

Step	Date	Activity
1A	17 May 2019	Draft Statement of Need submitted to the CAA
1A	17 June 2019	Assessment meeting between EMA and CAA
1A	28 June	Statement of Need uploaded to CAA portal
1B	10 th August	Castle Donington Farmers Market – community outreach event
1B	6 September	'Be Part of the Conversation' document published on dedicated webpage and link to Online portal launched
1B	6 September	Stakeholder invitation emails sent
1B	7 September	Diseworth Show – community outreach event
1B	13 September	ICC MENT meeting
1B	14 September	Melbourne Art Festival – community outreach event
1B	16 September	YouGov Focus Group 1 – General Public, North East
1B	16 September	YouGov Focus Group 2 – General Public, North West
1B	17 September	YouGov Focus Group 3 – General Public, South East
1B	17 September	YouGov Focus Group 4 – General Public, South West
1B	18 September	YouGov Focus Group 5 – Aviation Representatives
1B	18 September	YouGov Focus Groups 6 – ICC Members
1B	19 September	YouGov Focus Group 7 – Business, Local Government and Environment East
1B	19 September	YouGov Focus Group 8 – Business, Local Government and Environment West
1B	19 September	Parish Council Forum
1B	20 September	Stakeholder reminder emails sent
1B	23 September	EMA Colleague Forums begun – Internal engagement
1B	27 September	YouGov 'top-up' interviews with Business, Local Government and Environment
1B	27 September	Stakeholder invitation emails sent to focus group invitees who had not attended so they could complete Online Portal
1B	30 September	Stakeholder reminder emails sent
1B	1 October	YouGov 'top-up' interviews with Business, Local Government and Environment
1B	2 October	YouGov 'top-up' interviews with Aviation Representatives
1B	3 October	YouGov 'top-up' interviews with Aviation Representatives
1B	7 October	YouGov 'top-up' interviews with Aviation Representatives
1B	7 October	Online Portal closed, results downloaded and sent to YouGov for analysis
1B	11 October	Independent Consultative Committee meeting
1B	14 October	EMA Colleague Forums finished – Internal engagement
1B	22 October	EMA Transport Forum
1B	28 October	Phase two stakeholder workshop to share views on draft Design Principles
1B	30 October	Stakeholder Reference Group introductory meeting