

## UAS Advisory Committee - Terms of Reference

### 1. Context

UAS is a developing and fast-moving sector where industry has knowledge and expertise that the CAA as UK regulator is enthusiastic to understand. The introduction of UK SORA provides the ideal opportunity for the CAA to work with industry to help further develop the regulatory framework. UK SORA provides the framework and allows specific issues and opportunities to be identified and solved by the CAA and industry working together.

The UAS Advisory Committee will be the means by which industry and the CAA will work together on future developments, by providing a coordinated stakeholder view throughout the early stages of policy development, before formal consultation.

Specific rulemaking and policy advisory groups (RPAGs) may also be established to progress detailed policy work for specific work items.

The UAS Advisory Committee will be a continuous group, whereas RPAGs will only open when needed for specific policy work and will be closed on completion of the work.

### 2. UAS Advisory Committee Scope & Aim

Commercial Operators in the Specific Category, Manufacturers, RAE-F's, RAE-PC's, Stakeholder Working Groups, Trade Bodies and Standards Bodies are invited to take part in discussing strategic direction, prioritising work and completing research/advising on specific questions:

- **Discussing strategic direction.** It is valuable for the CAA to have a committed group within industry to discuss and refine strategic direction. This could include subjects such as the value of Standard Scenarios to industry, or input on the benefit of LUC to industry.
- **Prioritising work.** The CAA regularly makes priority calls on work and having industry input would ensure that the benefit to industry is transparently factored into any prioritisation decisions. For example, helping to prioritise which pieces of AMC to develop, or what Standard Scenarios to introduce.
- **Completing research and advising on specific questions.** The main role of the UAS Advisory Committee is to complete discrete pieces of research and work to answer questions that the CAA has, and to test thinking at the early policy development stages.

In all three of these roles the UAS Advisory Committee is acting as source of information and can make recommendations but the CAA will choose whether to accept the recommendations or not.

In establishing the UAS Advisory Committee the CAA requires members to commit to:

- **Industry expertise.** To maximise benefit the UAS Advisory Committee must bring expertise and experience. This expertise must also be specific to the work that is being done.
- **Industry doing work.** The aim of the UAS Advisory Committee is for industry to complete work to assist the CAA. Industry participants must commit to completing the

majority of the work – with CAA input and direction so that the work is aligned with the CAA's request for information and efficient.

In turn the CAA commits to being:

- **Transparent and fair.** The process for selecting those on the UAS Advisory Committee will be fair, and the work they do transparent, so that the rest of industry feel the UAS Advisory Committee contribute positively to the CAA policy development.

Finally:

- **Trust.** Our aim at all times is to build a trusted relationship between the UAS Advisory Committee and CAA. The CAA need be satisfied that the UAS Advisory Committee are acting in the best interest of the sector overall (rather than in the interests of individual participants) and industry need to trust that the CAA are valuing and properly considering and taking into account their input.

### 3. Risks and Mitigations

The following risks (and their mitigation) in establishing UAS Advisory Committee, have been identified:

1. **Adding another group to an existing large number of existing bodies.** There are already a larger number of RPAS groups e.g. ARPAS, BVLOS Ops Forum, FAIWG etc. Adding more groups may risk confusion. The CAA intends to mitigate this risk by involving existing groups and trade bodies in the UAS Advisory Committee – where we consider those existing groups already have the relevant representation for the purpose of the UAS Advisory Committee or relevant piece of work.
2. **UAS Advisory Committee - a discussion forum rather than a working group.** Similar groups have become discussion forums without aligned output and do not function as a working group. Larger size groups make this a particular risk. This risk is mitigated by controlling the size of the group, setting clear goals and agreeing Terms of Reference. The CAA commits to keeping membership under review and deciding that those that are not able to contribute work products are replaced with other participants that are able to do so - noting 5.1 below
3. **Breadth of expertise.** There will be a broad range of questions that require different expertise to answer them. Having all a full range of expertise in the group risks a large and ineffective team in answering specific questions. The proposed mitigation is to have an UAS Advisory Committee with as broad as possible expertise, albeit limiting the overall size to 10-non CAA participants and then form specialised groups to answer specific questions (RPAGs).

