



Work Programme highlight reports

Chief Analysts

July 2020

Consultation toolkit on airspace change

Key progress for this period

- CAA and ACOG have provided feedback which has been incorporated into the toolkit
- The toolkit is ready to go to live

Focus for coming month

- Publish toolkit in July (TBC)
- Write to attendees of ICCAN's consultation workshop to promote the toolkit and to discuss their airspace change timelines

Key risks / issues / concerns

Airspace consultation teams are furloughed while ACP timelines have been paused, so there is a chance that the toolkit is overlooked.

Mitigation

Engage regularly with airports to ensure that they are aware that we have published the toolkit.

Status

A

Overall project status

G

Project team

Rupert Basham (lead), Stephen Cooke

Key milestones / deliverables

Due date

Status

Publish toolkit for external stakeholders

(July TBC)

G

Development study

Key progress for this period

- NatCen carried out an expert panel about sampling and mode considerations
- NatCen delivered work programme 2 strand a (survey population) and b (sampling)
- Advisory board have provided feedback on summary report of strands d (questionnaire review) and e (outcome measures review)
- CAA delivered all data

Focus for coming month

- Review and adjust WP2 a and b strand reports and send to advisory board
- NatCen to deliver WP2 c (time series)
- Review and adjust WP2 c report and send to advisory board
- Engage with advisory board in smaller group/individual meetings about WP2 overall

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

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.

Mitigation

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 during summer months

Status

G

Engagement

Key progress for this period

- Weekly meetings to steer development of project
- Drafted summary of community survey analysis into airport engagement
- Evaluated research work that has already been completed and begun drafting further content
- Published second article in International Airport Review, supporting ICCAN's view on engagement
- Presented more detailed findings to Board
- Engaged with Edinburgh airport / Noise board about their engagement plans

Focus for coming month

- Begin drafting chapters about airports' use of noise engagement pre-Covid 19
- Start arranging external engagement with individuals and airports to gather engagement experiences
- Develop international examples that will be used for case studies

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

Overall project status

A

Project team

Rupert Basham (lead) Stephen Cooke, Louisa Guise

Key milestones / deliverables

Due date

Status

Draft chapters reviewing pre-Covid engagement examples of airport engagement in the UK

31/08/2020

G

Desktop research on international examples and develop new rules of engagement for UK airports

31/08/2020

A

Health and noise

Key progress for this period

- NatCen delivered first draft report
- NatCen delivered presentation of findings
- ICCAN commented on report

Focus for coming month

- NatCen to provide second draft of report and ICCAN to final provide comments
- NatCen to deliver final report
- Workshop with Ben Fenech and Charlotte Clark to discuss next steps
- Begin drafting note to be published alongside 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

30/07/2020

G

Finalised note (to be published alongside report)

25/09/2020

A

Key risks / issues / concerns

Mitigation

Status

After publication, receiving criticism around excluded evidence, evidence identified as low quality, health outcomes with low impact/association and recommendations for future ICCAN projects.

We commissioned NatCen to carry out this review to independently assess, the evidence so ICCAN is able to make informed decisions on future projects. Peer review by Expert Panel members will ensure rigour.

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 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

- Bid pack for product and building standards is complete and live on Contracts Finder.
- Developing the structure for the Insulation Review report, including questions to be addressed

Focus for coming month

- Scoring applicants bidding for the product and building standards review
- Begin analysis of CAA data examining number of properties within different noise contours
- Map insulation installers database

Overall project status

A

Project team

Stuart Dick (lead), JL

Key milestones / deliverables	Due date	Status
Award external work to supplier for product and building standards review	10/08/2020	G
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 our needs. Regularly review internal resource constraints. ICCAN needs to take ownership of the tender process.

G

Noise Metrics Projects

Key progress for this period

- Publication on 16/07/2020

Overall project status

A/R

Project team

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

Focus for coming month

- Monitor feedback from report publication
- Respond to any queries post publication
- Consider feedback as part of ICCAN's forward work programme
- Plan next steps for best practice phase of the project

Key milestones / deliverables

Due date
(w/c)

Status

Publication

16/07/2020

C

Planning next steps

27/07/2020

G

Key risks / issues / concerns

Mitigation

Status

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

Engagement with stakeholders pre-publication very limited. No feedback on proposals has been sought from stakeholders.

R

Internal and external resource constraints due to COVID-19 may reduce our ability to progress the Noise Metrics Best Practice work as quickly as planned.

Set clear timelines when known and undertake regular review of progress against timeline and changes in resource constraints.

A

Regulation

Key progress for this period

- Final draft of report received and reviewed
- Identification of the exam questions to be answered in December publication
- Internal assessment of functions and tools which might be appropriate for the noise management issues

Focus for coming month

- Sign off final draft of the REA report
- Incorporate Board recommendations into publication exam questions and delivery strategy
- Develop workstreams and allocate internal resource

Overall project status

A/G

Project team

Sheila Honey and Emma Mead (leads), JL

Key milestones / deliverables

Due date

Status

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

- Cross break variables for data tables agreed
- Fieldwork finished

Focus for coming month

- Report set up meeting
- Receive first draft of report
- Return comments (two rounds)
- Finalise report
- Plan next steps for findings

Overall project status

A/G

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

28/08/2020

A

Key risks / issues / concerns

Finalising report during August when key staff are on annual leave

Mitigation

Set out a clear plan of involvement and when, allowing extra time for comment and finalisation.

Status

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 dependent 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						

