

Project highlight reports

Chief analysts

June 2020



Consultation toolkit on airspace change

Key progress for this period

- Toolkit has been completed and circulated to Sam and Rob, Colin and Howard for feedback

Focus for coming month

- Will review specific sections once Noise Metrics report is complete to ensure consistency
- Send to CAA for input

Key risks / issues / concerns

The impact of COVID-19 on airports is likely to affect the proposed launch date.

Mitigation

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.

Status

R

Overall project status

A

Project team

Rupert Basham (lead), Stephen Cooke

Key milestones / deliverables

Due date

Status

Send to CAA for input

22/06/20

A

Publish toolkit for external stakeholders

(TBC)

R

Development study

Key progress for this period

- NatCen carried out an expert panel about outcome measures of sleep and health
- NatCen delivered work programme 2 strand d (questionnaire review and suggestions on questionnaire development) and e (optional modules on sleep and wellbeing)
- Review and adjust WP2 d and e strand reports to be sent to advisory board
- CAA delivered majority of the data

Focus for coming month

- Send WP2 d and e strand reports to advisory board
- NatCen to deliver WP2 a (scope of population) and b (sampling options report)
- Review and adjust WP2 a and b reports to be sent to advisory board

Overall project status

G

Project team

Sophie Hossack (lead), Rossy Bailey, JL

Key milestones / deliverables

Due date

Status

Reports on all 5 strands of WP2

31/07/2020

G

Options report

25/09/2020

G

Options presented to board

28/10/2020

G

Brief report on final design

18/11/2020

G

Receive final report

22/01/2021

G

Key risks / issues / concerns

Mitigation

Status

A risk that NatCen may deliver reports for the work strands that do not capture what we want, for example the sampling will be very complex, which would cause delays in a tight timetable running through August.

Delay the timetable moving the presentation of the options to the October board, instead of September and publishing early 2021 rather than before end of the year. This will allow time for strand reports to be adjusted and to account for annual leave (in both ICCAN and advisory board) during summer months. This also allows time for virtual face to face engagement with external stakeholders.

G

Delay in receiving data from CAA due to technical difficulties involving running number above results.

Allowing NatCen extra time to produce the sampling report to account for this delay.

G

Engagement

Key progress for this period

- Renewed focus on the engagement project following the completion of the consultation toolkit
- Project team has begun regular weekly meetings and set out scope and proposed milestones with Rob & Sam
- Published & promoted blog by Howard which posed key engagement questions of airport, echoing the themes of the project
- Established key project areas & team responsibility
- Evaluating research work that has already been completed and where this can be picked up immediately

Focus for coming month

- Start drafting content reflecting completed research work – examples of UK airport engagement such as ACCs and specific noise forums
- Publish second article in International Airport Review, supporting ICCAN's view on engagement
- Determine whether further external engagement is required and how to carry this out
- Establish which international examples will be used for case studies

Overall project status

A

Project team

Rupert Basham (lead) Stephen Cooke, Louisa Guise

Key milestones / deliverables	Due date	Status
Draft content on examples of airport engagement in the UK	31/07/2020	G
Desktop research on international examples and develop new rules of engagement for UK airports	31/08/2020	A
Publish article in IAR	06/07/08	G

Key risks / issues / concerns

Unable to carry out f2f external engagement with communities to gain wider research due to COVID-19 social distancing measures.

Mitigation

Explore additional avenues for engagement to ensure we gather correct research.

Status

G

Health and noise

Key progress for this period

- NatCen delivered outline report

Focus for coming month

- NatCen deliver first draft of full report
- NatCen present findings to ICCAN
- ICCAN to comment on first draft
- NatCen to deliver second draft of full report

Overall project status

A

Project team

Sophie Hossack (lead), JL

Key milestones / deliverables

Due date

Status

Headline findings and portfolio report

17/06/2020

G

Full first draft report

29/06/2020

G

Finalised report

19/08/2020

A

Finalised note (to be published alongside report)

25/09/2020

A

Key risks / issues / concerns

Mitigation

Status

Thorough health reviews already exist and we risk replicating their findings.

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.

G

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

The inclusion of annoyance in the review originally was not a priority due to the work ICCAN are already doing. However, Charlotte and Ben highlighted annoyance is regarded as a health outcome and should be included.

NatCen will indicate in the protocol that ICCAN have already started to address the evidence gap for annoyance and aviation in other work and so this is less of a priority for this study.

