



Terms of Reference

The AEF established its Airspace and Noise Community Forum (“Forum”) on 1 January 2022. The Forum incorporates the aircraft noise and airspace engagement and campaigning activities previously carried out by the Aviation Communities Forum (ACF).

Purpose

The Forum’s purpose is to work with communities adversely impacted by aircraft noise and airspace change to identify and share issues of common concern and to support constructive engagement with government, regulators and the industry to address those concerns. Its focus is on national policy and regulatory matters rather than the noise or airspace environment at any particular airport. AEF continues to support communities on specific local matters where it can.

Membership

Participation in the Forum is open to all campaign groups and individuals who share AEF’s aims. Those are to protect the environment, public health and quality of life through securing policies and measures that ensure effective limits on noise, emissions and other environmental impacts from the aviation sector.

Existing members of the AEF and ACF will be included automatically in the Forum’s activities, subject to a right to opt out. New members can apply to join by contacting either the Forum at ANCF@aef.org.uk or the AEF office at info@aef.org.uk. Members can leave the Forum at any time by unsubscribing from the membership list.

Member engagement

The Forum intends to hold member meetings at least twice annually. Additional meetings will be scheduled if desirable in the light of government initiatives or other developments. One meeting each year will be an Annual General Meeting at which the activities of the Forum in the preceding year will be presented and its plans for the subsequent year discussed.

The Forum intends to provide quarterly written updates to members. These will include summary notes of Forum meetings. Wherever possible draft responses to government consultations (and equivalent documents) will be circulated to Forum members in draft for comment.

Governance and administration

The Forum will be managed by a Lead representative appointed in the first instance by AEF, and thereafter by Forum members. The activities of the Forum will be undertaken by the Lead working in conjunction with the AEF staff. Governance and budgets will be overseen by the AEF's Executive Council, and the Lead will make periodic reports to the Executive Council and the AEF's AGM.

The AEF will administer the activities of the Forum including providing any necessary engagement, IT and communication support.

If funds are available to support the Forum's work, the AEF office will manage the Forum's budget and expenditure.

Representation on government groups

If the AEF is invited to nominate participants in government (or equivalent) engagement groups relevant to the Forum's activities it will discuss its proposed nominations with Forum members.

Code of conduct

When engaged in Forum activities, Forum members are expected to be constructive, respectful and professional in their dealings with each other, AEF staff and third parties.

If Forum members are invited to represent the views of the Forum externally, they will seek to represent the views of the Forum as a whole rather than just those of any airport or community group of which they are members.

Forum members are expected to maintain and support ANCF's (and AEF's) adopted positions and messages in public, especially when using ANCF's name, and at all times to avoid undermining the ANCF and its positions whether in public or in any communication with third parties.

Disputes

The Forum aims to develop positions and statements that reflect the consensus views of its members. If this is not possible, the Forum will present the majority view while reporting that some members have an alternative position. Any disputes related to the governance of the Forum will be addressed by the AEF's Executive Council.