Project highlight reports

Chief analysts

March 2020

Consultation toolkit on airspace change

Key progress for this period

- Held a series of sessions with The Consultation Institute to further develop the content for the toolkit.
- Hosted a successful workshop with airports to hear their consultation experiences and concerns regarding the CAP1616 process which will feed directly back into the toolkit
- Conducted a survey with communities to hear feedback and examples
- Inputted into the design of the online toolkit with APS, which will sit within existing ICCAN website

Focus for coming month

- Complete toolkit drafting for internal ICCAN approval
- Seek input from Civil Aviation Authority
- Work with APS to complete the development of the online toolkit
- Launch toolkit on April 30 (TBC)

Overall project status	A

Project team	Rupert Basham (lead), Stephen Cooke

Key milestones / deliverables	Due date	Status
Finish drafting content for toolkit	01/04/20	A
Send to CAA for input	06/04/20	R
Finish development of online toolkit	27/04/20	A
Publish toolkit for external stakeholders	30/04/20	R

Key risks / issues / concerns	Mitigation	Status
CAA may not have capacity/resource to approve and check the toolkit due to COVID-19	Engage with CAA to understand their current capacity to support the work.	R
The impact of COVID-19 on airports is likely to affect the proposed launch date	Postpone launch of toolkit until we have better idea of how coronavirus will impact airports	A
The impact of COVID-19 (including school/nursery closures) have resulted in resource constraints across both the project team and external suppliers.	Re-focused work to complete certain sections.	G

Development study

Key progress for this period

- Held inception meeting with NatCen
- Published press release to announce work on ICCAN website
- Held first advisory board meeting on 3 March and published note
- Organised stakeholder engagement workshops and invited a range of different stakeholder to attend
- NatCen completed first workshop with ICCAN.

Focus for coming month

- Stakeholder workshops to take place late March/early April
- Engage with stakeholders who have specific knowledge to arrange a telephone interview for NatCen to complete
- NatCen to develop work programme 2 (survey population, sampling, outcome measures, time series and questionnaire review) alongside the stakeholder engagement.
- Continue to engage with Natcen to understand any impacts of COVID-19 on their capacity to deliver work (none at present).

Overall project status	A

Project team	Sophie Hossack (lead), Rossy Bailey

Key milestones / deliverables	Due date	Status
Brief stakeholder engagement report	1/05/2020	A
Reports on all 5 strands of WP2	15/05/2020	A
Options report	27/05/2020	A
Options presented to board	24/06/2020	A
Brief report on final design	22/07/2020	A
Receive final report	11/09/2020	A

Key risks / issues / concerns	Mitigation	Status
Workshops will not be able to take place face-to-face due to COVID-19 official advice.	Re-arrange workshops to happen via conference call/ video conferencing in smaller groups across more dates and times.	A
Due to the complexity of the project and topics involved, people may not be happy with the final design	Clarify the main purpose of the survey and ensure final design meets this, as well as having secondary aims which are advantageous for design to meet. Communicate this with the advisory board.	G

Engagement

Key progress for this period

- Outlined project scope including which airports to focus further attention on
- Ran community survey to gather people's experiences of airport engagement – received close to 140 responses

Focus for coming month

- Analyse survey feedback and map against airports
- Review existing airports to take into account emerging issues
- Develop strategy for how to seek further feedback about airport engagement experiences over next few months
- Start to write-up case studies where we have established them

Overall project status	A

Project team	Aaron Deary (lead), Stephen Cooke, Rupert Basham, Stuart Dick

Key milestones / deliverables	Due date	Status
Review and map all feedback	30/03	A
Assess which airports require immediate focus	30/03	A
Develop case study content	06/04	A

Key risks / issues / concerns	Mitigation	Status
Aaron is leaving ICCAN at the start of April so we are losing a valuable team member who has been leading work on the project. COVID-19 school/nursery closures have resulted in further resource constraints across the project team.	Will recruit for a new vacancy in the Comms & Engagement team, and seek further resource from within ICCAN in the meantime	A
Unable to carry out f2f external engagement with communities to gain wider research due to COVID-19 social distancing measures	Explore additional avenues for engagement to ensure we gather correct research	G

Health and noise

Key progress for this period
- Signed off NatCen's proposal on their approach to the work   - Had inception meeting with NatCen   - Received final protocol of review from NatCen

Focus for coming month
- Decide list of studies for inclusion   - Discuss study inclusion and prioritisation   - Continue to engage with Natcen to understand any impacts of COVID-19 on their capacity to deliver work (none at present).

