

CASTLE Cooperation Among SMEs Toward Logistic Excellence

4th Project Manager Group and Steering Group Meeting

Szombathely (Hungary), 21st & 22nd April 2010



DAY 1 - Wednesday 21st April 2010 (09:00 - 21:30)

Venue: Kassai str. 73., Galambos Logistic Ltd., Vép

08:30 Bus at the Hotel Pelikán and travel to the meeting venue

09:00 - 09:15 WELCOME AND OPENING

- Reviewing and agreeing on the meeting agenda for the first day (ITL)
- Review of CASTLE overall Time Plan (ITL)

09:15 - 12:00 COMPONENT 3 - Exchange of experiences (ILIM)

- Detailed presentation of the Regional Forums on logistics status and on the related Policies to be improved by CASTLE in each project Region (ITL/RER, ILIM/WMO, ROC, WRS/KLOK, UNIMB, FCVRE, EAK, PBN), divided in:
 - Structure, vision and action plan of the Forums
 - Policy measures, sub-measures and sub-topics to be addressed in the Forums
- Preliminary discussion on the 2nd meeting of the Regional Forums on Logistics (ALL)
- Second CASTLE Forum meeting (EU Forum) together with LoCC Workshop in October 2010 (together with mid project event) (ALL)
- Best Practices Joint EU survey & site visits - methodology and topics + status (ILIM + PBN + EAK)
- New LoCC start up and site visits: status and next activities (WRS/KLOK)
- Launching the CASTLE award to a set of EU region (ITL + ALL)
- Further technical Q&A and next activities (ALL)

12:00 - 14:00 SITE VISIT AND LUNCH BREAK

- Site visit to Galambos Logistic Ltd
- Lunch at Mad Mex Restaurant in Vép

14:00 - 17:00 COMPONENT 2 - Communication and Dissemination (WRS)

- Status of Local CASTLE leaflets (WRS) and Local dissemination meetings (ALL - together with Regional Forums in Component 3)

- Enlarged Transfer Programme to other EU regions (ITL for ENOLL network, WRS for Open ENLoCC network, RER for LRN, FCVRE for Logisregio and ROC for IRE and CRPM - under WRS coordination): status and planning the next activities.
- Logistics Best Practices book #1 on consolidated BPs (WRS, contents by ILIM)
- Further technical Q&A and next outputs until the next transnational project meeting
 - 3rd thematic EU Newsletter (RER + ALL)
 - Logistics Best Practices book on the EU best practices surveys (ILIM + ALL)
 - Conference in October 2010 and published article (RER)
 - New local CASTLE leaflet (WRS + ALL)
 - Enlarged transfer Programme to other EU regions (mailing list, bilateral meetings) (ALL)

17:00 - 21:30 TRAVEL GUIDE AND DINNER

- Bus at the Galambos Logistic Ltd. and travel to Oszkó for the Travel guide in wine field
- Social dinner in Oszkó

END OF THE FIRST DAY

DAY 2 - Thursday 22nd April 2010 (09:00 - 13:30)

Venue: Deák Ferenc u. 5., Park Hotel Pelikán, Szombathely

09:00 - 09:15 OPENING

- Reviewing and agreeing on the meeting agenda for the second day (ITL)

09:15 - 10:45 COMPONENT 4 - Regional Policy Tool Development (UNIMB)

- Presentation of EU review on tools for SMEs logistics audit (UNIMB)
- Presentation of EU review on policies for automotive supply chain and for automotive clusters SMEs (FCVRE)
- Regional policy tool design and structure (UNIMB)
- Further technical Q&A and next activities (tool testing in particular) (ALL)

10:45 - 11:00 COFFEE BREAK

11:00 - 12:30 COMPONENT 1 - Management and Coordination (ITL)

- Current status of project expenditures, financial-administrative status and Progress Reporting (ITL)
- Eventual Budget shift request preparation (max. 20% of overall project budget) (ALL)
- Further financial and administrative Q&A and next activities (ALL)

12:30 - 12:45 STEERING GROUP MEETING

- Validation of the meeting outcomes (ALL)
- Final approval of all the decisions taken during both the days (ALL)
- Scheduling the next meeting (ALL)

12:45 - 13:30 LUNCH

END OF THE SECOND DAY AND OF THE TRANSNATIONAL MEETING