Project highlight reports

Chief analysts

April 2020

Consultation toolkit on airspace change

Key progress for this period

- Held meetings with The Consultation Institute (tCI) to further develop content for the toolkit.
- Extended contract with The Consultation Institute to ensure sufficient external resource, reflecting updated timeline.
- Design of the online toolkit has been finished.
- Updated ACOG and CAA on progress of toolkit and shared thinking about future deadlines.

Focus for coming month

- Continue drafting toolkit for internal ICCAN approval
- Seek input from Civil Aviation Authority
- Finalise development of microsite and get it launch ready
- User testing to ensure microsite has correct functionality
- Upload toolkit content onto microsite

Overall project status	A

Project team	Rupert Basham (lead), Stephen Cooke

Key milestones / deliverables	Due date	Status
Finish drafting content for toolkit	04/05/20	A
Send to CAA for input	13/05/20	A
Finish development of online toolkit	11/05/20	G
Publish toolkit for external stakeholders	30/06/20 (TBC)	R

Key risks / issues / concerns	Mitigation	Status
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 the pandemic will impact airports. Ensure clear channels of communication with airports, CAA and ACOG so that we are fully prepared to launch at an appropriate time.	R
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
• NatCen held 6 stakeholder workshops and 8 telephone interviews which included representatives from ICCAN, DfT, CAA, community members, Defra, academics, NATs, AEF, PHE, SASIG and UKACC. • Delivered a stakeholder report summarising their findings. • Project timelines have been extended by a month, delaying publication to Oct 2020. This is due to the impact of COVID-19 resulting in a change to workshop schedules, resource constraints and challenges engaging with stakeholders providing crucial insight and data.

Focus for coming month
• ICCAN to decide on the main purpose/aim of the new aviation survey • NatCen to deliver WP2 strand reports

Overall project status	A/G

Project team	Sophie Hossack (lead), Rossy Bailey, JL

Key milestones / deliverables	Due date	Status
Reports on all 5 strands of WP2	05/06/2020	G
Options report	1/07/2020	G
Options presented to board	22/07/2020	G
Brief report on final design	14/08/2020	G
Receive final report	23/10/2020	G

Key risks / issues / concerns	Mitigation	Status
Internal and external resource constraints due to COVID-19 may increase the likelihood of missing key deadlines.	Project timelines have been extended by one month to reflect these constraints and will be kept under regular review. ICCAN has not released a publication date for this work, though the advisory board understands that we aim to publish in autumn 2020.	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
Later publication date will result in delay to procuring the main study, which may reduce likelihood of completing fieldwork during summer 2021.	Due to current climate around Covid-19 we do not know what the aviation industry will look like next year. The main priority is ensuring we produce a robust design for a new survey in this project by allowing extra time for project to be completed.	A

Engagement

Key progress for this period

- Analysed and tagged community survey feedback
- This feedback has helped us re-evaluate the list of airports we will focus on for case-studies.

Focus for coming month

- 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
- Start to undertake desktop research on new airports and issues that emerged from the community survey

Overall project status	A

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

Key milestones / deliverables	Due date	Status
Develop case study content	18/05/2020	A
Desktop research on emerging airports and issues	18/05/2020	A

Key risks / issues / concerns	Mitigation	Status
Aaron has now left ICCAN and the project team are currently working on other projects. 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 review protocol
- Signed off exclusion/inclusion search criteria
- Agreed extended timetable with NatCen to include more time for internal review of outputs.

Focus for coming month

- Reviewing lists of studies to be included in review, which will be sense-checked by Ben Fenech and Charlotte Clark (health and noise experts)
- Meeting with NatCen to discuss included studies and feedback comments from health experts.

Overall project status	A

Project team	Sophie Hossack (lead), JL

Key milestones / deliverables	Due date	Status
Headline findings and portfolio report	28/05/2020	G
Full first draft report	26/06/2020	A
Finalised report	19/08/2020	A
Finalised note (to be published alongside report)	25/09/2020	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 gaining advice from health experts.	A
Internal and external resource constraints due to COVID-19 may reduce our ability to finalise the report and accompanying note in time for the currently planned publication in September.	Clear timetable breaking down when people will be reviewing and when they need to return comments by. Regular review of progress against timeline and changes in resource constraints.	A

Land Use Planning

Key progress for this period

- Refining working programme and interdependencies with the Insulation and Regulation projects.
- Best Practice Guidance - paused for SASIG and UK ACCs results.

