



# Aviation Security Service

*Kaiwhakamaru Rererangi*

## TRAINING WORKSHOP BULLETIN



## **RISK MANAGEMENT WORKSHOP**

(Auckland, New Zealand 11 – 14 June 2019)

1. **SCHEDULE/LOCATION / PURPOSE AND OBJECTIVES OF THE TRAINING**
  - 1.1 The opening session of the Risk Management Workshop will be held at 0900 hours on Tuesday 11 June 2019, First Floor of the Auckland Aviation Security Service Training Centre. The duration of the course is 4 days. The course will finish at approximately 3.30pm on Friday 14 June 2019.
  - 1.2 The Auckland ICAO Aviation Security Service Training Centre is located at 60 Aintree Avenue, Airport Oaks (Auckland International Airport Business Park). It is about 3 ½ Km away from the Auckland International Airport and about 0.5 Km from the Sudima Auckland Airport Hotel, which is the hotel recommended for course participants (refer page 5 of this bulletin for reservation details for the Sudima Auckland Airport Hotel). For information about other local hotel accommodation options please refer to the separate brochure sent with this bulletin.
  - 1.3 The workshop will be conducted in English. All participants should be fluent in English as there are no translation or interpretation facilities.
  - 1.4 Workshop purpose: This four-day interactive workshop is designed for aviation security management personnel and focuses on risk management as it applies to protecting civil aviation against acts of unlawful interference. Enhancing risk awareness and response is a priority area within the ICAO Global Aviation Security Plan (GASeP), and delivering the Risk Management Workshop is a key to its successful implementation.
  - 1.5 The objectives of the Risk Management Workshop are to provide participants with:
    - Opportunity to assess risk through the identification and evaluation of threats, consequences and vulnerability;
    - Exposure to guidance material incorporated in the ICAO Global Risk Context Statement
    - Provision of skills necessary to apply risk management methodology when determining the appropriate level of security measures to be implemented



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- 1.6 Target Audience for attendance: Nominees should be directly involved in the assessment or management of threats, vulnerabilities and/or risk on behalf of their State, which includes but not limited to the appropriate authority for aviation security, National Police, Intelligence Services, or, airports, airlines and other aviation security stakeholders.

## 2 Transport, Registration of Participants and Any Special Dietary Requirements

- 2.1 Transport to the training venue and return will be arranged upon your advising our Auckland ICAO Course Administration Officer, Ms Sharon Simpson, of the local hotel you are staying at.

The Auckland ICAO Course Administration Officer contact details as follows:

E-mail: [aintree.reception@avsec.govt.nz](mailto:aintree.reception@avsec.govt.nz)

Tel: +64 (9) 255 6030 Fax: +64 (9) 255 1812

- 2.2 Participants are requested to register at the registration desk on the first floor of the Training Centre from between 0830 and 0845 hours on the opening day of the workshop. Participants are also requested to wear the identification badge, which will be issued to them, when attending the training and other official functions. The dress code for the course is smart attire.

- 2.3 If you have any special dietary requirements e.g. require Halal or vegetarian lunch, please do advise the ASTC Administration Officer, Ms Sharon Simpson, by emailing [aintree.reception@avsec.govt.nz](mailto:aintree.reception@avsec.govt.nz) **prior to your attendance on the workshop.**

- 2.4 Please note that airfares, hotel accommodation and miscellaneous expenses are the responsibility of the participant's State organisation / administration. Participants should also have medical insurance to cover any costs for possible illness or accident whilst in New Zealand.

## 3 Payment of Workshop Fee

- 3.1 The basic course fee per participant (to cover basic administrative costs) is US\$400.00. This is payable in the local currency (New Zealand Dollars) – the NZ\$ fee will be calculated using the international exchange rate on the day the workshop is confirmed.

- 3.2 Upon confirmation of attendance at the Risk Management Workshop, each participant will be issued an invoice for course fee payment. Please notify the ASTC Administration Officer Ms Sharon Simpson of the method you will use to pay the course fee - as outlined in section 4 of this document.



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- 3.3 **Please note:** If paying on the day of course registration (11 June 2019) the ASTC can accept either a bank draft as outlined below or cash **in NZ dollars only**. **We do not have the facility at the ASTC for credit card transactions or foreign currency exchange.**

## 4. METHOD OF WORKSHOP FEE PAYMENTS:

- 4.1 Payment by Direct Credit into our Bank Account prior to commencement of the course.

If paying by TT please be aware of the NZ\$27 bank fee - this extra \$27.00 is to cover the cost of the bank fee relating to the TT transaction and is payable to the bank.

When paying by TT the Payer is responsible for payment of all Bank fees relating to the transaction. **Please allow for the cost of these fees as mentioned above.** The Aviation Security Service is to receive into their Bank Account the full deposit of the workshop fee per participant

- 4.2 Workshop fees paid via direct credit must be deposited **prior** to Tuesday 11 June 2019. On Tuesday 11 June 2019, the Workshop Manager will be notified of deposits received and receipts will be issued to participants during course registration.

