

HSPG Process for dealing with any promoter of Heathrow Expansion

This document illustrates the process that the Heathrow Strategic Planning Group (HSPG) will adopt when approached by any promoter of Heathrow expansion. We will follow the process outlined below in any circumstance, with the same overall goal of maximising benefits and minimising impacts.

The process is summarised in Figure 1 and primarily includes 3 stages: Stage 1 - Initial Engagement, Stage 2 - Signing a Memorandum of Understanding (MoU), and Stage 3 - Detailed Engagement.

Stage 1 – Initial Engagement

The first step in the process focuses on initial engagement with the promoter. Typically, this will include a couple of meetings with the Executive Director, and/or Director, as well as the possibility of a short introductory presentation to the HSPG Officers' Group and Leaders' Board. The aim of these meetings will be to assess the stage of maturity of the proposals, and ultimately make a recommendation as to whether further engagement would be appropriate at this time.

Stage 2 – Signing a MoU

This part of the process will only proceed if there is consensus and a decision has been made by the members of HSPG to engage in further discussions with the promoter. Before further engagement begins, a MoU will need to be signed between HSPG and the proposer for the duration of an agreed timeline, typically 6 months. This time period will form a scoping exercise for the promoter to engage with HSPG, and members to respond to proposals.

The main purpose of the MoU is to:

- Provide a means by which the proposer is able to share information with HSPG members relating to the preparation of its DCO application for airport expansion.
- Establish a mechanism for HSPG members to engage with and respond to emerging information, documents and other objective requests relating to technical and planning aspects arising from the promoter's preparation of its DCO application.
- Enable members of HSPG to be remunerated on a cost recovery basis for their officer time and any necessary consultancy support in responding to the promoter's requests.
- Provide the mechanism to reimburse the HSPG Core Team, who work to assist HSPG members to effectively and efficiently fulfil the above engagement and related administration and technical work.
- Provide the mechanism to reimburse an appropriate percentage of the set-up costs and overheads of the HSPG Core Team, which has been solely paid for by Heathrow Airports Limited since the team's inception. This has been set as a 10% uplift on the actual team costs. This 10% will be used centrally by the Core Team to fund some of their ongoing strategic work which will be publicly available, such as the Joint Strategic Planning Framework (JSPF) or the Economic Development Vision and Action Plan (EDVAP).

Stage 3 – Detailed Engagement

Through the duration of the MoU, HSPG members will once again assess the maturity of any proposals and decide when and how members should engage moving forward. At the end of the specified timeframe in the MoU, the MoU will be reviewed, and the HSPG Leaders' Board will decide if further detailed engagement is required. At that point the MoU may be renewed, or a more formal service level agreement put in place. If further detailed engagement is desired, a formal service level agreement will be established, paying for a separate Core Team and more significant resources to enable ongoing discussions.

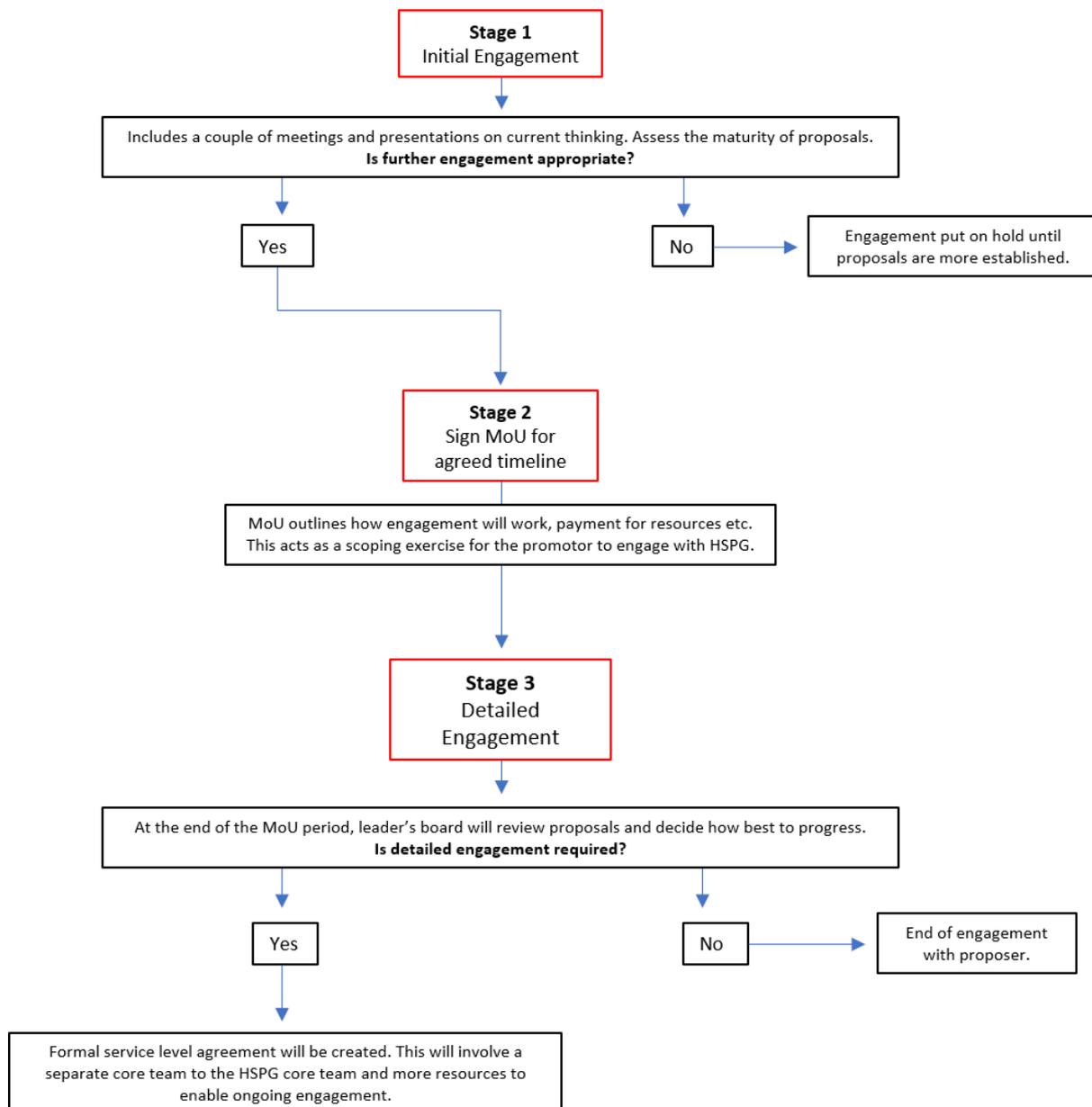


Figure 1: Summary of the process HSPG will employ when approached by any proposer of Heathrow Expansion.