Focus for coming month

Questions for the Board:
- 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	27/06/2020	A
Initiate RTPI Commission	03/07/2020	A
Contribution to Regulation draft report and recommendations	09/10/2020	A
Contribution to Regulation recommendations to Government	11/12/2020	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

- Progressed the tender application for product and building standards
- Continued to build database of insulation installers
- Manchester Airport were unable to provide detail on their insulation scheme, with relevant staff having been furloughed
- Developed the structure for the Insulation Review report, including questions to be addressed.

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
- Complete and map insulation installers database

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	05/05/2020	A
Analysis of customer satisfaction data	31/05/2020	A
Create database of appropriate standards for insulation products	15/09/2020	A
Define appropriate noise contours to recommend for insulation schemes	17/08/2020	A
Draft review and recommendations	15/10/2020	A
Final report/best practice	11/12/2020	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.	Project timelines have been updated to reflect the impact on the sector and will be regularly reviewed.	A
Meeting current timelines depends on the capacity of the external suppliers (yet to be commissioned) to deliver work and on internal resource to manage them, which may be affected by COVID-19.	Set out clear timelines (when known) within tender documents and work closely with external suppliers to develop a timeline that meets out needs. Regularly review internal resource constraints.	G

Noise Metrics

Key progress for this period
• All 6 chapters are now drafted and currently being reviewed by Sam and Rob • Comments on report received from Simon Kahn • Comments on chapters 1, 2 and 3 received from Stephen Turner. Feedback on remaining chapters due by end of April, which is behind schedule • Reviewed internally by Stephen Cooke. • Project timelines extended in response to COVID-19, with publication currently delayed until June 2020.

Focus for coming month
• Rob and Sam to review initial draft • Report updated with feedback from reviews • Images being created and finalised by Louisa Guise.

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
Senior internal review	27/04/2020	A
External and internal technical QAs	30/04/2020	R
Publication	26/06/2020	A

Key risks / issues / concerns	Mitigation	Status
The impact of COVID-19 on the aviation sector might require us to delay publishing our recommendations.	Publication currently delayed until June 2020 and to be reviewed again at a later stage.	A
Lack of internal and external resource to deliver current project scope within timelines, compounded by COVID-19 school/nursery closures. Particularly, external QA is currently behind schedule due to resource constraints.	Resources have been identified from other project teams to provide support, though report scope may need to be reduced. Regular engagement with external QA to identify any further impact on timelines.	R
External stakeholders may not believe that report recommendations are strong enough.	Planned engagement with UKACCs will be rescheduled due to COVID-19. External QA will provide some insight to this.	A

Regulation

Key progress for this period

- Worked closely with NatCen to refine the framework for the rapid evidence assessment (REA), against which the regulatory regimes will be 'assessed'.
- Updated project timelines to reflect reduced internal capacity for reviewing outputs from NatCen, and delay of publication to reflect sector challenges.

Focus for coming month

- Continue to manage NatCen's delivery of the review, including working closely with them to finalise the report structure.
- Review first draft of report and provide comments to NatCen.
- Continue to engage with Natcen to understand any impacts of COVID-19 on their capacity to deliver work.

Overall project status	A/G

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

Key milestones / deliverables	Due date	Status
First draft of REA report	04/06/2020	G
Final REA report	29/06/2020	G
Analysis and engagement to determine early, internal view of regulatory model for UK	25/09/2020	A
Draft report and recommendations	09/10/2020	A
Recommendations to Government	11/12/2020	A

Key risks / issues / concerns	Mitigation	Status
Lack of internal and external resource to deliver current project scope within timelines.	Initial research and evidence-gathering (stages 1a and 2) is being delivered by NatCen, though timelines have been extended to accommodate resource constraints on both sides. Scope of the analysis work 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.	Develop an early, internal view of regulation by September, to be able to feed into aviation policy and strategy. 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