- 4.3 Aviation Security Service Finance section is to be advised of incoming funds by either faxing notification to fax number 64 04 4952432 or by email [finance@avsec.govt.nz](mailto:finance@avsec.govt.nz)  
Bank Account details for those wishing to pay by TT to Bank Account:

Bank:	Westpac
Branch:	210 High Street, Lower Hutt, New Zealand
SWIFT Code:	WPACNZ2W
Bank & Branch code:	03 0531
Account Number:	0418561 00
Account Name:	Aviation Security Service

- 4.4 Payment by Bank Draft:

Drafts are to be issued in **New Zealand Dollar currency amount advised upon workshop confirmation** (equivalent to US\$400 using international exchange rate on day of workshop confirmation) for the course fee per participant.

Our Bank will only accept a bank draft in the name of:

**Aviation Security Service or Civil Aviation Authority of NZ Aviation Security Service**

If posting the bank draft, please post to the following address:



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Aviation Security Service Auckland ICAO ASTC

PO Box 53008  
Auckland International Airport  
Auckland 2150  
New Zealand

## 5. HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE

5.1 The Auckland ASTC recommends the Sudima Auckland Airport Hotel for course participants due to the convenient location to the ASTC. If you choose to stay at the Sudima Auckland Airport Hotel, participants may contact the hotel directly by telephone/fax/e-mail for reservations. The ASTC Administration Officer Ms Sharon Simpson would be happy to assist participants in making hotel reservations, if required.

5.2 If making a reservation at the **SUDIMA AUCKLAND AIRPORT HOTEL**, participants should quote that the booking is for **Avsec Training** in order to get the special room rates as follows:

<b>Superior rooms</b>	<b>\$175.00 incl 15% GST</b>
<b>Executive rooms</b>	<b>\$205.00 incl 15% GST</b>

Contact details of the hotel are:

Location Address:  
18 Airpark Drive,  
Mangere  
Auckland 2020

Email: [reservations@sudimaauckland.co.nz](mailto:reservations@sudimaauckland.co.nz)  
Phone: +64 9 551 8888, Fax: +64 9 257 1484

[www.sudimahotels.com/locations/auckland-airport/](http://www.sudimahotels.com/locations/auckland-airport/)

5.3 Information on alternative hotel accommodation in the vicinity of the Auckland ASTC can be found in a separate document sent with this workshop bulletin

5.4 For passengers departing on international flights. Participants are requested to ensure that their return bookings are confirmed as required

## 6. SOME USEFUL TRAVEL INFORMATION

6.1 **Passport** - All foreign nationals entering New Zealand must possess valid passports or other valid documents for travel, valid for six months beyond the expected time of departure from New Zealand.



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- 6.2 **Visas** - Participants from some countries are not required to obtain visas for a temporary visit not exceeding 30 days. To ascertain whether you are required to obtain a visa, participants can obtain information on entry requirements by accessing the following web page:

<http://www.immigration.govt.nz/migrant/stream/visit/>

For participants who require a visa to enter New Zealand, NZ Immigration Service requires 6 weeks to process the visa application. Upon receipt of your course confirmation letter, it is strongly recommended that you complete your visa application online (using the link located on the above listed website), in order to be able to obtain the visa in time for course attendance.

- 6.3 **Biosecurity** - Please refrain from bringing the following items into New Zealand, as you will receive significant fines from the NZ Ministry of Primary Industries (MPI):
- a) Straw items (such as souvenir dolls).
  - b) Animal products (such as seashells, feather items).
  - c) Wooden items (such as masks, drums).
  - d) Plant material (such as seeds, dried flowers).
  - e) Food items (such as fruit, honey).

- 6.4 Information on alternative hotel accommodation in the vicinity of the Auckland ICAO ASTC can be found in a separate document sent with this course bulletin

- 6.5 For passengers departing on international flights. Participants are requested to ensure that their return bookings are confirmed as required

## 7. CURRENCY, Credit Cards and Banking Services

- 7.1 The unit of currency in New Zealand is the New Zealand dollar.

- 7.2 International credit cards such as American Express, Diners Club, Visa, MasterCard are usually accepted at major hotels, department stores and restaurants.

- 7.3 All commercial banks and moneychangers exchange all major foreign currencies and are normally open from 0930 – 1630 hours from Monday through to Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and major suburban shopping malls. They are also open on Saturdays, Sundays and Public Holidays.



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## 8. Other Useful Information

- 8.1 **Time** – the time in New Zealand is 12 hours ahead of Greenwich Mean Time.
- 8.2 **New Zealand Weather** - New Zealand's summer falls Dec – Feb, autumn falls Mar – May, winter falls June – Aug and spring falls Sept – Nov. Day temperatures in Auckland during mid-June range between a low of 12 degrees Celsius and a high of 16 degrees Celsius. The temperature of the Training Centre sits at 20 degrees Celsius.
- 8.3 **Shopping and Dining** - most shops are open seven days a week. For dining various cuisines are available. We will endeavour to give you advice on dining facilities to suit all tastes and budgets.
- 8.4 **Tap Water** - tap water in New Zealand is perfectly safe to drink; however, bottled water is available for those who prefer it.

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