

Minutes of the 41th Joint Meeting of the Civil Aviation Authority and the Aviation Community Advisory Group

Date:	Thursday 14 th November 2019
Venue:	Level 15, Asteron Centre, 55 Featherston Street, Wellington
Attended:	<u>ACAG:</u> Paul Drake, Qwilton Biel, Bruce Robertson, Lachlan Thurston, Ian Andrews, Steve Kelly (via phone, John Cook, Rob George, Katie Bhreatnach, Jonathon Shorer <u>CAA:</u> John Kay, Peter Mee, Helen Robertson, Shaun Johnson <u>Ministry of Transport:</u> Kirstie Hewlett

1. Welcome

The meeting opened at 1.00pm.

2. Apologies

Dave Reynolds, John Nicholson, Graeme Harris, Mark von Motschelnitz.

3. Minutes of Previous Meetings

40th Joint Meeting of CAA and ACAG held Tuesday 9th July 2019.

Agreed subject to the deletion of the last sentence in the second paragraph on page 4.

ACAG noted that in future it would like comments to be attributed to the person.

Actions from last meeting: See Appendix A.

All in agreeance.

4. Matters Arising

There were no matters arising.

5. Update from Ministry of Transport – Kirstie Hewlett

CCA Culture Review

Due to be concluded early in the New Year. Approximately 60 interviews have taken place. The Terms of Reference can be found on the MOT website.

Regulatory System Fitness Check

Kirstie provided an overview of the review MOT is conducting on Part 135 operations as part of its regulatory stewardship obligations. The assessment will cover things such as: how the sector is performing, is it performing as anticipated, is the regulatory regime fit for purpose. MOT expect work to begin in earnest early next year with engagement with stakeholders around March 2020.

Civil aviation Bill

MOT received lots of submissions on the exposure draft of the Bill. They are working on providing advice to the Minister in February about what changes may be needed to the Bill. MOT working to a timeline of introduction in the first quarter of 2020.

UAVs

Next Drone Forum is to be held on 21st November. MOT has been engaging with industry around initial policy thinking on a range of drone issues. Next step is to firm up thinking into proposals to take forward in the New Year. There has not been formal consultation to date.

6. Director's Update – Graeme Harris

Organisational changes

The CAA is part way through the re-organisation. Some of the tier 2 managers are in place. Recruitment is in process for the remaining positions. Around half of the tier 3 roles have been filled. An internal recruitment process is occurring for the remaining tier 3 positions. External recruitment will be undertaken if necessary. Tier 2 and 3 appointments should be finalised by March/April 2020. Details of the units are being worked on and should be finalised by end of first quarter 2020. The new structure is due to be in place from 1 July 2020 or sooner if possible.

Regulatory Craft Programme

Replacement for ASIMs has been identified. Steve Kelly asked if the new system would generate information about ICAO Standard Operating Specifications.

Action - CAA to confirm if ASIMs replacement can generate ICAO Standard Operating Specifications.

The guidance stream of work is an internal focus. The Authority has several 1000 operational policies that need updating and consolidating. Engagement with ACAG and the sector is likely in the first half of next year.

International engagement

The CAA is engaged in a number of international engagement initiatives.

The CAA and MOT recently attended the ICAO Assembly meeting, where we managed to progress New Zealand interests in several areas.

The CAA is working closely with CASA and Transport Canada to develop a tri-lateral partnership. The focus this year has been coordinating our engagement in international fora to enable us to be more influential. We are looking at where other opportunities exist for greater collaboration.

The CAA is working with CAA Singapore to develop a technical arrangement on aircraft maintenance. Negotiations are going well, and we expect to sign the arrangement in early 2020.

The CAA is also starting to engage more closely with EASA with the aim to strengthen our bilateral relationship.

The CAA has engaged with CAAUK on several issues and depending on outcome of BREXIT will look to enter into a cooperation agreement in the future.