### 4. Applications

Application to take part in UAS Advisory Committee is open to:

- Up to three representative bodies with members that include UAS operators
- Up to seven representatives of the following organisations:
  - o Standards bodies
  - o RAE-F

- RAE-PC
- RPAS Manufacturer
- Organisations with unique or specialist input they can provide to the UAS Advisory Committee

This results in a membership of up to ten plus the CAA.

Applicants can submit their application to the IWG via the application form on the CAA's website by 15 September 2025.

Selection will be based on the principle of fair and open competition. Applicants will be scored on assessment criteria applied to the answers provided in the sign-up form, ensuring a balanced representative advisory group.

For specialised taskings the industry members of the UAS Advisory Committee may invite other companies or organisations to contribute. These other companies may or may not be members of the representative bodies on the UAS Advisory Committee. For example, for a tasking looking into future use cases within the Atypical Air Environment, the input of specific operators and other related airspace experts may be needed and invited, on a case-by-case basis.

## **Roles and responsibilities**

### **5.1 CAA Responsibilities:**

- a) Members shall be selected by an open competition.
- b) The UAS Advisory Committee application process will be advertised on the CAA website, promoted on LinkedIn and shared with Industry bodies etc.
- c) Application will be by a standard form – tailored to the type of organisation applying.
- d) The membership will be formally reviewed by the CAA every 12 months.

### **5.2 Stakeholder Responsibilities:**

All members, including CAA representatives and the Chair, are expected to adhere to a Code of Conduct:

- a) **Safe Space.** The UAS Advisory Committee is a safe space for freedom of thinking. It is important that those involved in the early stages of policy discussion and idea generation can do so freely.
- b) **Confidentiality.** Discussions held within the UAS Advisory Committee should not be repeated outside of the group, and material presented must not be shared outside the group, unless agreed beforehand. The UAS Advisory Committee, as a CAA function, is subject to the freedom of information (FOI) regulations, and so members should be aware that (subject to FOI exclusions), written material and communications may need to be released.
- c) **Commercial Interest.** Members should act with the best interests of wider industry, when acting within the UAS Advisory Committee. Commercial interests and agendas should not be driven within the UAS Advisory Committee.

- d) **Respect.** Working within the UAS Advisory Committee may involve working with competitors, or other organisations and people through different professional relationships. Members must be respectful to each other.
- e) **Behaviour.** All members must sign up to the Code of Conduct, and, will be subject to the CAA unacceptable external behaviour policy. A chair reserves the right to remove members at any point,
- f) **Contribution.** The UAS Advisory Committee is a proactive group of engaged stakeholders, who are willing to contribute to the objectives. This may be through written work, reviews, discussion, or other means. All methods of contribution are equal, and are required for a successful UAS Advisory Committee. Members who do not contribute adequately, may be replaced.

## 5. Governance

- a) The UAS Advisory Committee will be chaired by two co-chairs; One will be the CAA representative, and one will be selected from the group.
- b) Meetings will be held quarterly
- c) For the quarterly UAS Advisory Committee meeting minutes will be created by the CAA and published. For meetings associated with individual taskings, minutes are not required, but a final report must be shared with the CAA in draft form and then finalised.
- d) Reports produced by the UAS Advisory Committee will be published and the CAA will formally respond to the report explaining what how the report has influenced any CAA policy decision and where applicable what action will be taken.
- e) There will be no funding allocated for the running of the UAS Advisory Committee. When applying to join the UAS Advisory Committee, members should be aware that they are responsible for their travel costs and no costs are paid for the time incurred by members. The CAA will provide access to online SharePoint storage and meeting rooms.