



**PLEASE PASS ON TO
PERSON RESPONSIBLE
FOR COVENANT
COMPLIANCE**

Advanced Manufacturing Centre

WRITING YOUR COMPANY'S NATIONAL PACKAGING COVENANT ACTION PLAN

A HALF-DAY WORKSHOP

MELBOURNE

**March 6, 2003
8.30am – 12.30 pm
Curzon Room
Rydges Hotel
Flemington Rd
North Melbourne**

SYDNEY

**March 6, 2003
8.30am – 12.30 pm
Room 9A
Locomotive Workshop
Australian Technology Park
Eveleigh**

As a signatory to the National Packaging Covenant your company has a limited time in which to submit an ACTION PLAN outlining your company's Covenant commitments.

The Advanced Manufacturing Centre is offering a half-day workshop aimed at simplifying the process of Action Plan development.

The workshop is aimed at company representatives responsible for Action Plan development – and will get participants well on their way to completing this process.

SESSION OUTCOMES:

As a participant you will leave with:

- **A structured approach to completing your action plan**
- **A package of the background materials you need to develop your action plan**

The Advanced Manufacturing Centre

The AMC is an organisation set up at the Australian Technology Park to address the needs of small to medium enterprises. It is linked into a national technology source and diffusion network aimed at improving industry access to technology and technical advice – thereby improving Australia's manufacturing competitiveness. Please check our website:

www.amc-atp.com

- A good understanding of what is required in an Action Plan, and an idea of what an acceptable Action Plan looks like

And for your own Action Plan you will develop:

- A list of action items you could include in your plan
- Knowledge on how to manage the process in your company

SESSION APPROACH AND CONTENT

We aim to work together as a group to see how we can simplify what you need to do to develop an Action Plan, and work together to develop ideas on what we can include in Action Plans. We will:

- Quickly review the National Packaging Covenant
- Present a simple model for the overall structure of an Action Plan
- Discuss the key elements of an Action Plan
- Review examples of other companies' Action Plans and what we can learn from them
- As a group, we will develop a list of items that could fit into a plan
- Then for your company, you will develop the list of action items that could suit your business
- Finally we will review the people issues in making the Covenant work, and you will develop a list of who you need to involve in each stage of developing and implementing the Action Plan in your company

YOUR PRESENTERS:

Your program is being run by the Advanced Manufacturing Centre which has already facilitated Covenant Workshops for specific industry sectors. This workshop is based on that successful model.

It will be run by Mr Gerard van Rijswijk OR Mr Martin Drerup who have been involved with the Covenant and its negotiation since 1996

Attendance will be limited to ensure individual attention

MELBOURNE	SYDNEY
March 6, 2003	March 6, 2003
8.30am – 12.30pm	8.30am – 12.30pm
Curzon Room	Room 9A
Rydges Hotel	Locomotive Workshop
Flemington Road	Aust Technology Park
North Melbourne	Eveleigh
Price:	\$330.00/person (GST Inclusive)



**FAX BACK REGISTRATION FORM
and TAX INVOICE***

ACTION PLAN WRITING WORKSHOP

**To register for this workshop please complete this form and fax
or email back to Kristina Cooke at AMC**

Fax: 02 92094470 email: k.cooke@amc.atp.com.au

Company: _____

Address: _____

Contact Name: _____ Email: _____

Phone: _____ Fax: _____

Please register the following people for the National Packaging Covenant Action Plan WRITING
Workshop

MELBOURNE (March 6, 2003)

SYDNEY (March 6, 2003)

People registered @ \$330.00 (Inc GST) per person \$ _____

**PLEASE SEND A COPY OF THIS INVOICE WITH A CHEQUE FOR THE ABOVE
AMOUNT TO AMC AT THE ADDRESS GIVEN BELOW**

For further information please phone Kristina Cooke – Ph: 02 9209 4051

**PLEASE FAX US IF YOU CAN'T ATTEND EITHER OF THESE WORKSHOPS
BUT WOULD LIKE TO ARRANGE AN IN-HOUSE SESSION**

**Advanced Manufacturing Centre - ABN 15 092 808 850
Suite G12/Bay 7, Locomotive Workshop, Australian Technology
Park, Eveleigh NSW 2015**

***This becomes a Tax Invoice once completed by the applicant**