



Independent Advisor Role for HCNF

Strawman for discussion

Updated 13 March Rick Norman

Heathrow
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Role of advisor

draft

Working Group agreed that the Advisor should:

- Be credible to all stakeholders
- Provide independent advice to the Forum
- Be directly accessible to community group members
- Provide advice to members on “technical” matters and “translate” into layperson terms
- Articulate “layperson” concerns into technical requests/concerns/comments – convert into writing
- Provide independent challenge and assessment of issues arising at the Forum (i.e. raised by industry or community)
- Consider and present the community perspective on issues informed by regular “independent” dialogue
- Undertake specific tasks agreed by the HCNF
- Undertake specific tasks requested by community representatives
- Work within specified timelines and budgets
- Provide a consistent face at the Forum

draft

Skills needed

Working Group agreed that the Advisor should have experience and understanding of:

- Noise modelling, monitoring and metrics*
- Procedural (re) design and airspace policy*
- Aviation noise management techniques & regulation
- Operating procedures
- Air traffic Control procedures
- Handling and analysing large volumes of data
- International practices
- Experience and understanding of working with a range of community and Industry stakeholders
- Health impacts associated with aviation

*These were identified as key skills.

Likely candidates will need to illustrate experience in these areas.

Selection Process

draft

- Issue tender based on agreed scope of work
- Responses assessed against agreed selection criteria in order to sift responses to a shortlist (circa 3 /4 organisations) by a small working group team (2 community*, 1 HAL and 1 industry representative)
- Shortlisted candidates to present a summary of the proposal to the full HCNF and final selection determined by the full committee
- HAL to agree T&Cs
- Employ
- Review after 1 year

*Potentially three OR simply have a weighting towards community representatives if the group is split – HAL to consider.

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Key next steps

- Confirm role, skills and selection process at HCNF (14/03/18)
- Community Groups to confirm their working practices to help HAL inform the drafting of the tender and how they will interact with the independent advisor
- HAL to include this in the scope of work/tender and invite responses
- HAL/HCNF members to encourage responses from a range of organisations (e.g. Members of the Association of Noise Consultants.)
- Community to confirm two representatives for the sifting community (two alternatives also noted)
- Based on scope of work, the small sifting group to shortlist the responses using an agreed criteria based scoring system
- Shortlisted candidates to present to the HCNF and decision taken by the Forum