



International
Civil Aviation
Organization

Organisation
de l'aviation civile
internationale

Organización
de Aviación Civil
Internacional

Международная
организация
гражданской
авиации

منظمة الطيران
المدني الدولي

国际民用
航空组织

Ref.: T 13/4.2.1 (2011) – AP164/10(AVSEC)

1 November 2010

Subject: Aviation Security (AVSEC) National Inspectors Course
ASTC Auckland, New Zealand, 23 February to 3 March 2011

Action required: Reply by 7 January 2011

Sir / Madam,

As part of the proactive position adopted by ICAO to strengthen aviation security worldwide, a comprehensive Plan of Action has been developed. This Plan has been approved by the ICAO Council with the highest priority; however, its success requires an intensive and continuous commitment from Contracting States to ensure the achievement of concrete results within an acceptable time-frame. An important component of the Plan of Action relates to training activities, which are designed to assist States in remedying Annex 17—*Security* deficiencies.

I wish to inform you that an Aviation Security (AVSEC) National Inspectors Course will be held at the ICAO Regional Training Centre, Auckland, New Zealand, from 23 February to 3 March 2011.

The course has been developed to provide aviation security personnel with the knowledge and skills to enable them to plan, coordinate and conduct quality control measures within their States' airports utilizing Annex 17—*Security* and ICAO methodology in accordance with approved programmes. **Candidates at the senior to middle management level within a State's authority charged with approval and/or quality control duties and who are also experienced in operational aviation security (AVSEC) matters will be given first priority for this training activity.** Furthermore, it is desirable that candidates should have already attended a specialized AVSEC training activity such as the Management Course or the National Quality Control Programme Workshop.

The course requires students to successfully pass a mastery examination based on ICAO Annex 17, the *Security Manual for Safeguarding Civil Aviation Against Acts of Unlawful Interference* (Doc 8973 Restricted) and materials presented during the course. As this is a "Pass/Fail" course, students must successfully pass the mastery examination in order to receive a Certificate of Completion. All others shall receive a Certificate of Attendance.

.../2

The working language of the course will be English, with no translation or interpretation facilities.

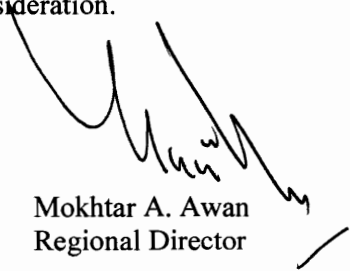
It is intended to charge participants an administration fee of US\$800 (equivalent to New Zealand Dollars 1,046) to cover the basic administration costs of the course. In addition, airfare, hotel and miscellaneous expenses, will be met by your administration.

Please be advised that your nominees should be medically fit and should either have medical insurance or medical coverage from your government to meet expenses, if any, towards sickness or a medical emergency during the above programme. ICAO takes no responsibility to meet expenses in this regard.

You are invited to nominate suitable candidates to attend this course on the enclosed nomination form, using one form per candidate. A **maximum of two nominees** from your State may be selected for this event. Any additional nominations will be placed on a "stand-by" list until all interested States' nominations are received. Once the closing date for nominations has been reached, a review of stand-by nominations will be made if additional seats in the course are available. Candidates from the State's appropriate authority will be given first preference for this course.

Nominations should reach this office by **7 January 2011**. For administrative reasons, please be advised that the closing date for nominations will be strictly adhered to. All nomination forms must be fully completed and include the signature of the authorizing authority. Additionally, nomination forms that are not properly completed may result in the candidate not being selected for training. Selection of participants will be undertaken on the basis of qualifications and experience and successful candidates will be notified accordingly. Once selections have been made, should a State wish to withdraw from a course, ICAO and the ASTC must be notified within a reasonable time-frame. Furthermore, any participant who attends training without having been properly nominated and accepted, or who does not attend the entire course, shall not receive a certificate at the end of the training event.

Accept, Sir/Madam, the assurances of my highest consideration.



Mokhtar A. Awan
Regional Director

Enclosure:

- Nomination form
- Course Bulletin

2. **AVSEC training courses completed:** (local, regional or international)

Title of course

Year

Nominee's statement

I (*name*) _____ undertake to:

1. conduct myself at all times in a professional manner in keeping with my status as a participant in this training activity;
2. refrain from engaging in political, commercial or other activity detrimental to the host country or ICAO; and
3. participate fully in the training activity, including group discussions, exercises and homework assignments

I hereby acknowledge that:

1. I am capable of writing and speaking in the language in which the training activity will be conducted; and
2. all information I have provided is true and correct.

Nominee's Signature: _____ Date: _____

PART 2 (PLEASE PRINT)

Sponsoring Organization: _____ nominates:

_____ to attend the above mentioned.

(Surname) (First name) (Middle name)

ICAO sponsored training activity and in doing so, certifies that:

1. all information provided in this application is verifiable upon request;
2. it will be responsible for costs associated with transport to and from the training activity, lodging, any meals not provided by the Aviation Security Training Centre (ASTC), and other incidental costs;
3. the nominee is medically fit and in possession of medical insurance coverage for any sickness or medical emergency that may arise during the above training activity;
4. the nominee meets any prerequisite for this training activity and/or is part of the "target" population sought by ICAO, as outlined in the invitation letter;
5. the nominee is currently, or will be within the next 90 days, assigned to a position that reflects the objectives of the training activity; and
6. the nominee will arrive for the beginning of the training activity and will be available for the entire event.

