

CAA Environmental and Sustainability Panel minutes

11:00 – 15:00 27 June 2022

Attendees

Ruth Mallors-Ray (RMR)	Panel Chair
Charlotte Clarke (CC)	
Martin Hawley (MH)	
David Lee (DL)	
Alistair Lewis (AL) (online)	
Chikage Miyoshi (CM)	
Anil Namdeo (AN)	
Mark Westwood (MW)	
Abigail Grenfell (AG)	CAA
Bronwyn Fraser (BF)	CAA, Panel Secretariat
Barbara Perata Smith (BPS)	CAA

1. Welcome and introductions

RMR welcomed the Panel to its inaugural meeting and facilitated introductions.

2. CAA welcome and logistics

AG welcomed the Panel, introduced the CAA's remit and structure, set out stakeholder mapping, and talked through the logistical arrangements for the Panel, including arrangements for keeping the Panel up-to-date and informed by the CAA between meetings. The Panel agreed that stakeholder mapping should be a future agenda item.

Action

- AG and BF to provide a draft plan for introductions of the Panel to key stakeholders.

MW asked what aspects of the CAA's Consumer Panel had worked well to date. AG noted that they have been valuable in supporting and challenging the CAA in ensuring the voice of the consumer is heard and understood in our policy development, providing viewpoints on what consumers want (that the CAA may not be aware of) and doing their own research and providing responses to consultations. RMR noted the different composition of the panels, with the Sustainability Panel having a significant number of academic representatives while the Consumer Panel is largely made up of experts from consumer bodies.

The Panel were advised that the announcement of the CAA's Environmental Sustainability Panel had been made and that details of the panel were now online via the CAA's website.

3. Panel Terms of Reference (ToR)

RMR sought feedback from the Panel on the draft ToR. The Panel discussed the balance between being as transparent and open as possible, while also reflecting that some advice provided by the Panel to the CAA may be confidential, for example where it relates to policy that the CAA is developing and will be consulting on. Confidential information will be treated in accordance with the Environmental Sustainability Panel's ToR. The Panel agreed that meeting agendas and minutes could be made public in a timely manner after each meeting; anything that could not be made public would be acknowledged during meetings.

The Panel agreed that any potential conflicts of interest should be shared transparently.

The Panel also discussed social media use, and agreed this would need to be owned individually. It was discussed how Panel members need to advise stakeholders that they are not representing the CAA and that their roles are advisory roles to the CAA. Any requests, letters, etc directly made to the Panel need to be redirected to the CAA.

The Panel also discussed that terms of reference should seek to reflect that deliverables of the Panel include minutes of meetings.

4. Declarations of Interests

The Panel discussed declarations of interest, including the process to be followed in declaring any and how to be transparent. The CAA will circulate a template for declaring interests ahead of each Panel meeting. It was agreed that this would be reviewed at each meeting.

Actions

- AG to send Panel the CAA ethics policy.

A wider discussion was held regarding representation at the Panel, are personnel there as representing their organisations or individuals. It was understood that personnel are on the Panel as individuals and, if issues or concerns arise in the future regarding representation or FOI requests, then they will be acted up on a case-by-case basis.

5. CAA Strategy

BPS gave the Panel an overview of the genesis and rationale for the CAA's Environmental Sustainability Strategy. The Panel noted several impressions and questions, including around the CAA's prioritisation framework. The Panel were generally supportive of the 'bold' action by the CAA to publish its prioritisation list, but held a clear view that climate-related legislation or international agreements do not trump other legislation or international agreement. RMR noted that there were two sorts of prioritisation being discussed: how the CAA spends its resource and efforts on delivery, including utilising the principle to filter proposals from innovators that have a clear carbon reduction rationale, and prioritisation between different environmental impacts (such as noise and emissions). The Panel sought clarity over the CAA's thought process around its prioritisation framework so they

could determine how they could best assist the CAA. BPS noted that the CAA plans to consult on the prioritisation principle which will provide stakeholders with an opportunity to comment. AG noted that where the CAA has discretion, it will take all considerations into account.

6 & 7. CAA Sustainability team work programme and discussion

AG introduced the CAA sustainability team's work programme, setting out the areas of research and reporting work that DfT has commissioned from the CAA (in relation to emissions, noise and consumers) and other work the CAA aspires to undertake. The Panel noted it would be helpful to see the programme laid out as a milestone plan; AG noted that this is being done and will be provided by the next meeting.

The panel raised comments that work programmes on Carbon and Noise felt short term and consideration regarding longer term programmes need to be considered. It was recognised that the Environmental Sustainability Team's work programme was a balancing act of:

- Requirements of the DfT
- Requirements of the wider CAA which had implications on the environment, eg airspace modernisation
- Longer term CAA environmental insights

The Panel discussed what roles it could carry out in relation to this work programme (including where it had been highlighted the Panel could have a role). The Panel flagged the risk around it becoming a peer review body if it was asked to simply review and provide commentary and if its tasks were not carefully defined. The Panel discussed several suggested areas where it could add value to the CAA:

- Acting as provocateurs of the CAA, asking 'do you know' and 'do you realise', bringing insight into the CAA
- Horizon scanning, rather than dealing with more immediate issues.
 - This could assist in identifying gaps in the CAA's work programme.
 - MH suggested the Wardley Mapping as a methodology for horizon scanning and strategy sense making.
- Advice on trade offs regarding the programme and the environmental themes
- Advice on communication of impacts to consumers
- Engagement of whole of CAA and establishing how they could best use the Panel
- Setting of interim targets before 2050

The Panel is keen to mobilise its own work programme of support into the CAA to add the most amount of value with the limited time it has on an annual basis. It was agreed that clarity by September/October would be ideal as the Panel will meet with the CAA Board on 19 October 2022. AG explained that she will set out, at the next meeting, the wider work that the CAA is doing in relation to sustainability where the Panel could add that value.

Actions

- Panel members to provide their perspectives on aviation's 'top five issues' relating to environmental sustainability. This should be no more than a slide, and should be shared

ahead of the next Panel meeting to enable prereading. The aim of this is to support the CAA in finding any gaps in its work programme.

- AG and BF to provide a milestone plan of the CAA sustainability team’s work programme.
- AG and BF, working with CAA colleagues, to identify the key areas in the wider CAA work programme where the Panel could add most value.

8. Panel logistics and future dates

It was noted that the CAA Board are meeting on 19 October at the Gatwick office and have asked to meet the Panel then. Sir Stephen Hillier would also like to meet the Panel before this date.

Action

- RMR, BF and AG to agree shortlist of future Panel meeting dates and circulate to rest of Panel.

Actions log		
1	AG and BF to provide a draft plan for introductions of the Panel to key stakeholders.	AG, BF
2	AG to send Panel the CAA ethics policy.	AG
3	Panel members to provide their perspectives on aviation’s ‘top five issues’ relating to environmental sustainability. This should be no more than a side, and should be shared ahead of the next Panel meeting to enable prereading. The aim of this is to support the CAA in finding any gaps in its work programme.	Panel
4	AG and BF to provide a milestone plan of the CAA sustainability team’s work programme.	AG, BF
5	AG and BF, working with CAA colleagues, to identify the key areas in the wider CAA work programme where the Panel could add most value.	AG, BF
6	RMR, BF and AG to agree shortlist of future Panel meeting dates and circulate to rest of Panel.	RMR, BF, AG