**Updated Terms of Reference for the London City Airport Transport Forum**

1. **Overview and Aims**

The Airport Transport Forum (the Forum) brings together key stakeholders of London City Airport to provide direction and guidance to the airport’s surface access strategy and to monitor progress against agreed targets.

The Forum will continue to act as a means of discussing issues that are relevant to the setting and delivery of the airport’s Surface Access Strategy by identifying objectives and measuring performance against targets. Its overarching aim is to increase the use of public transport and sustainable travel modes among air passengers, airport employees, and the local community, and integrating the airport’s surface access requirements into future transport plans of Transport for London, London Borough of Newham and other local stakeholders.

1. **Objectives of the Forum**

The forum’s key objectives are:

1. To identify short and long term targets for increasing the proportion of journeys made to the airport by public transport
2. To inform the Airport’s Surface Access Strategy (ASAS) and Travel Plans
3. To monitor the progress of the ASAS and Travel Plan
4. To establish task specific Working Groups drawn from the Forum membership and other relevant transport organisations and transport providers as may be appropriate.
5. To contribute to a programme of activity that enhances the sustainable transportation synergies between the Airport, East London and London’s Royal Docks including engagement with key stakeholders.
6. To promote the environmental and wider community benefits that increased use of sustainable transport modes delivers
7. To inform investment decisions on the Sustainable Transport Fund and monitor/report on delivery (including recommendations to the airport, reviewing progress of specific investments and developing proposals annually for the airport to consider).
8. **Structure of the Forum**
9. The Forum shall meet quarterly (unless the Forum agrees that fewer meetings are appropriate) to deliver the objectives of the Forum
10. Held at the airport, online or at appropriate locations as may be required. The Forum is to be chaired by London City Airport and an agenda and relevant documentation are to be circulated in advance of each meeting
11. Working Groups shall be established as required (with the agreement of the Transport Forum Chair) and report back to the Forum on progress made in delivering the defined scopes and outputs. In particular, a Working Group or Programme Review Board will be established comprising London City Airport, London Borough of Newham and Transport for London (and other relevant stakeholders as appropriate) to review proposals, costs and implementation programmes for STF Priority Projects
12. Membership of the Forum should include the following organisations:
    * London City Airport (to include Infrastructure/Strategy, Communications and Operational representatives) (Forum Chair)
    * London Borough of Newham (Senior Transport Planner, Principal Aviation Officer)
    * Transport for London (to include Strategy and Communications representatives, others invited as required, for example Bus, river access, etc)
    * Greater London Authority (Principal Policy Adviser)
    * London Chamber of Commerce (Policy Lead with responsibility for transport)
    * Transport Operator representation – DLR as primary mode, Crossrail to ensure awareness of ongoing activity, Airport Taxi Coordinator
    * Airline representative
    * Local representatives
    * Other organisations as may be appropriate
13. As appropriate other stakeholders will be invited to attend the Forum itself or to become involved in a Working Group
14. **Sustainable Transport Fund**

The Forum will play an important role in relation to the Sustainable Transport Fund (STF). STF funds will be allocated towards surface access projects which contribute to the airport achieving its mode share targets; reduce the impact of private car journeys; decrease carbon and pollution emissions; and encourage the use of sustainable modes of transport.

Through the Working Group / Programme Review Board referred to at paragraph 3(c) above, London City Airport, the Council and TfL shall consider:

* + 1. the level and sufficiency of funding to be allocated to any STF Priority Project;
    2. calculation of likely costs of delivery of any STF Priority Project including design costs (inclusive of any abortive costs);
    3. the timing of the allocation of the STF monies taking into account the timetable for project delivery of any STF Priority Project; and
    4. the overall feasibility of each STF Priority Project

and the work of the Working Group / Programme Review Board will inform the recommendations to be made by the Forum in relation to STF Priority Projects and the allocation of STF funding

At the meetings the Forum will:

1. Review the initial STF Priority Projects as identified in the S106 Agreement for the allocation of STF funding;
2. Review any further proposed STF Priority Projects identified by London City Airport, the London Borough of Newham or Transport of London for the allocation of STF funding from time to time;
3. Make recommendations to London City Airport as to STF Priority Projects and the allocation of STF funding;
4. Review and monitor the allocation of STF funds and the effectiveness of the measures funded by the STF in terms of meeting relevant targets and value for money; and
5. Review unspent STF funds and provide recommendations as to allocation of such funds.

London City Airport, through the Forum Chair, will retain discretion as to the allocation of STF funds, informed by the Forum’s advice and recommendations.

1. **Reporting**

The Forum shall produce an annual report that shall include:

1. A Summary of the activities of the forum
2. Monitoring of mode share achievements for passengers and employees
3. Details of current transport initiatives and their funding
4. Details of future transport initiatives and their proposed funding
5. Details of the allocation of STF funds for the past year (including the STF Priority Projects funded), the effectiveness of the STF Priority Projects in meeting the relevant targets, the STF Priority Projects identified for the next year and the allocation of any unspent funds