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

- Exploring options for local authority engagement in light of the pandemic and impacts on delivery of Best Practice Guidance

Overall project status

A

Project team

JL

Key milestones / deliverables

Due date

Status

SASIG Circular Results

27/06/2020

R

Initiate RTPI Commission

03/07/2020

R

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

- Created the bid pack for product and building standards, however, unforeseen additional work required from the DfT representative
- Developing the structure for the Insulation Review report, including questions to be addressed
- CAA begun work on data stream

Focus for coming month

- Complete additional work on the tender application for expert work re the provision of product and building standards
- Map insulation installers database

Overall project status

A

Project team

Stuart Dick (lead), JL

Key milestones / deliverables

Due date

Status

Write-up comparison of national and international insulation schemes

30/06/2020

A

Map database of appropriate standards for insulation products

31/07/2020

A

Define noise contours to recommend for insulation schemes

01/09/2020

A

Draft review and recommendations

15/12/2020

A

Final report/best practice

15/01/2021

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 external suppliers (yet to be commissioned) to deliver work and on internal resource to manage them, which may be affected by COVID-19. Further compounded by delays in tender process.

Set 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. ICCAN needs to take ownership of the tender process.

G

Noise Metrics

Key progress for this period

- All chapters have been updated/redrafted following external guidance.
- Publication expected week 13th July
- Undergoing internal review
- Working with Comms team to produce a template with ICCAN styling and accessibility needs

Focus for coming month

- Update chapters to give "the voice of ICCAN"
- Get the project ready for publication
- Make contact with stakeholders to prime for publication

Overall project status

AR

Project team

Katherine Prentice (Lead), Stuart Dick, Sheila Honey, Emma Mead and Sam Hartley

Key milestones / deliverables	Due date (w/c)	Status
Initial draft report	05/03/2020	C
Senior internal review	15/06/2020	A
External and internal technical QAs	29/06/2020	A
Publication	13/07/2020	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 to be done before parliamentary recess (21st July).

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. Project will have higher prioritisation to move it on.

R

External stakeholders may not believe that report recommendations are strong enough.

Planned engagement with UKACCs and external stakeholders cancelled. Instead "warm up" phone calls with stakeholders are being planned.

R

Regulation

Key progress for this period

- Continue to manage NatCen’s delivery of the rapid evidence assessment (REA)
- Final draft of report received and in the process of review

Focus for coming month

- Review final draft of the REA report and provide comments to NatCen
- Internal assessment of functions and tools which might be appropriate for the noise management issues
- Develop workstreams and allocate internal resource

Overall project status

AG

Project team

Sheila Honey and Emma Mead (leads), JL

Key milestones / deliverables	Due date	Status
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.

Resources will be identified from project teams to provide support. SEO Policy Advisor joining ICCAN mid-July.

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

Summer 2020: Attitudinal Survey

Key progress for this period

- Agreed sampling strategy
- Agreed questionnaire
- Scripting completed
- Fieldwork starts

Focus for coming month

- Fieldwork finishes
- Final data tables delivered
- Report set up meeting

Overall project status

AG

Project team

Sophie Hossack, Sheila Honey and JL

Key milestones / deliverables

Due date

Status

Fieldwork finishes

10/07/2020

G

Final tables

17 July

G

Final report

31/07/2020

A

Key risks / issues / concerns

Mitigation

Status

Very tight timetable in order to ensure that fieldwork is carried out before aviation activity increases.

Make all those involved with the project at what stage their involvement is needed.

A

Initial first draft survey lasted over 15 minutes and the survey is limited to 10 minutes meaning we are limited in the amount of questions we can ask.

Ran a prioritisation exercise to identify questions which were not necessary for what the survey is mainly trying to achieve.

A

Summer 2020: Aviation Noise Data

Key progress for this period

- Working closely with CAA to fine tune the requirements of the proposed work programme

Focus for coming month

- Finalise work programme
- Possible output from CAA end of July

Overall project status

G

Project team

Stuart Dick (lead), JL and Sheila Honey

Key milestones / deliverables	Due date	Status
Agree the specific variables to be analysed with CAA	30/06/2020	G
Work programme to begin start of July	01/07/2020	G
Analysis of CAA output begins	03/08/2020	G
Delivery of final report from CAA (further reports beyond this date may be requested if required)	31/03/2021	G

Key risks / issues / concerns

Mitigation

Status

The analysis from CAA may lack sufficient insight to provide the output required by ICCAN. i.e. we may miss out on analysis of specific variables.

Further meetings with CAA are required to explicitly detail all variables included in these analyses.

G

Meeting current timelines depends on the capacity of external suppliers (CAA) to deliver the work programme, which may be affected by COVID-19, particularly where CAA is dependant on receiving (potentially delayed) data from airports in a timely manner.

Set clear timelines (when known) within tender documents and work closely with external suppliers to develop and revise timelines (when/if required) that meets our needs. Regularly review internal resource constraints.

G



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	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
		Rare	Unlikely	Possible	Likely	Almost certain
Likelihood						

