



Aviation Security Service

Kaiwhakamaru Rererangi

TRAINING WORKSHOP BULLETIN



VIRTUAL SECURITY CULTURE WORKSHOP (ON-LINE)

(4 – 8 April 2022 hosted by Auckland Aviation Security Training Centre)

1. **SCHEDULE/LOCATION OF THE TRAINING**
 - 1.1 The Virtual Security Culture Workshop hosted by the Auckland Aviation Security Training Centre (ASTC) is an on-line workshop conducted virtually using Microsoft Teams platform. The duration of the Security Culture online workshop is five (5) days. The opening session will commence NZT 10am on Monday 4 April 2022 and finish at approximately NZT 4.30pm on Friday 8 April 2022
 - 1.2 The time in New Zealand is 12 hours ahead of Greenwich Mean Time (GMT) – please take this into account for your online attendance
 - 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 Each participant is able to participate at the virtual workshop from their own country of location. Participants will require a computer with stable internet access in order to participate online. The recommended web-browsers are Microsoft Edge (Chromium based) – one of the three most recent versions; or, Google Chrome – one of the three most recent versions.
 - 1.5 Target Audience - recognizing that a strong security culture must be developed from the top management across and within every organisation, nominees attending this Security Culture workshop should be those responsible for the development and implementation of security culture and security measures, and they may include but not be limited to personnel from the middle and senior management of the appropriate authority for aviation security, police and intelligence services, airport and airline operators, and other aviation security stakeholders
 - 1.6 Purpose of the Security Culture Risk Workshop:
 - The development of security culture and human capability is one of the key priority outcomes of the ICAO Global Aviation Security Plan (GASeP).
 - The promotion of effective security culture is critical to achieve good security outcomes and the existence of a well-trained, motivated and professional work force is a critical prerequisite for effective aviation security.



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- The Security Culture Workshop focuses on interactive exercises that enable the participants to learn how to develop, implement and maintain robust and positive security culture within their organisation

1.7 The Auckland ASTC Course / Workshop Administration Officer contact details as follows

Ms Sharon Simpson:

E-mail: aintree.reception@avsec.govt.nz

Tel: +64 (9) 255 6030

2. REGISTRATION OF PARTICIPANTS

2.1 Participants confirmed for online attendance at the Security Culture Workshop will receive a Microsoft Teams link invitation and instructions for joining the virtual workshop **two weeks prior** to the commencement date of the workshop. Confirmed participants will also be sent the **MS Teams Virtual Classroom Workshop: Guide for Participants**. It is strongly recommended that participants familiarise themselves with this guidance material before the workshop commences.

3. PAYMENT OF COURSE FEES

The basic workshop fee per participant (to cover administrative costs) is **NZ\$722.00**. Please note that participants who reside outside of New Zealand attending this virtual workshop are not subject to NZ Goods & Services Tax (GST).

Upon confirmation of attendance at the Virtual Security Culture Workshop, each participant will be issued an invoice for the workshop fee payment.

4. METHOD OF WORKSHOP FEE PAYMENTS: Payment by Direct Credit (Telegraphic Transfer -TT) into the Aviation Security Service (NZ) Bank Account prior to commencement of the workshop.

4.1 Please note there is a NZ\$27.00 bank fee (payable to the bank) for TT payments.

4.2 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 of **NZ\$722.00** per participant.



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4.3 Workshop fees paid via direct credit must be paid **prior** to Monday 4 April 2022. On Monday 4 April 2022 the Workshop Manager will be notified of workshop fee deposits received and receipts will be emailed to participants by Tuesday 5 April 2022

4.4 Aviation Security Service Finance section is to be advised of incoming funds by email to: finance@avsec.govt.nz

Bank Account details for payment by TT to Avsec 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

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