



VTOL Operations Stakeholder Working Group (Air Operations)

Terms of Reference

Context

The Future of Flight Action Plan aims to enable the demonstration of piloted eVTOL flights in the UK in 2026 as a first step to scaled operations and a sustainable industry.

To achieve initial, scaled and sustainable operations, the CAA has determined that a number of Implementing Rules (IR), Approved Means of Compliance (AMC), Guidance Material (GM) and other documents need to be amended to enable the safe operation of eVTOL aircraft, including multicopters, tilt-rotors, lift-cruise, any other equivalent innovative design types and gyrocopters

To assist with this work, a working group comprised of stakeholders and representatives from industry is being established to support the CAA policy teams and other subject matter experts. The stakeholder working group will provide an initial assessment of the obstacles to overcome to create the most expeditious, robust and future proof method to safely integrate Multicopters, VCA (powered lift) aircraft systems and gyrocopters into the Air Ops Regulations for Commercial Air Transport (CAT), Non-commercial Operation with Complex Motor-powered Aircraft (NCC) or Specialized Operations (SPO). The working group will assist in the development of the necessary amendments to UK Reg (EU) No. 965/2012 (Air Operations) and any consequential amendments to other regulations. The OSWG will consider the best options and make a recommendation on the prioritisation of the proposal.

As part of this process, the CAA is committed to ensuring that needs and expectations of stakeholders are considered during the development and implementation of regulatory material.

Scope

The VTOL Operations Stakeholder Working Group (OSWG) is established to facilitate effective engagement, discussion and collaboration between the Civil Aviation Authority (CAA) and selected industry and community representatives related to the incorporation of eVTOL into the UK Air Operations regulations. The OSWG aims to ensure that the development and implementation of the project considers the needs and expectations of stakeholders and maintains a high standard of safety while promoting efficiency, and innovation in eVTOL and gyrocopter operations in the UK.

- Provide feedback on specific aspects of the Implementing Rules and associated AMC/GM and CS as applicable.
- Help to establish the relative priority of the work to be completed.
- Provide feedback setting out how, whether and to what extent the proposed changes to legislation may need to be amended.
- Liaise with other technical disciplines to ensure a holistic approach to the amendments.
- Identify proposals of a similar theme and outcome to avoid duplication of efforts or to consider suggestions of combining the proposals.

Objectives

The objectives of the VTOL Operations Stakeholder Working Group are as follows:

Engagement: Foster open and constructive dialogue between the CAA and external stakeholders to exchange information, share perspectives, and address concerns related to eVTOL and gyrocopter air operations.

Discussion: Seek input from stakeholders to gather valuable insights, expertise, and diverse viewpoints regarding the design, implementation, and impact of eVTOL and gyrocopter air operations.

Collaboration: Facilitate collaboration and cooperation amongst stakeholders to identify opportunities, resolve challenges, and develop practical solutions that meet the shared goals of enabling eVTOL and gyrocopter operations within Air Operations regulations.

Proposals and Feedback: Provide feedback and recommendations to the CAA on specific aspects of the eVTOL and gyrocopter project.

Membership

Working Groups:

Additional working groups may be established at any time, as required.

Composition:

The VTOL OSWG will comprise a diverse range of representatives from the following stakeholder groups:

- a) eVTOL and gyrocopter Manufacturers/OEM's/Parts OEM's or experts with aviation (or similar) industry knowledge that is directly applicable to the work of OSWG.
- b) Prospective eVTOL or gyrocopter Operators, other service providers and professional associations or experts with aviation (or similar) industry knowledge that is directly applicable to the work of OSWG.
- c) Safety experts and aviation professionals with relevant expertise in eVTOL or gyrocopter operations and regulations.
- d) Safety experts and aviation professionals with relevant expertise in comparable existing operations and regulations or experts with aviation industry knowledge that is directly applicable to the work of OSWG.

Selection Process:

The CAA shall invite potential stakeholders to participate in the OSWG based on their expertise, experience, intent to operate in the UK and ability to contribute constructively to the objectives of the group. The selection process will apply transparent selection criteria which aim for a balanced representation of stakeholders, ensuring diversity and inclusivity.

The CAA will recruit stakeholders based on expertise and experience.

