

## 2022 Terms of Reference for eVTOL Safety Leadership Group

### **Strategic Purpose**

The eVTOL Safety Leadership Group has been formed to help establish a dedicated safety forum for this developing sector. Based upon similar concepts already in place for the helicopter industry this new function will facilitate open safety orientated discussions so that the sector is able to identify emerging risks, share them and address them appropriately. This is an opportunity to develop the safety culture 'corner stone' that will enable collaborative safety leadership and best practice.

### **Scope**

The group aims to set a strategic safety agenda for the eVTOL sector with a focus on Advanced Air Mobility operations. This term includes both Urban and Regional operations (i.e. Urban Air Mobility and Regional Air Mobility) and assumes an end goal of commercial operations.

Unlike the existing regulated aviation industry, many new operators and OEMs will only just be developing their safety management systems, safety programmes and safety culture at a time when regulation is also developing. As such, some inaugural members of the eVSLG have been drawn from existing industry experience to help guide the Group's intention and help it develop iteratively to meet the safety needs of this new sector (to include the total aviation system considerations, such as for ground infrastructure).

eVSLG is a Senior Leadership Group, comprised principally of those who are accountable for delivering safe eVTOL operations in the UK. The Group's long-term goal is to propose initiatives for the development, implementation and oversight of workstreams focused on improving safety across the industry. They will eventually identify key safety risks and themes and set the mandate for volunteer 'task and complete' sub groups. These sub groups will present recommendations and solutions to the eVSLG for ratification and future implementation where appropriate of whatever safety initiative they have been allocated. The purpose of the eVSLG is to work collectively with stakeholders, operators and regulatory bodies to help shape the future of eVTOL safety management in the UK.

It is important to recognise individual safety accountabilities and management systems, however open and transparent engagement with a collaborative industry approach to eVTOL safety risk management is proven across other sectors of the aviation industry and should avoid duplication across operators whilst focussing on key aviation risks both emerging and into the future.

## **Objectives**

Initially:

- Establish a coherent representation of the emerging UK eVTOL sector.
- Share safety lessons learnt from the world of existing vertical flight.
- Share the principles of safety management, active reporting and just culture.
- Identify and review existing vertical flight risks, both UK and Globally.

Subsequently:

- To identify and prioritise eVTOL aviation risks and devise a workplan for safety sub groups to ensure effective action is taken to minimise identified sector risks.
- To share, monitor and define the top industry sector risks as identified by each operator and the CAA through safety data, performance-based oversight output and safety intelligence.
- To facilitate safety related dialogue between eVTOL operators, sector customer representatives, the CAA and other stakeholders.
- To provide the CAA with a mechanism to consult stakeholders on issues affecting management, control, and future regulation of eVTOL aviation risks.
- In collaboration with British Helicopter Association and GASCo, maintain and establish links to other relevant bodies involved in Vertical Flight safety, driving consistency and the implementation of best practice across the UK.
- To display leadership and promote a strong culture of safety throughout the industry.
- To ensure progress on any eVTOL safety issues are effectively communicated.
- To oversee and ratify working sub groups to ensure a unified approach to delivering safety improvements across the UK eVTOL industry.

- Where appropriate to drive and influence the implementation of safety improvements across those sectors that have direct/indirect impact on eVTOL safety

### **Membership**

The membership of this group is intended to be flexible to ensure safe integration and harmonisation across the aviation sector and meet the objectives of the group as driven from the perspective of the eVTOL sector.

It should include:

- Accountable Manager, or Nominated Person, from each of the main UK eVTOL operators in due course: represented initially by potential operators
- Senior representative of Original Equipment Manufacturers of eVTOL aircraft
- Significant sectoral associations (e.g. British Helicopter Association, General Aviation Safety Council)
- Relevant UK-based commercial and rotorcraft operators
- CAA
- AAIB
- Government and other public sector Aviation stakeholders (e.g. DfT, MAA), as required

### **Chairmanship and Secretariat**

Initially, the meetings will be chaired and managed (Secretariat provision) by the CAA and preferably an existing member of either the Onshore or Offshore Safety Leadership Groups. At a mutually agreed point, the CAA will cease to co-chair and will become a standing member. The role of the chair(s) will be for a tenure of post of 2 years rotating between Accountable Managers or senior representatives of future operators in the sector/ developing sector.

### **Work scope and Reporting**

The working agenda will be set by holding an annual risk workshop to establish / review the industry sector “risk register”, prioritising the key risks to be worked, establishing a workplan and a RACI chart for that workplan. The Group will produce a simple Annual Report of their activities.

### **Meeting Frequency**

Meetings will be held every 3 months initially and then at such frequency as the Group deem appropriate.

### **Sub Groups and Other Bodies**

It is anticipated that where necessary, eVSLG will initiate necessary technical sub-groups, whether of a task and complete or continuing nature, and maintain links with other bodies as required, such as BHA, GASCo and Vertical Aviation Safety Team (VAST).

### **Incident Response**

In the event of any future significant eVTOL incident which may have safety or reputational implications for all eVTOL operators, the invested stakeholder will notify the chairs of eVSLG. If in their judgement an industry wide response is required, an emergency meeting will be convened at the earliest opportunity with a view to establishing a Task Group, which shall include the “Accountable Manager” of the affected eVTOL operator and appropriate representation from the OEM to:

- Co-ordinate the industry response and actions, including liaison with key stakeholders including AAIB
- Establish consistent and regular communication to the wider industry and the workforce.

### **Communications and Supply of Information**

Communications and sharing of the Group’s work will be coordinated through the chairs with support from their organisation and liaison with CAA corporate Comms as required.

Formal minutes of the meeting, Terms of Reference and Stakeholder map will be published on the CAA website alongside relevant work and statements from the group where appropriate to maintain transparency. Prior to publication members will be given the chance to review these and log any objections or change requests. Members of the group will be responsible for reviewing documents within their organisation and requesting any changes to these documents before they are made public or shared beyond the group.

## **Competition Law and Anti-Trust**

During meetings and as part of the group's activities, members may discuss specific practices and technologies, and influence general approaches to procurement, if discussions are in service of improving safety performance. These discussions will be held under the Chatham House Rule and Members will be able to raise concerns with the chairs if they feel these conversations are not appropriate. Action will be taken to close the discussion and where applicable steps in accordance with competition rules will be recorded. Information provided to the CAA directly for the purposes of the group will be treated as confidential and the supplier of the information will be consulted on its use. For members' reference CAA duties and rights under Freedom of Information can be found at <https://www.caa.co.uk/Our-work/Information-requests/Freedom-of-Information/>.