

FIDIC International Training Programme

# FIDIC CONTRACTS INTENSIVE TRAINING COURSES



## FIDIC EVENTS

International Federation of Consulting Engineers

### **FIDIC Professional Services Agreements (MODULE 0)**

Doha; Mid-2010

### **Practical Use of FIDIC Contracts (MODULE 1)**

Doha; 5-7 April 2010

### **Management of Claims & Dispute Resolution (MODULE 2)**

Doha; 12-14 April 2010

### **Dispute Adjudication Boards (MODULE 3)**

Doha; 11-13 May 2010

### **Management & Administration of FIDIC Contracts (MODULE 4)**

Doha; 28 February 2010 - 2 March 2010

#### **Organised by**

UPM Qatar

#### **in collaboration with**

FIDIC

#### **Information**

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**FIDIC Events**





### **FIDIC Professional Services Agreements**

Understanding how agreements between clients and consultants should be set up (FIDIC Contracts Manual Module 0).

### **Practical Use of FIDIC Contracts**

Providing essential contractual know-how for working on today's international projects (FIDIC Contracts Manual Module 1).

### **Management of Claims and Dispute Resolution**

Ensuring that staff using FIDIC contracts can manage claims and disputes (FIDIC Contracts Manual Module 2).

### **Dispute Adjudication Boards**

Ensuring that professionals understand fully the 21st century's answer to arbitration (FIDIC Contracts Manual Module 3).

### **Management and Administration of FIDIC Contracts**

Ensuring that project staff can manage and administer all aspects of a FIDIC contract (FIDIC Contracts Manual Module 4)



#### **Trainers**

The course tutors are provided by specialist international training suppliers that are accredited by FIDIC.

#### **Course Materials**

Participants will be provided the following materials, in English:

- FIDIC Client/Consultant Model Services Agreement and related agreements and/or FIDIC Construction, Design-Build and EPC/Turnkey Contract /s (depending on the Module)
- Guides to the relevant agreements and contracts
- Course overheads
- Work exercises, case studies and mock DABs

#### **Who Should Attend**

The courses provide the necessary knowledge for professionals from ministries and agencies, private sector employers, consultants and consulting engineers, contractors, quantity surveyors, architects, legal advisers and all involved with the implementation and management of services agreements and works contracts. They are particularly important for those involved in preparing or managing infrastructure projects financed under funds provided by development agencies and the European Union cohesion and structural funds.

#### **Registration Fee**

The registration fee for each course of Qatar Riyal 8,000 (Euro 1,540) includes lunches, refreshments and course materials. There is a reduction of Qatar Riyal 1,000 (Euro 192) for more than one participant from an organisation.

#### **Organisation**

FIDIC-Qatar Contracts Intensive Training Courses are organised by UQPM, Box 1450, Doha, Qatar.

#### **Course Venue**

The FIDIC Contracts Intensive Training Courses held in Doha take place in a centrally located, five-star hotel that has extensive, high-quality accommodation and facilities.

## **FIDIC® Contracts Intensive Training Courses**

FIDIC Contracts Intensive Training Courses take participants over a period of two and one-half days in an organised and structured way through the contents of one of the modules of the FIDIC Contracts Training Manual. Participation is limited to some 35 with one, and sometimes two, trainers providing detailed explanation, courses notes and cases studies and leading in-depth discussions, almost at an individual level.

FIDIC Contracts Intensive Training Courses are to be distinguished from other FIDIC-organised or co-organised training events which also cover the five FIDIC Contracts Manual modules. These other events are courses where 50 to 70 participants work through a structured training programme, and workshops that involve less structured presentations with discussion and analysis, in moderated working groups, of key issues.

FIDIC Contracts Intensive Training Courses are provided by consulting engineers and other construction professionals with extensive international experience. They aim to explain and illustrate the use and management of all aspects of the FIDIC® Client/Consultant Model Services Agreement and related agreements, the FIDIC® Conditions of Contract for Construction and the FIDIC® Conditions of Contract for Plant and Design-Build.

FIDIC Contracts Intensive Training Courses help participants have confidence in working with FIDIC documents, whether representing employers, consultants or contractors. The FIDIC® Short Form of Contract and the FIDIC® Conditions of Contract for EPC/Turnkey Contracts are also covered.

## **FIDIC® Services Agreements and Works Contracts**

FIDIC professional services agreements and conditions of contract are being increasingly used by the international construction industry throughout the world. In Europe, they are used by the European Commission for many projects throughout central and eastern Europe. The Multilateral Development Banks (MDB), including the World Bank, the Interamerican Development Bank, the Asian Development Bank and the African Development, have adopted the FIDIC® MDB Harmonised Edition of the Conditions of Contract for Construction.