Overall project status	A

Project team	Sophie Hossack (lead), Rossy Bailey

Key milestones / deliverables	Due date	Status
Headline findings and portfolio report	22/05/2020	A
Full first draft report	26/06/2020	A
Finalised report	31/06/2020	A

Key risks / issues / concerns	Mitigation	Status
There are already some thorough health reviews and we risk replicating these and coming to same conclusion	By having a clear direction and tighter scope through focusing solely on aviation noise and their effects on health, as well as what was left out of previous reviews	A

Land Use Planning

Key progress for this period

- Initiated discussions with the RTPI to produce planning guidance
- SASIG Land Use workshop held on 26 February. Questions about ProPG and the absence of PPG24 circulated to members to inform best practice guidance
- Refining working programme and interdependencies with the Insulation and Regulation projects
- Establishing future relationship with DfT Housing team, MHCLG and CIEH.

Focus for coming month

Questions for the Board:
- Best Practice Guidance - does the Board agree to continue?
- Engagement (airport & LAs) – should we include LAs in the Engagement project?
- Building Regulations – no guidance, engage MHCLG, Building Regulations Advisory Committee?
- Strategic Partnership – include in Regulation project analysis on "what would a regional or council-led model look like?"
- Ongoing - Statutory Consultee, the inclusion of airports/regulator.

Overall project status	A

Project team	JL

Key milestones / deliverables	Due date	Status
SASIG Circular Results	27/03/2020	A
Initiate RTPI Commission	03/04/2020	A
Land Use contribution to Regulation draft report and recommendations	17/07/2020	A

Key risks / issues / concerns	Mitigation	Status
Internal/external capacity to explore combined authorities and strategic working.	Outsource the work or integrate into Regulation project.	A
Identify and agreeing priorities across the Insulation, Land Use and Regulation projects.	Scoping by officials to update board next month	A

Noise Insulation Schemes

Key progress for this period

- Meetings conducted with BRE and 24 Acoustics to scope expert work for the provision of product and building standards
- Met with Kirsty Webster (Glasgow Airport) to gain understanding of insulation pilot project to be established in Whitecrook
- Established links with Gil Paterson MSP and Pat Hoey (West Dumbartonshire Council). Agreed to use previous Whitecrook research (2016) as case study
- Preliminary analysis of existing insulation schemes
- CAA have provided options for supplementary analysis for defining noise contours. Work could commence, earliest: May for 8 weeks

Focus for coming month

- Finalise tender application for expert work re the provision of product and building standards
- Develop a strategy to accurately target insulation questionnaire to relevant householders
- Map insulation installers UK-wide that are registered with certified organisations e.g. FENSA. Need GIS software (just received)
- Capture information from the few remaining (MAG) airports that have failed to provide detail on their current noise insulation schemes.

Overall project status	A

Project team	Stuart Dick (lead), and Rossy Bailey

Key milestones / deliverables	Due date	Status
Comparison of national and international insulation schemes	30/03/2020	A
Analysis of customer satisfaction data	16/04/2020	A
Create database of appropriate standards for insulation products	01/07/2020	A
Define appropriate noise contours to recommend for insulation schemes	01/07/2020	A
Draft review and recommendations	30/07/2020	A
Final report/best practice	30/09/2020	A

Key risks / issues / concerns	Mitigation	Status
The impact of COVID-19 on the aviation sector might require us to delay publishing our report/best practice.	Discuss internally how project timelines and/or scope may need to adapt to the impact of COVID-19.	A
Meeting the current final draft deadline depends on the capacity of the external suppliers (yet to be commissioned) to deliver work within that timeline.	Set out clear timelines (when known) within tender documents and work closely with external suppliers to develop a timeline that meets out needs.	G

Noise Metrics

Key progress for this period

- All 6 chapters are now drafted and currently being reviewed by Sam
- Drafts submitted to Stephen Turner and Simon Kahn for technical QA
- Signing off on final recommendations (March Board meeting).

