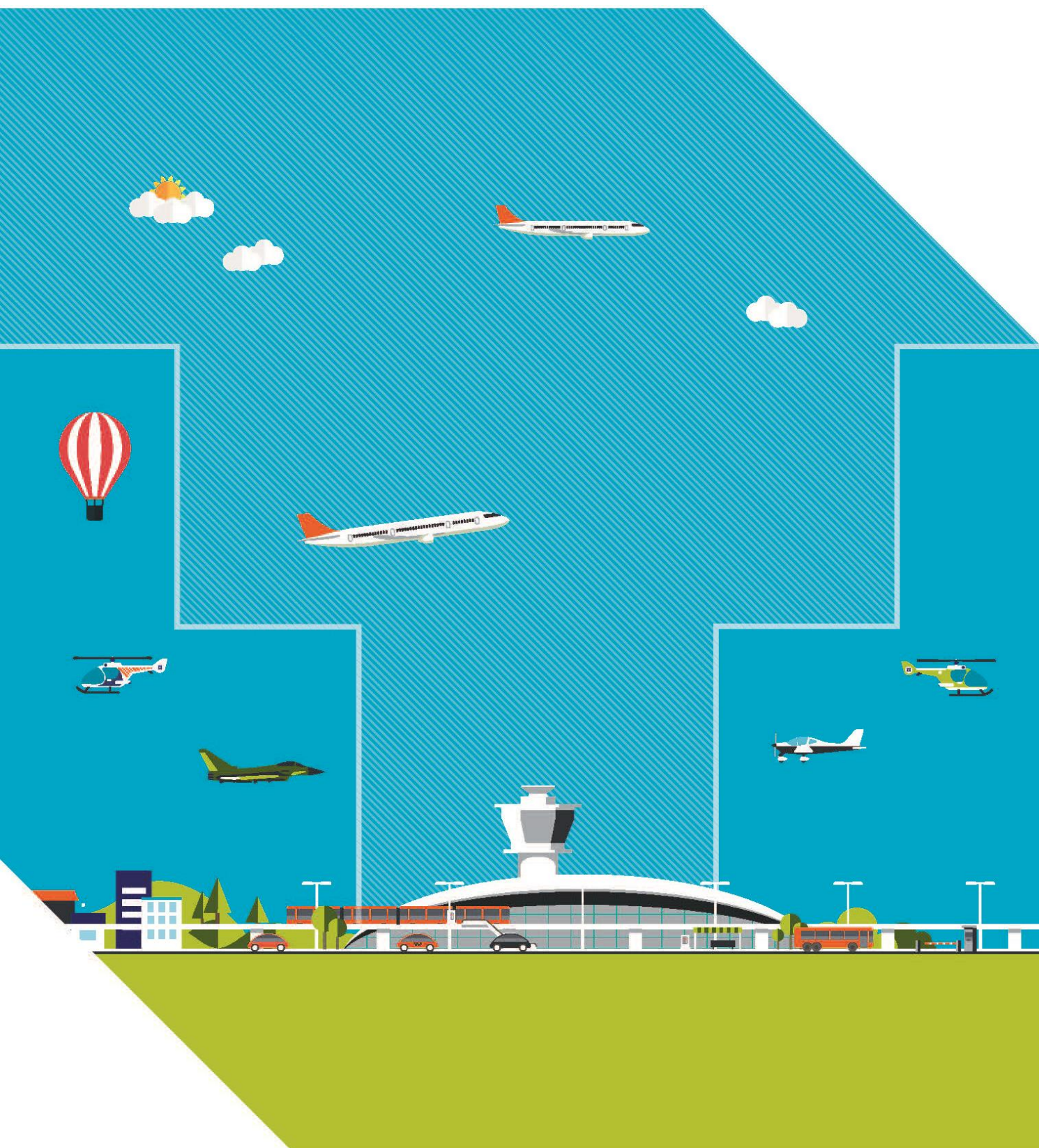


Airspace Design:

Guidelines on moderation of consultation responses

CAP 1619



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Enquiries regarding the content of this publication should be addressed to airspace.policy@caa.co.uk.

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Policy guidelines on the moderation of stakeholder responses published by the CAA relating to airspace change

These guidelines set out the CAA's policy on the moderation of stakeholder responses that we publish relating to airspace change proposals or the airspace change process.

1. The CAA will respect the permissions given by the sender as to what can be published.
2. Our starting point will be that we expect to publish any response in its entirety.
3. We will publish responses at intervals during the consultation, subject to giving ourselves time to moderate the content before publication. We may allow the change sponsor to see responses 24 hours before they are published, so that it has the opportunity to prepare 'frequently asked question' responses should it see this as necessary.
4. We will use moderation in order to remove any unsuitable content, as explained below, but not as a general means of censoring or filtering responses. Subject to the permissions given by the sender, we will publish an unredacted response with the name of the sender as long as it:
 - a) is not malicious or offensive in nature, and does not constitute a personal attack on a person's character
 - b) doesn't break the law; this includes potentially libellous (defamatory) material concerning third parties, condoning illegal activity, and breaching copyright
 - c) doesn't incite hatred on the basis of race, religion, gender, nationality or sexuality or other personal characteristic
 - d) doesn't include swearing, hate-speech or obscenity
 - e) doesn't reveal personal details, such as private addresses, phone numbers, email addresses or other online contact details.

5. Irrespective of any text we redact for the purposes of publishing a response, the full content of any response will still be assessed for the purpose of the relevant analysis of responses, whether it be a consultation or other feedback.

6. We advise respondents to think carefully before making statements about a specific organisation or person. We will be obliged to redact any statements from the published version if they do not meet these guidelines on unacceptable material, and this would deny others the chance to see your views. We would publish the statement that “X said Y but this is not true because ...”. But we would not publish the unsubstantiated allegation that “X is a liar”.

7. If you need further advice please contact us at airspace.policy@caa.co.uk.