Term of Membership:

The term of membership for SWG participants will be determined by the CAA and will align with the duration of the VTOL Operations project, which is expected to finish by the end of FY25/26.

Members may be asked to leave the group if the CAA determines they are not contributing positively to the aims of the working group, including not sharing relevant information with the group. Members will be asked to leave the group if they breach the terms of the non-disclosure agreement signed before taking up their working group membership.

In addition to members appointed to the working group via the application process it may be necessary for the CAA to appoint additional members, e.g., because a specific skill is not represented, or a member leaves. Our intention to do so will be discussed at the working group before such a decision is made. However, the CAA's decision to appoint will be final.

This application process is only for stakeholders who work or aim to work with eVTOL or gyrocopters in a civil capacity. Stakeholders who intend to work with eVTOL in military, public service (such as the

Police, HEMS or State operated aircraft) or similar should contact eVTOLswg@caa.co.uk for more details on how to be a part of this process.

Roles and Responsibilities

CAA Responsibilities:

- a) Provide relevant project updates, information, and documentation to SWG members in a timely manner.
- b) Seek input and feedback from the OSWG on key project deliverables.
- c) Consider and address the recommendations raised by the OSWG, as appropriate.
- d) Collaborate with OSWG members to identify potential issues, risks, and opportunities associated with eVTOL or gyrocopter air operations.

OSWG Member Responsibilities:

- a) Act as a representative of their respective stakeholder group and provide input based on their expertise and experience.
- b) Attend and actively participate in OSWG meetings, workshops, and discussions and complete actions between meetings as necessary to advance the drafting of suggested amendments to the Implementing Rules and associated AMC/GM and CS as applicable.
- c) Bring own experience, ideas and documents to the working group. In certain instances, this may mean sharing ConOps and safety critical data with the CAA.
- d) Provide constructive feedback, recommendations, and suggestions to enhance the eVTOL and gyrocopter project's effectiveness, safety, and stakeholder satisfaction of new regulation.
- e) Collaborate with other OSWG members to address common challenges and find mutually beneficial solutions.
- f) Maintain confidentiality and handle sensitive information in accordance with the NDA signed before taking up membership.
- g) Acknowledge that there will be no payment for time spent on attending for or preparing for working group meetings or of expenses incurred in attending in person working group meetings.

Meeting Structure

Frequency:

The OSWG subgroup will meet approximately every two months. Meeting frequency will be reviewed periodically by the CAA and may be adjusted depending on project timescales and the level of stakeholder engagement required to support individual project phases. There may be requirements to conduct work in between meetings.

Meeting Formats:

OSWG subgroup meetings may take various formats, including face-to-face meetings, virtual meetings and/or workshops, depending on the circumstances and availability of participants.

Agenda:

The CAA, in consultation with SWG subgroup members, will develop the agenda for each meeting. The agenda shall reflect the key topics, objectives, and any pre-circulated materials that require discussion or decision-making.

Meeting Facilitation:

OSWG subgroup meetings will be facilitated by the CAA's project manager for eVTOL or a suitable nominated delegate as and when required.

Reporting

Progress Reports:

The CAA shall provide periodic progress reports to the OSWG, outlining updates on the project's development, milestones achieved, and any significant decisions made.

Communication Channels:

The CAA shall establish appropriate communication channels to facilitate ongoing interaction and information sharing between OSWG members, including email correspondence, online collaboration platforms, and dedicated project updates.

Review and Evaluation

Review Process:

The effectiveness and impact of the VTOL OSWG shall be periodically reviewed by the CAA to assess its contribution to the project's success, stakeholder satisfaction, and achievement of objectives.

Feedback and Improvements:

Based on review findings, the CAA may seek feedback from OSWG members to identify areas for improvement and implement necessary adjustments to enhance the SWG's effectiveness and efficiency.

The CAA may change the objectives or membership of the group or may discontinue the group if we determine that the group is no longer meeting its stated aims.

Amendments

These Terms of Reference may be amended or updated as deemed necessary by the CAA to reflect changing project requirements, stakeholder needs, or other relevant factors. Amendments will be communicated to the OSWG in a timely manner.

We will continue to review the membership of the group periodically to ensure the representation remains reflective of the industry and the challenges we face.