(Signature of authorizing authority)

(Printed name of authorizing authority)

(Title of authorizing authority)

(Date)

AFFIX OFFICIAL SEAL OR STAMP



ICAO NATIONAL INSPECTORS COURSE
(Auckland, New Zealand 23 February - 3 March 2011)

TRAINING BULLETIN

1. **SCHEDULE/LOCATION OF THE TRAINING**
- 1.1 The opening session of the training course will be held at 0900 hours on Wednesday 23 February 2011, First Floor of the Aviation Security Service, Training Centre. The duration of the course is 7 days. The course will finish on Thursday 3 March 2011.
- 1.2 The workshop will be conducted in English, and all participants must be fluent in that language.
- 1.3 The National Inspectors course provides trainees with theoretical and practical knowledge of fundamental aspects of the audits and inspections as part of a national quality control system. Trainees are provided with a standard methodology as well as specific techniques.
- 1.4 There is a final exam with a **prerequisite pass mark of 80%**. Trainees who achieve this mark will receive a course certificate of completion. Those who do not attain 80% in the final exam will receive a certificate of attendance. The course is concluded by an exercise conducted at the airport
- 1.5 The 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 Holiday Inn Auckland Airport, the hotel recommended for course participants (refer page 4 of this bulletin for reservation details for the Holiday Inn Auckland Airport).
- 1.6 Transport to the training venue and return will be arranged upon your advising our Auckland ICAO Course Administration Assistant, Mrs Victoria Usu, of the local hotel you are staying at. The Auckland ICAO Course Administration Assistant contact details as follows:
Tel: +64 (9) 255 6030 Fax: +64 (9) 255 1812 E-mail: victoria.usu@avsec.govt.nz
- 1.7 **Please note: Participants are encouraged (where possible) to bring a laptop computer with them to the course. Familiarity with ICAO documents 8973 and Annex 17 is advisable**

2. **REGISTRATION OF PARTICIPANTS AND ANY SPECIAL DIETARY REQUIREMENTS**

2.1 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.

2.2 If you have any special dietary requirements e.g. require a vegetarian lunch, please do advise the Administration Assistant Mrs Victoria Usu, by emailing victoria.usu@avsec.govt.nz prior to your attendance on the course.

3. **PAYMENT OF COURSE FEES**

3.1 The basic course fee per participant (to cover administrative costs) is **NZ\$1046.00 (equivalent to US\$800.00)**. **Please note:** If paying on the day of course registration (23 February 2011) 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.

3.2 **Method of Course fee payments:**

By Direct Credit into our Bank Account prior to commencement of the course:

If paying by TT **the amount to pay will be NZ\$1071.00** - this extra \$25.00 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.**

Aviation Security Service is to receive into their Bank Account the full deposit of the course fee per participant (NZ\$1046.00).

Funds must be deposited **prior** to Wednesday 23 February 2011. On Wednesday 23 February 2011 the Course Manager will be notified of deposits received and receipts issued prior to course registration.

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

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 and Branch code: 03 0531
Account Number: 0418561 00

Account Name: Aviation Security Service

By Bank Draft:

Drafts are to be issued in **New Zealand Dollar currency amount (NZ\$1046.00) 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:

**Aviation Security Service
Auckland ICAO ASTC
PO Box 53008
Auckland International Airport
Auckland 2150
New Zealand**

4. **SOME USEFUL TRAVEL INFORMATION**

4.1 ***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.

4.2 ***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 should contact the local NZ Embassy in their region, or obtain information on entry requirements by accessing the web page www.immigration.govt.nz/visit

For participants requiring visas 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 contact the NZ Embassy in your region immediately to commence the visa application process, in order to be able to obtain the visa in time for course attendance.

4.3 ***Ministry of Agriculture and Fisheries***

Please refrain from bringing the following items into New Zealand, as you will receive significant fines from the Ministry of Agriculture and Fisheries:

- a) Straw items (such as souvenir dolls).
- b) Animal products (such as sea shells, feather items).
- c) Wooden items (such as masks, drums).
- d) Plant material (such as seeds, dried flowers).
- e) Food items (such as fruit, honey).

5. **HOTEL RESERVATIONS, ARRIVAL AND DEPARTURE**

5.1 If you choose to stay at the Holiday Inn Auckland Airport participants may contact the hotel directly by telephone/fax/e-mail for reservation. The ICAO Administration Assistant would be happy to assist participants in making hotel reservations, if required. **If making a reservation at the Holiday Inn Auckland Airport, participants should mention that they are attending the Avsec ICAO training course to get the special room rate of NZ\$135, including taxes(12.5%), per night.** Contact details of the hotel are:

Tel: +64 (9) 275 1059
Fax: +64 (9) 275 7884
Website: www.holidayinn.co.nz

5.2 There is a hotel shuttle bus will take you from the airport to the Holiday Inn Auckland Airport upon your arrival in NZ and return on departure. This costs NZ\$5.00

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

6. **Currency, Credit Cards and Banking Services**

6.1 The unit of currency in New Zealand is the New Zealand dollar.

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

6.3 All commercial banks and moneychangers exchange major foreign currencies and are normally open from 0930 to 1630 hours from Monday through Friday. Foreign exchange kiosks operated by various commercial banks are located at several places in the city and are also open during Saturdays and Sunday and on public holidays, from 1000 to 2000 hours. To change travellers' cheques you are required to show your passport.

7. **Other Useful Information**

7.1 ***Time***

The time in New Zealand is 12 hours ahead of Greenwich Mean Time.

7.2 ***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 late February – early March range between a low of 22 degrees Celsius and a high of 26 degrees Celsius. The temperature of the Training Centre sits at 20 degrees Celsius.

7.3 ***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.

7.4 ***Tap Water***

Tap water in New Zealand is perfectly safe to drink; however, bottled water is available for those who prefer it.