



## BEYOND Semi-Annual Report

**Public Burden Statement:** A federal agency may not conduct or sponsor, and a person is not required to respond to, nor shall a person be subject to a penalty for failure to comply with a collection of information subject to the requirements of the Paperwork Reduction Act unless that collection of information displays a currently valid OMB Control Number. The OMB Control Number for this information collection is 21XX-XXXX. Public reporting for this collection of information is estimated to be approximately 80 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. All responses to this collection of information are required to obtain or retain a benefit (49 U.S.C. § 106(l) and (m)). Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to: Information Collection Clearance Officer, Federal Aviation Administration, 10101 Hillwood Parkway, Fort Worth, TX 76177-1524.

### BEYOND Semi-Annual Reporting Requirements

Each Lead Participant in the BEYOND program submits semi-annual reports to the Federal Aviation Administration (FAA) within one (1) month after the end of the calendar period as shown in Table 1: Lead Participant Reports and Presentations in the Memorandum of Agreement.

### Instructions for Writing the Semi-Annual Report

The semi-annual report sets forth the activities of the Lead Participant during the reporting period. The Lead Participant should utilize the following outline when writing the semi-annual report:

1. **Executive Summary:** Summarize the reporting period program activity for the Lead Participant.
2. **Accomplishments:** Discuss specific achievements made during the reporting period.
3. **Missions:** Provide an overview of each mission conducted within the reporting period: a description of the mission, how the mission was conducted, and why the mission was conducted. Include relevant flight statistics that are helpful to understanding the scope of each mission, such as number of flights and hours.
4. **Outcomes:** Discuss positive or negative, unexpected or unintended outcomes from missions conducted during the reporting period, including impact to the environment.
5. **Lessons Learned:** Explain knowledge or understanding distilled from conducted missions that will influence future missions to reduce or eliminate potential failures or mishaps, or reinforce a positive result.
6. **Community Engagement:** Provide an overview of the Lead Participant's community engagement strategic plan and a discussion of each engagement initiative during the reporting period including:
  - a. Objectives and goals (e.g., educate the community on planned operations, gather input on concerns and sensitivities, change perceptions);
  - b. Stakeholders (e.g., customers, general public in local communities, law enforcement);
  - c. Method and approach used (e.g., public meetings, focus groups, social media or traditional media, educational materials, questionnaires);
  - d. Results and feedback (e.g., stakeholder perceptions, number of inquiries received, nature of feedback, method of inquiries [email, letter, blog, social media]); and
  - e. Mitigations that the Lead Participant deployed resulting from the feedback.
7. **Collaboration:** Describe the cooperation between the Lead Participant and other entities with similar interests, and the sharing of ideas and research results that further the goal of Unmanned Aircraft System (UAS) integration into the National Airspace System (NAS).

8. Safety Process: Identify improvements in safety risk management procedures:
  - a. Pilot training
  - b. Maintenance
  - c. Hardware
  - d. Airworthiness
  - e. Airspace
  - f. Operations
9. Societal and Economic Benefits: Discuss the economic and/or societal benefits of the project, including:
  - a. (For new use cases not yet reviewed with FAA): Anticipated or actual quantitative societal benefits (e.g., reduced environmental impacts, access to goods/services, emergency response time, reduced service time, reduced costs); and anticipated or actual qualitative societal benefits (e.g., reduced congestion, improved public safety). Identify whether UAS is enabling an entirely new economic activity that was not possible before UAS.
  - b. Describe your efforts in assisting FAA develop use case-specific economic models.
10. Future Activities: Describe future activities planned by the Lead Participant for the next reporting period.
11. Challenges: Identify those areas that impede the Lead Participant's performance. Of special interest is identification of areas that the FAA BEYOND Program Office could assist in resolving.
12. Other Discussion

## **Instructions for Submitting the BEYOND Semi-Annual Report**

1. Complete the cover page attached to these instructions.
2. Attach the semi-annual report to the cover page.
3. Upload the report package to the designated, secure folder on the [Aeronautical Data Exchange \(ADX\)](#).



## **BEYOND Semi-Annual Report**

Lead Participant:

First Month of Reporting Period:

Last Month of Reporting Period:

Reporting Period Year:

Report Date:

Submitted By:

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