

UKACCS – SUPPORT SERVICE

Purpose

1. A brief report on the work of the support service during the year ended 31st March 2007.
2. Under the new subscription arrangements the service is now available to all member Committees.

News Service

3. This service aims to keep members in touch with matters of interest to consultative committees and to help officers of Committees keep abreast of happenings in the industry both locally and nationally and so help to ensure consultative committees operate in context.
4. The gathering of information for this service involves the constant monitoring of specialist news sources, most of them on the Internet, and regular contact with the EC, DfT and other similar bodies. Some help is provided by the e-mail news services of other bodies to which the service subscribes.
5. Most news is distributed by e-mail although there is postal back-up for those without the necessary facilities or who for other reasons need hard copies. Where possible the material is targeted at those Committees with a particular interest; for example, purely local items are normally sent only to the consultative committee for the airport concerned while BAA Corporate items are sent only to the committees at the BAA airports. One Committee receives only a list of general interest items distributed in the previous month – they can then select only the items of particular interest to them.
6. During 2006/07 1997 items were distributed, an average of 166 items per month. Of this number 424 (an average of 35 per month) were items of general interest and the remainder of local significance only. These numbers represent a considerable increase (more than double) when compared to year before. This reflects partly ordinary growth in the number of sources of information which are trawled for information but it is also true that over the past year aviation has been much more in the news than previously.

Websites

7. This work is in two parts:

(a) The UKACCS website

This is the collective website of the Liaison Group with pages including:

- background information about consultative committees (including the legislation and guidelines),
- the latest information on current issues at both UK and EU levels,
- contact information for individual committees in the Group
- details of the Annual Meetings (including copies of the papers discussed) and
- links to related websites

This site is regularly reviewed and updated as necessary, drawing mostly on the information culled from the *News Service*. Since it was established in August 2003 the site has attracted an average of 152 visitors per month. Over that period the average number of page views per month was 274. These usage figures are reasonably high for a site of its kind. Visitors to the site are mostly from the UK but there are visitors also from across the world including Europe the US and even China. In some instances the source of a visit is known and from this data we know that many visitors

reach the site via Google, the CAA, the DFT and the websites of individual consultative committees.

Committees are reminded that the "Issues" pages of this site give an up-to-date picture of topics of current interest and may therefore save work in preparing papers for individual committees.

(b) Websites for individual committees

Within the framework of the main ukaccs site individual sites have been provided for the following committees:

- London Gatwick at www.ukaccs.info/gatwick
- Edinburgh at www.ukaccs.info/edinburgh
- Liverpool John Lennon at www.ukaccs.info/liverpool - this site can also be accessed via its own URL www.ljlacc.org.uk
- Stansted at www.ukaccs.info/stansted - this site can also be accessed via its own URL www.stacc.info
- Birmingham at www.ukaccs.info/bham
- Manchester at www.ukaccs.info/manchester

It is understood that Aberdeen is considering a site under these collective arrangements.

There is no charge for the design and maintenance of these sites, the cost of which is included in the subscription for the support service. Committees do, however, meet the extra cost where it opts for its own URL. Set-up includes exchanging links with local authorities and other local bodies

The work involves liaison with the Secretary of the Committees in question in processing and loading committee agenda papers and minutes and otherwise in keeping the sites up-to-date - the service makes such changes about 5-6 times every month and in some instances the work is quite time consuming. Site statistics are sent to the Committee Secretary once a week.

The Committees at London Heathrow, London City, London Luton and Robin Hood Doncaster Sheffield have websites of their own provided and maintained under separate arrangements. It is understood that the site at London Luton is being reviewed.

Annual Meetings

8. The service assists Conference Secretariat in making the arrangements for the Annual Liaison meeting not least in the preparation of many of the papers for the consideration of members at the meeting – a very considerable undertaking which usually involves detailed research and consultation with the EU, DfT, DEFRA and other bodies.

Consultations and Information Exchange

9. If required the service acts as a centre for consultation on matters of common interest and also for the exchange of information where, for example, the officers of Committees need the help and advice of other Committees. During 2006/7 the service performed in this way on 13 occasions.

Working Group

10. The service also assists the Conference Secretariat in making the arrangements for meetings of the Working Group.
11. Although it has not been necessary for the Group to meet this year it is very likely that it will be necessary to call a meeting or meetings in 2007/08 and in the light of changes among the members it might be advisable to review and refresh its membership. The original membership of the Group, settled at Inverness in 2001, was:-
 - John Adshead (Chairman) London City

