

# Air Travel Insolvency Protection Advisory Committee (ATIPAC)

## Seeking Independent Panel Chair

£650 day-rate (inc. WTD)

4 year appointment

The Air Travel Insolvency Protection Advisory Committee is an expert advisory group established by the Secretary of State for Transport to advise the Civil Aviation Authority (CAA), the Trustees of the Air Travel Trust (the fund behind the ATOL scheme), the Secretary of State for Transport (and other Secretaries of State, as appropriate) on the arrangements for the financial protection of air travellers and customers of air travel organisers. Members of the Committee are formally appointed by the Chief Executive of the CAA, however, applications will be reviewed by the current ATIPAC Chair, who is independent, and officials at the Department for Transport. Employment is via Reed.

We are seeking to assemble a Committee with a balance of skills, knowledge and breadth of experience to reflect the diversity of the air travel sector and consumers. In particular, we are looking for an independent Chair who is committed to helping to shape the landscape for the financial protection of air travellers and customers of air travel organisers. Candidates for Chair should not be currently employed directly by a travel industry company or association. But they may be acting in an advisory capacity to companies in related sectors (for example in the areas of finance, insolvency, management consultancy). We welcome applications from all areas of society and want the Committee to be representative of UK society as a whole. This will enable the Committee to be an effective and strategic source of expertise whilst the Government and the CAA develop initiatives for the financial protection of air travellers.

You would chair ATIPAC's four half-day Committee meetings per year, which are currently held in London. Secretariat support is provided by the CAA, and you would work with the Secretary on planning the agendas and finalising the minutes of meetings.

The responsibilities of the Chair's role are naturally broader and deeper than those of Committee members and will include:

- leading in developing the Committee's future priorities;
- preparing the Annual Report for submission to the Secretary of State;
- drafting/editing other consultation responses when required;
- being actively involved in recruitment of new members when needed; and
- representing the Committee at meetings with the CAA, Trustees of the Air Travel Trust and Department for Transport.

In addition, the Chair may be required to take part in sub-group meetings and present findings/outcomes to the wider group. The Chair is expected to be an expert in their professional field and be able to bring their expertise to the Committee for the benefit of all members.

It is envisaged that the Chair's role will equate to around 10 days per annum, including the four half-day Committee meetings.

### Skills required

It is **essential** that candidates should be able to demonstrate **all** of the skills below as a minimum:

- a proven track record of chairing high-profile multi-disciplinary committees;
- leadership skills within a Committee structure, representing a Committee to external stakeholders;
- preparing reports for high-level recipients;
- the ability to listen and challenge in a constructive manner, providing an objective and impartial point of view;
- the ability to work collaboratively with other experts in a multi-disciplinary group and the ability to take account of different perspectives as part of a collegiate approach;

- the ability to analyse and evaluate complex information, including qualitative and quantitative research and market data, in order to form fair, balanced and proportionate views based on evidence and reasoned argument; and
- to the extent that candidates are not already familiar with the arrangements for the financial protection of air travellers and customers of air travel organisers, the ability to demonstrate a track record of being able to engage with and understand complex legal and technical issues in an equivalent setting (e.g. another regulated sector).

#### Experience and knowledge

In addition to the above essential skills, we are looking for candidates who are able to demonstrate current, relevant, expert knowledge and experience gained in **one or more** of the areas below:

- the travel industry, in particular travel agents, tour operators, third party protection arrangers and airlines;
- the professional advisory sector, for example in areas of finance, insolvency, management consultancy, insurance, marketing or sales etc;
- travel and/or consumer finance; and
- consumer protection, for example consumer policy, consumer advocacy, etc.

The CAA expects its independent panels, including the Committee, to be inclusive and represent a diverse range of views and backgrounds and this is something we will consider as part of the recruitment process. Applicants must be UK-based and, if appointed, will be required to declare any conflicts of interest. They will also be required to complete a Diversity & Inclusion declaration.

Full details are included in the Candidate Pack available here: [ATIPAC Application pack | Civil Aviation Authority](#).

*Closing Date:* 31 January 2025

*Interview Date:* Monday 17 March 2025

*Committed to Equality of Opportunity.*