The CAA has recently signed a memorandum of cooperation with the Saudi Arabian CAA around greater mutual recognition of pilot licence and ATC licencing systems and licences. <https://www.aviation.govt.nz/assets/about-us/international/saudi-arabia-memorandum-of-cooperation.pdf>

AGAG TOR

The CAA is initiating a review of the TOR and will provide ACAG with an assessment of potential changes to the TOR for consideration at the March 2020 meeting.

Action - CAA to provide feedback to ACAG on possible amendments to the TOR prior to the next ACAG meeting in March 2020.

AC procedure

At the last ACAG meeting some concerns were raised about the AC development process. CAA has undertaken to publish a tracked change version of the AC alongside the final version. Qwilton Biel noted the following: An initial trigger could be when an exemption is issued. At the technical consultation phase, he reiterated that seeking external SME advice is beneficial. At the formal review process, consideration should be given as to whether the AC is needed and/or is still fit for purpose.

Authority Pricing Review

John Kay updated ACAG on timing for the Pricing Review.

7. Policy Project Update – Peter Mee

The meeting considered the Policy Project Updates report:

ADS-B

Ian Andrews enquired about the status of the non-TSO equipment. There appeared to be different messages about whether this equipment would be permissible to the CAA. CAA agreed to clarify the position.

Action - CAA to clarify the status of non-TSO equipment as part of the ADS-B requirements.

Runway condition reporting

Lachlan Thurston enquired about the timing of the paper to the Issue Assessment panel.¹ He also noted the need to carefully consider industry wide implementation issues.

PPL medical

Ian Andrews noted his disappointment that he has not had an opportunity for greater engagement on the issue in the policy development phase of the work. John Kay noted that as part of the NPRM process submissions will be listened to and responded to as appropriate taking into account the risk factors and policy intent of the proposal.

Action - CAA to provide Ian Andrews with key policy papers associated with the project.

¹ Note Helen Robertson has subsequently replied to Lachlan that the paper being considered by the IA Panel on the 28th November is a policy paper and that Paul Drake will be provided with a copy of the paper a couple of days prior to the meeting for his information.

Future Surveillance Project

This is a review of Part 171 and 172 to ensure these rule parts are fit for purpose. Policy work on this project will begin early next year.

8. General Business

Accident and incident reports

Paul Drake asked if 005 reports were being received and if the process was effective. John Kay noted that reports to the CAA are increasing each year. It is not possible to say the percentage of accidents and incidents being reported but what the CAA can say is that there have been no prosecutions resulting from a 005 report. Rob George noted that one possible way to track how effective the reporting system was is to look at the number of 005 reports in GA sector and compare with microlight sector. There is a need to get feedback out to the industry about accident and incident trends. John Cook asked about the possibility of making defect reporting online.

Action – CAA to investigate the possibility of on-line defect reporting.

ADS-B grant scheme

The CAA noted that the grant eligibility criteria have been published. Further processes will be confirmed over the next 4 weeks.

9. Next Meeting – Tuesday 10th March 2020

Meeting closed at 2:45pm

CAA/ACAG Joint Meeting

ACTIONS

Matters arising from the 9th July 2019 meeting:

- **Action 1:** *Margherita to provide the principals for funding reviews to ACAG.*
Completed. Margherita sent a link to the funding review on 1st August.
- **Action 2:** *Margherita to provide the AC process flowchart procedure to ACAG.*
Completed. Emailed through to ACAG on 1st August.
- **Action 3:** *Peter to provide an update to ACAG about where we are heading with cameras and the recordings regarding the Helicopter Flight Data Recorders.*
An update was provided in the policy report provided for the ACAG meeting in November.
- **Action 3:** *Margherita to find a solution and provide ACAG with clearer issue description cells from the open and assigned issues spreadsheet.*
Completed. Margherita sent this on 22nd July.
- **Action 4:** *ACAG to propose a time to engage with the CAA Policy Team regarding policy projects.*
Additional meeting was held on November 13th between ACAG and the CAA Policy Team.