Focus for coming month

- Rob to review initial draft
- Feedback to be implemented from reviews from: Stephen Turner, Simon Kahn, Sam and Rob
- Images to be finalised with Coms
- Draft to be finalised by 24/04/2020
- Publication 28/04/2020.

Overall project status	A/R

Project team	Katherine Prentice (Lead), Stuart Dick, Sheila Honey and Emma Mead

Key milestones / deliverables	Due date (w/c)	Status
Initial draft report	05/03/2020	C
External and internal technical QAs	09/03/2020	A
Senior internal review	23/03/2020	A
Publication	28/04/2020	A

Key risks / issues / concerns	Mitigation	Status
The impact of COVID-19 on the aviation sector might require us to delay publishing our recommendations.	Discuss internally how project timelines and/or scope may need to adapt to the impact of COVID-19.	A
Lack of resource to deliver current project scope within timelines, compounded by COVID-19 school/nursery closures	Resources have been identified from other project teams to provide support, though report scope may need to be reduced.	R
External stakeholders may not believe that report recommendations are strong enough.	Where possible, engage with stakeholders (such as UKACCs, expert acousticians etc) to test our thinking and use the report to highlight the proactive next steps that ICCAN will take to deliver change.	A

Regulation (to be renamed)

Key progress for this period

- Finalised scope of rapid evidence assessment with NatCen and completed commissioning process
- Natcen have conducted evidence searches and identified approx. 90 documents of interest that will be further screened for inclusion in the review
- Conducted internal discussions to develop options for future regulatory models.

Focus for coming month

- Continue to manage NatCen's delivery of the review, including working closely with them to develop the framework against which regulatory schemes will be 'assessed'
- Discuss internally how project timelines and scope may need to adapt to the impact of COVID-19
- Continue to engage with Natcen to understand any impacts of COVID-19 on their capacity to deliver work (none at present).

Overall project status	A

Project team	Sheila Honey and Emma Mead (leads), JL, Rossy Bailey

Key milestones / deliverables	Due date	Status
Rapid evidence assessment of current regulation and other sectors	14/04/2020	G
Analysis and engagement to determine appropriate regulatory model for UK	19/06/2020	A
Draft report and recommendations	17/07/2020	A
Recommendations to Government	25/09/2020	A

Key risks / issues / concerns	Mitigation	Status
Lack of internal resource to deliver current project scope within timelines, compounded by COVID-19 school/nursery closures.	Initial research and evidence-gathering (stages 1a and 2) will be completed by an external supplier, though there will still likely be resource constraints for future stages. Project scope could be reduced to mitigate this (i.e. re-focusing on only a few areas of regulation) .	A
The impact of COVID-19 on the aviation sector (including possible further delay of the Aviation Strategy) might require us to delay developing and publishing our recommendations.	Discuss internally how project timelines and/or scope may need to adapt to the impact of COVID-19. Engage with DfT where possible to keep updated with the content and timelines of the Aviation Strategy.	A

RAG rating guidance

This report uses RAG (red, amber, green) ratings to highlight risks to delivery. This can be a relatively blunt tool and the actual risks are likely to be more nuanced. The following keys should be used to interpret these ratings:

Overall project status

Successful project delivery within current scope and timelines appears unachievable. There are major issues which are not manageable. The project (and its deliverables) may require re-baselining or re-scoping.	R
Successful project delivery appears feasible. Significant issues exist but these appear resolvable.	A
Successful project delivery to time, cost (if applicable) and quality appears highly likely and there are no major outstanding issues that threaten delivery.	G

Key milestones / deliverables

Delivery of key milestones is behind current baselined plan. Milestones are unlikely to be met and may require re-baselining or re-scoping.	R
Delivery of key milestones is behind current baselined plan but there are realistic plans to recover.	A
Delivery of key milestone is on schedule or ahead of current baseline plan.	G
Milestone or deliverable completed.	C

Key risks / issues / concerns

Impact	Rare	Unlikely	Possible	Likely	Almost certain
Very high	A	A/R	R	R	R
High	A	A	A/R	R	R
Medium	A/G	A	A	A/R	A/R
Low	G	A/G	A/G	A	A
Very low	G	G	G	G	G

Likelihood