Project highlight reports

Chief Analysts

November 2020

Development study

Key progress for this period

- Final WP2 reports delivered.
- NatCen delivered options report.
- Met with advisory board to discuss options.
- ICCAN held roundtable with NatCen to discuss options.

Focus for coming month

- Agree on final design.
- NatCen to produce report on final design.
- NatCen to present final design to ICCAN and advisory board.

Overall project status	G

Project team	Sophie Hossack, Rossy Bailey, Sheila Honey

Key milestones / deliverables	Due date	Status
Brief report on final design	18/11/2020	G
Final report first draft	18/12/2020	G
Final report	05/02/2021	G

Key risks / issues / concerns	Mitigation	Status
Many perspectives and differing opinion on the advisory board and the survey will not be able to meet everyone's needs and wants.	Discuss in option meetings people's main priorities and discuss trade offs for final design.	A

Engagement

Key progress for this period

- Hosted Commissioner workshop for Rob, Howard and Colin to discuss noise forum guidelines.
- Developed noise forum recommendations and continuous engagement best practice.
- Liaised with Gatwick to learn more about noise forum experiences.
- Provided update to Heathrow Community Noise Forum.
- Worked with The Consultation Institute to develop engagement advice.

Focus for coming month

- Prepare report for final review.
- Approach community representatives for discussion about engagement recommendations.

Overall project status	G

Project team	Rupert Basham (lead), Stephen Cooke, Louisa Guise

Key milestones / deliverables	Due date	Status
Prepare report for internal review	12/11	G
Finalise report for publication	26/11	G

Key risks / issues / concerns	Mitigation	Status
Resource – unable to recruit Comms Support Officer so absorbing an extra team member's workload is having an impact on time allocated for project work.	Better manage workload by delegating within team.	A

Health and noise

Key progress for this period
- NatCen's review report published.   - ICCAN note on the report published.   - Project planning and outline strategy developed for health prioritisation.   - Initial reading and engagement on health prioritisation begun.   - ICCAN internal noise-health stakeholder mapping.

Focus for coming month
- Commission NatCen to extract effect sizes from reviewed papers.   - Review stakeholder mapping.   - Plan stakeholder workshop for health prioritisation including: - Stakeholders to invite   - Methods of prioritisation   - Technical meeting planning.

Overall project status	G
Project team	Sophie Hossack, Emma Mead, Ramyani Gupta

Key milestones / deliverables	Due date	Status
Noise-health stakeholder mapping	w/c 13/10/2020	G
Prioritisation workshop	w/c 30/11/2020 or 7/12/2020	G

Key risks / issues / concerns	Mitigation	Status
Consensus between stakeholders might not be reached or consensus reached but results not feasible.	Educate and persuade stakeholders by iteration to bring views closer. Be clear to all stakeholders the limitations of research design and funding.	G
Funding for future research is uncertain.	Offer options for different funding scenarios.	G

Noise insulation schemes

Key progress for this period

- BRE have provided 1st draft of insulation review.
- General structure of the insulation review report has been agreed.

Focus for coming month

- Monitor progress of BRE work and collaborate with BRE on the 2nd draft and onwards to the final draft.
- Examine the outcomes of BRE work.
- Develop a series of proposed recommendations for the insulation review.

Overall project status	G

Project team	Stuart Dick (lead), Sheila Honey

Key milestones / deliverables	Due date	Status
BRE report, 2nd Draft	03/11/2020	G
BRE final report	30/11/2020	G
Analysis of BRE work	20/11/2020	G
Draft review and recommendations	09/12/2020	A
Final report/best practice	28/02/2020	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

Noise metrics programme

Key progress for this period

- Phase 2 project (quantitative noise metrics): Draft report received from CAA showing the quantitative consequences of using different metrics produced from the same data set.
- Manchester have agreed to share their noise data. The CAA are using the noise data to produce SEL footprints for noisy aircraft.
- Phase 3 project (best practice): Prioritisation of possible topics against criteria in preparation for stakeholder engagement.

