



**Independent Commission on Civil Aviation Noise
6th BOARD MEETING**

Wednesday 25 September 2019 at 2pm
Spaces, Woking GU21 6BG

Board members present:

Robert Light, Head Commissioner
Howard Simmons, Commissioner
Simon Henley, Commissioner
Simon Kahn, Commissioner

ICCAN staff in attendance:

Sam Hartley, Secretary to the Commission
Stephen Cooke, Head of Communications and Engagement
Rossy Bailey, Senior Analyst
Sophie Hossack, Analyst
Aaron Deary, Communications Support Officer
Emma Strahan, Private Secretary and Business Support Officer (Minutes)

Guests: None

Apologies:

Colin Noble, Commissioner
Andy Ginever, Business and Finance Manager

Item No	Agenda Item	Minutes	Actions Agreed
	N/A	- RL started the meeting by welcoming SK as our new commissioner.	None
1	Approval of previous minutes and matters arising	- Previous minutes formally approved. - Actions list. All complete. Note that the recruitment to the expert panel continues. - No new declarations of interest were made by existing commissioners and the Register was updated by SK.	AG/SH

2	Project Update: SoNA review	<ul style="list-style-type: none"> - RB and AD presented their current position, findings and emerging recommendations for the SoNA review project. The work is ongoing and continues to evolve. The final recommendations will be brought back to the board for sign off in November 2019. - Board discussion followed about key points that they wish to see covered including the ability to address all the known complaints about the SoNA design, the importance of thinking about methodology which is replicable in future studies and the scope to future proof funding if it was to be a cyclical study. - RL acknowledged the huge amount of work that has been undertaken on this so far and wished to congratulate the analyst team for their efforts. 	RBy/AD
3	ICCAN setup progress (oral update)	<ul style="list-style-type: none"> - SH reported that all HEO Analyst posts have now been filled and the G6 Chief Analyst post has been filled with a job share. They will start before the end of the year. This leaves one G7 Analyst position unfulfilled. - SH reported that the team is now in their permanent office within the Spaces building. - SH reported that the website is now live and this was demonstrated to commissioners by SC, highlighting the intention to evolve our work section and use the home page to share publications and insights. Commissioners congratulated the team on their work. - SH reported that the tailored review of ICCAN is due to start in September 2020 and will be undertaken following Cabinet Office Guidance. 	
4	Governance update: Board Forward Look, Project Timetable	<ul style="list-style-type: none"> - SH presented the board forward look document, showing where there will be presentation of governance documents, project updates, topic deep dives, project sign off and guest speakers to the board. This will be a live document that continues to evolve as and when items need to be brought for the boards attention. - SH presented the project timetable and agreed that it would be circulated to the board members following the meeting. Project dates currently remain in line with those stated in the corporate strategy. 	ES

5	Any other business	<ul style="list-style-type: none"> - RL highlighted that the commissioners would be subject to appraisal on a 12-monthly basis, as is good governance. - SK noted that he would be attending a GA event at the weekend and asked if it was appropriate for him to be attending within the sphere of his ICCAN commissioner role. Agreed by the chair that this would be suitable. - SH(c) requested that when project work is being finalised for publication that we give equal weight to not only producing guidance for industry but also for communities as well, to support engagement and understanding on both sides. - SH(c) asked for resources for commissioners to ensure that they had more technical information, e.g. a back-pocket guide of the noise certification of each aircraft. <p>ENGAGEMENT UPDATE</p> <ul style="list-style-type: none"> - SC, SH and RL reported on engagements that had been undertaken since the last meeting. Key points raised were: <ul style="list-style-type: none"> - The Times interview received good feedback and BBC Surrey interview will take place tomorrow. - Noise workshop at Heathrow was well received and there was a positive response to the role of ICCAN in the process. - ICCAN have been attending NEDG meetings with our role explicitly referred to in their TOR as attending, participating but not decision making. - ICCAN team members had a productive meeting with the Airspace Change Operating Group (ACOG) where it was suggested that ACOG could play a role in supporting the role out of our guidance. - RL reported that he had received some positive feedback via his attendance at the conference in Athens about ICCAN's position and understanding of the issues so quickly into our set-up period. RL also reported that hearing reflections from international partners, around the issue of aviation noise, helped to demonstrate that the key issues of awareness, change and trust are seen globally and not just within the UK. - RL will be part of a panel at the Airlines 2050 Conference in October. - SH(c) will attend an ATI conference on ICCAN's behalf in November. 	AD
		<p>Date of next meeting: 25 September 2019</p> <p>Apologies given by SH(c) for next meeting</p>	

Signed



Robert Light
Head Commissioner

Item Number	Action	Owner
1	Recruitment to expert panel	AG/SH
4	Board forward look and project timetable circulated to commissioners	ES
5	Back pocket guide to aircraft noise profiles/certification	AD