



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

Advanced Manufacturing Centre

***NATIONAL PACKAGING COVENANT
ACTION PLAN REPORTING –
Preparing your First Year Report and
Second Year Action Plan***

A HALF-DAY WORKSHOP

MELBOURNE

March 6, 2003
1.00pm – 5.00pm
Curzon Room
Rydges Hotel
Flemington Road
Melbourne

SYDNEY

March 6, 2003
1.00pm – 5.00pm
Room 9A
Locomotive Workshop
Australian Technology Park
Eveleigh

Are you due to report on your company's first year's Action Plan AND lodge your second year's Action Plan? An Action Plan Report needs to address six elements and your new plan should show continuous improvement.

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

The workshop is aimed at company representatives responsible for Covenant compliance – and will get participants well on their way to completing their first year report and second year plan.

SESSION OUTCOMES:

As a participant you will leave with:

- A structured approach to completing your action plan report and next plan
- A package of the background materials you need

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 the six elements required in an Action Plan report, and an idea of what an acceptable second year Action Plan looks like

And for your own company you will take away:

- Details of what you should include in your first year report
- Knowledge on how to manage the reporting 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 write an Action Plan report, and work together to develop ideas on what we can include in such a report and the second year's Action Plan. We will:

- Quickly review the National Packaging Covenant
- Summarise the structure of an Action Plan
- Discuss key Action Plan reporting requirements and timing
- Review examples of other companies' Action Plan reports
- As a group go through the process of assembling relevant data for an Action Plan report
- Then for your company, you will develop a draft or outline report
- Finally we will outline the progression to subsequent yearly plans using the first plan as a starting point.

YOUR PRESENTERS:

Your program is being run by the Advanced Manufacturing Centre, which has already facilitated Covenant Workshops on Action Plan writing.

It will be run by Mr Gerard van Rijswijk OR Mr Martin Drerup both of whom have been involved with the Covenant and its negotiation since 1996 and who have helped a number of companies through the process of Action Plan development.

Attendance will be limited to ensure individual attention

	MELBOURNE	SYDNEY
Date:	March 6, 2003	March 6, 2003
Time:	1.00pm – 5.00p.m.	1.00pm – 5.00pm.
Venue:	Curzon Room Rydges Hotel Flemington Road North Melbourne	Room 9A Australian Technology Park Cornwallis Street Eveleigh
Price:	\$330.00/person (GST Inclusive)	



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

ACTION PLAN REPORTING 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
REPORTING 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