Focus for coming month

- Phase 2 project (quantitative noise metrics): Feeding back to CAA.
- Deciding how best to use the information.
- Phase 3 project (best practice): Assessing possibility of Advisory Board governance.
- Develop plan for engagement with external experts and stakeholders.

Overall project status	G

Project team	Katherine Prentice (lead), Emma Mead, Ramyani Gupta

Key milestones / deliverables	Due date	Status
Phase 2 (quantitative noise metrics) analysis	TBC	G
Phase 3 (best practice) publication	Post April 2021 (TBC)	G

Key risks / issues / concerns	Mitigation	Status
Procurement processes are known to be slow. If external expertise is needed, it may be time consuming to get them on-board. There is also limited budget available.	Trying to identify key stakeholders as early as possible, and also using members of the expert panel and Board as far as possible.	A
Project turnaround is tight (factoring in workloads from other projects). This could result in project scope being lost.	Stringent project planning. Keeping to deadlines. Identifying a) which areas are a priority for focus and 2) keeping expectations realistic.	A

Regulation

ICCAN

Key progress for this period

- Tested initial analysis and emerging findings with the ICCAN Board.
- Secured regulatory expert panellists to provide challenge and assurance of the work.
- Developed plan to further refine the analysis and assessments.

Focus for coming month

- Project leads to refine case for change and regulatory tools assessment for each policy area, and incorporate Board recommendations. This will include targeted 'fact-finding' engagement with specific stakeholders to develop our understanding of the issues.
- Presentation and workshop with regulatory experts to get challenge and assurance on our approach.
- Continue to engage with development of corporate strategy 2 and plans for stakeholder workshops.

Overall project status	A

Project team	JL and Emma Mead

Key milestones / deliverables	Due date	Status
Expert panel initial engagement and introduction to the work.	27/10/2020	A
Draft report and recommendations	08/03/2021	A
Recommendations to Government	08/04/2021	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 recruitment ongoing.	A/R
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.	Engage with DfT where possible to keep updated with the content and timelines of the Aviation Strategy, feeding in our emerging view of regulation as appropriate.	A

Summer 2020: attitudinal survey

Key progress for this period
- Received final report from Ipsos.   - Finalised note.   - Published report, note and data tables.

Overall project status	G
Project team	Sophie Hossack, Sheila Honey

Key milestones / deliverables	Due date	Status
TBC	TBC	TBC

Focus for coming month
- Prepare analysis plan including how the attitudes data could be compared to the summer 2020 aviation noise data as well as areas of interest and hypothesis to test for the attitudes data.   - Training to re-familiarise with using R for analysis.

Key risks / issues / concerns	Mitigation	Status
Limited experiencing using R in the team to analyse data.	Organising training for analyst team on introduction to R and more complex functions.	G

Summer 2020: aviation noise data

Key progress for this period

- CAA have provided the third technical report and accompanying data sets for ATMs and climb profiles for August 2020.
- Analysis of ATM and climb profiles is in progress.
- Liaised with CAA to provide more detail/data to quantify change in overflight density plots.

Focus for coming month

- Continue analysis of ATM and noise data.
- Develop a brief draft of key findings thus far.
- Conduct analysis of revised overflight density plots.
- Submit key findings to comms to determine best approach to deliver findings.

Overall project status	G
Project team	Stuart Dick (lead), Sheila Honey

Key milestones / deliverables	Due date	Status
Complete analysis of CAA technical notes	30/10/2020	A
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
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

Overall project status

Description	Rating
Red: 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
Amber: successful project delivery appears feasible. Significant issues exist but these appear resolvable.	A
Green: 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

Description	Rating
Red: delivery of key milestones is behind current baselined plan. Milestones are unlikely to be met and may require re-baselining or re-scoping.	R
Amber: delivery of key milestones is behind current baselined plan but there are realistic plans to recover.	A
Green: delivery of key milestone is on schedule or ahead of current baseline plan.	G
Completed: milestone or deliverable completed.	C

Key risks / issues / concerns

Impact	Likelihood				
	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