

Project highlight reports

Chief analysts

May 2020



Consultation toolkit on airspace change

Key progress for this period

- Held meetings with The Consultation Institute (tCI) to finalise content for the toolkit.
- Online toolkit has been fully built and handed over to Comms team.
- Updated CAA on expected timelines for their comments.

Focus for coming month

- Share toolkit with Sam and Rob for input.
- Share toolkit with Commissioners
- Seek input from Civil Aviation Authority
- Upload approved toolkit content onto microsite

Overall project status

A

Project team

Rupert Basham (lead), Stephen Cooke

Key milestones / deliverables	Due date	Status
Receive comments on toolkit from Rob / Sam	03/06/20	A
Send to CAA for input	10/06/20	A
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. Slightly slower timings for completing draft and gaining approvals.

G

Development study

Key progress for this period

- ICCAN decided what the primary and secondary aims of the new survey will be and this was communicated to the Advisory Board.
- NatCen have delivered an interim report highlighting question areas of interest from the stakeholder engagement and the study aims.
- NatCen have reviewed SoNA questionnaire identifying questions which we should take forward and questions that are no longer of interest, based on their interim report.

Focus for coming month

- NatCen to deliver WP2 strands reports 2d (outcome of questionnaire review and suggestions on new question development) and 2e (optional modules on sleep and wellbeing)
- Delivery of data from CAA for NatCen to begin designing options for sampling approach

Overall project status

A/G

Project team

Sophie Hossack (lead), Rossy Bailey, Joanna Lawino

Key milestones / deliverables	Due date	Status
Reports on all 5 strands of WP2	06/07/2020	A
Options report	12/08/2020	A
Options presented to board	09/09/2020	G
Brief report on final design	25/09/2020	G
Receive final report	26/11/2020	G

Key risks / issues / concerns

Mitigation

Status

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

Delay in receiving data from CAA due to sign off from panel (outside of ICCAN), causing delays in NatCen to deliver reports.

It will take NatCen 4 weeks to deliver two of the WP2 strand reports after receiving the data and 6 weeks for the final report. To aid the CAA in delivering the data we have been clear in communicating what data NatCen need to deliver the work and prioritising this data over the other work we have asked NatCen to do.

A

Engagement

Key progress for this period

- Refined timelines for work programme now that focus has moved from consultation toolkit.

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	31/07/2020	A
Desktop research on emerging airports and issues	31/08/2020	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

- Reviewed list of studies for inclusion and revised review protocol based on Ben Fenech and Charlotte Clarks comments.

Focus for coming month

- Delivery of portfolio report and headline findings
- Delivery of full report

Overall project status

A

Project team

Sophie Hossack (lead), Joanna Lawino

Key milestones / deliverables

Due date

Status

Headline findings and portfolio report

11/06/2020

G

Full first draft report

26/06/2020

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

Joanna Lawino

Key milestones / deliverables

Due date

Status

SASIG Circular Results

27/06/2020

A/R

Initiate RTPI Commission

03/07/2020

A/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

- Progressing the tender application for product and building standards
- Finalised noise contour work programme with CAA. Waiting on funding to be processed.
- Continuing to build database of insulation installers.
- Developing the structure for the Insulation Review report, including questions to be addressed.
- Analysis of Whitecrook noise data (2016) for case study.

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. Looking at adding to smart survey.
- Map insulation installers database
- Write-up Whitecrook case study

Overall project status

A

Project team

Stuart Dick (lead), and Rossy Bailey

Key milestones / deliverables

Due date

Status

Write-up comparison of national and international insulation schemes	18/06/2020	A
Analysis of customer satisfaction data	31/07/2020	A
Map database of appropriate standards for insulation products	31/07/2020	A
Define 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 our needs. Regularly review internal resource constraints.

G

Noise Metrics

Key progress for this period

- All comments back from Stephen Turner.
- Significant re-writing suggested.
- Sam Hartley helping with drafting to provide “ICCAN’s voice”.
- Project timelines extended in response to COVID-19, with publication currently delayed until June 2020.
- Images created by Louisa Guise. Sent to Stephen Turner for approval.

Focus for coming month

- Finish going through comments and re-drafting chapters.
- Feedback from Sam on writing style.

Overall project status

A/R

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	27/04/2020	A
External and internal technical QAs	30/04/2020	R
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 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

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

Focus for coming month

- Review first draft of the REA report and provide comments to NatCen.
- Review final draft of the REA 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), Joanna Lawino

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	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						

