time for Certification (David stated that streamlining would reduce the wait).
- Airport sector concerns regarding the lack of visibility of the powers issued to Part 102 Operators – the template approach could open transparency but could also have the opposite effect.
- operators need to be aware of when they could/should share information.

John Kay provided an update on ICAO audits, noting that some members would be part of these audits when ICAO visit New Zealand. Preparation for these audits is a significant investment for the CAA as it requires resource from across the organisation (and other Government agencies) to respond to over 1,200 Protocol Questions. John confirmed that the security audit was going ahead in August 2022, and the CAA had engaged with the UK CAA to get advice on the preparation and planning for the onsite audit. The CAA is also expecting to be subject to an ICAO safety audit as New Zealand has not been audited for many years. Its important that New Zealand can demonstrate robust safety oversight, as the 'effective implementation score' impacts decisions made by other States to engage with New Zealand.

9(2)(a) provided the Policy Project update, noting the wider work programme and priorities for the International and Regulatory Strategy team this year.

ACAG requested clarity on a few points throughout the discussion:

- Further information about the EMPIC programme of work
- Reiterating feedback on the Regulatory Strategy to ensure sector understanding
- Feedback on the approach and behaviours at a recent CAA audit exercise
- The process around adopting ICAO SARPs into domestic legislation, where appropriate to do so.
- Risks relating to the work being undertaken to streamline Part 102 certification processes

Action Item: Steve Smyth (Director of Emerging Technologies) to be invited to present at the next ACAG

6. ACAG Terms of Reference

ACAG broadly agree with the TOR in relation to the strategic approach and the desired input of the ACAG members. ACAG's most significant concern was in relation to the composition of the group and the removal of the elected positions. ACAG strongly and unanimously agree that those positions add credibility and independence to the group and raise the standing of the group in the sector. Both ACAG and the CAA agree that the current people in those positions add value to the group.

John Kay noted the challenges in ensuring a fair, open and transparent election process where all members of the aviation community could participate.

Other feedback from the ACAG included:
- Representative bodies didn't include UAV or model flying
- Need to ensure that there are sufficient obligations on the CAA to be transparent in the provision of information and provide information in a timely way
- Need to ensure that ACAG members can share information in order to perform their representative roles, but also have clarity where information has been provided on a confidential basis

Action Items:

- Kevin Ward to provide Qwilton with further refinements to the TOR to pass to the CAA.
- CAA will revise draft TOR, taking into account ACAG's feedback.
- ACAG to consider how they could ensure a fair, open and transparent electoral process and provide further information to John Kay

7. Matters Arising

Non certificated Aerodromes: Mike Hill provided background to this issue and an explanation of why the CAA needs to collect this information. John Kay noted that

various groups community were successfully lobbying Ministers and the Select Committee on these issues. CAA agreed that the information could have been communicated to the sector differently, alongside conversations with the relevant parts of the sector. Mike Hill is happy to have further conversations with ACAG on this issue.

8. Next Meeting

Date in July to be confirmed after discussion with ACAG members