## Module 0: FIDIC Professional Services Agreements

### Introduction

- FIDIC works contracts
- FIDIC services agreements

### Client-Consultant Model Services Agreement (White Book)

- Concepts; definitions

### White Book General Provisions

- The Client; the Consultant

## Module 1: Practical Use of FIDIC Contracts

### Introduction and Principles

- Background/History; examination of contracts
- Basic principles; risk analyses

### Clauses 1, 2 and 3

- General provisions
- Responsibilities of the employer and of the engineer

### Clauses 4, 5, 6 and 7

- Responsibilities of the contractor
- Nominated contractors; design; workmanship

### Clauses 8, 9, 10, and 11

- Commencement procedure; programme; extension of time;
- Suspension; taking-over certificate; defects period

## Module 2: Management of Claims and Dispute Resolution

### Causes and risks; Inherent project risks

### Risk allocation; Role of the Engineer

### Notices and Claims Procedure

- Employer's, Engineer's and Contractor's claims
- Extension of Time; Force Majeure; Delay Damages

### Critical path methods

### Quantifying and analysing claims for payment

### Contractor's claims

- Notification; Contemporary records
- Preparation of claims; Engineers assessment and valuation
- Employers financial claims

## Module 3: Dispute Adjudication Boards

### Adjudication Principles

- Nature of a dispute; background to dispute resolution
- Alternative methods of dispute resolution
- Application in USA, Europe and Asia-Pacific
- Dispute adjudication under FIDIC contracts
- Legal status of adjudicator and DABs

### DAB Establishment and responsibilities

- Selection process and appointment/s
- Contract agreement
- Full term and ad hoc responsibilities
- Fees, expenses and payment
- Termination and replacement

## Module 4: Management & Administration of FIDIC Contracts

### Project Administration

- Start of project; management of the service contract
- Project administration systems

### Works contracts documents and start-up

- Contradictions; appointment of the engineer; meetings
- Contractor's representative; commencement date; items

### Financial control of works contracts

- Bill of quantities; unit prices; provisional sums; variations
- Measurement; payments; estimates; quantities management

### Ongoing supervision

- Engineer's instructions; securities; contractor's personnel
- Samples; testing; programme; slow progress; suspensions

- Commencement; completion; variation; termination
- Payment; liabilities
- Insurance; dispute resolution; arbitration

### White Book Particular Conditions

### FIDIC Subconsultancy Agreement

### FIDIC Joint Venture Agreement

### FIDIC Representative Agreement

### Clauses 12, 13 and 14

- Measurement; evaluation
- Variations; Payment

### Clauses 15, 16, 17, 18 and 19

- Termination by employer
- Suspension/termination by contractor
- Risks and responsibilities; insurance; force majeure

### Clause 20

- Contractor's claims
- Dispute Adjudication Board; amicable settlement; arbitration

### MDB Harmonised Construction Contract

- General changes; bank changes; clause changes; summary

- Delay damages; Defects in work and design

- Retention and Bonds

### Termination and suspension

- Engineer's default; Contractor's default
- Force majeure; Financial consequences

### Dispute Adjudication Board principles

- Standing and ad hoc; Dispute prevention ; Selection
- Referral; Presentation of evidence; Decision
- Working of the DAB; Dissatisfaction; MDBs' Amendments

### Post DAB/Engineer's decision

### Implementation and enforcement

### Arbitrating claims; Amicable settlement

### Procedural Rules

- Routine procedures; full-term site visits
- Opinion and advice; dispute referral; jurisdiction

### Dispute timetable and position papers

- Establish timetable; nature of position papers
- Responses; DAB directions; evidence statements

### Hearing

- Pre-hearing requirements; site visit before hearing
- Attendees; agenda and procedures; evidence; hearings

### Dispute decision

- Reaching the decision; three-person DAB discussion
- Format of decision; unanimity; enforcement of decisions

### Taking over the works

- Substantial completion; taking-over certificate; inspection
- Contractor's statement; interim payment

### Defects liability period and contract completion

- Completion of works; inspections and notification
- Cost; non-performance; extension
- Further tests; final acceptance
- Defects liability certificate; clearance of site
- Contractor's final statement and discharge

### Termination

- Claims and delays; liquidated damages; disputes
- Termination; staff retention; hand-over





## Registration Form

Please complete the registration and payment details. Receipt will be acknowledged immediately. Please use a separate form for each event.

### FIDIC Professional Services Agreements

Mid-2010; Doha

**Practical Use of FIDIC Contracts**

5-7 April 2010; Doha

**Management of Claims and the Resolution of Disputes**

12-14 April 2010; Doha; Doha

**Dispute Adjudication Boards**

11-13 May 2010; Doha

**Management and Administration of FIDIC Contracts**

28 February 2010 - 2 March 2010; Doha

First name \_\_\_\_\_

Family name \_\_\_\_\_

Position in organisation \_\_\_\_\_

Organisation name \_\_\_\_\_

Organisation address \_\_\_\_\_

Country \_\_\_\_\_

Postal Code/ZIP \_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

E-mail \_\_\_\_\_

### Payment

The registration fee for each course is Qatar Riyal 8,000 (Euro 1,540). Discount of Qatar Riyal 1,000 (Euro 192) for each participant if there is more than one participant coming from an organisation. Total amount: \_\_\_\_\_

#### By bank transfer

Details of the FIDIC bank account will be included on the invoice that confirms registration.

#### By credit card

I authorise FIDIC or QUPM to debit the following credit card:

AmEx [ ]    Visa [ ]    Mastercard [ ]

Date \_\_\_\_\_

Amount \_\_\_\_\_

Card number \_\_\_\_\_

Expiry date \_\_\_\_\_

Cardholder name \_\_\_\_\_

Card address \_\_\_\_\_

I have read and accept the Terms and Conditions:

Name \_\_\_\_\_

Signature \_\_\_\_\_

### Please return this form to:

UQPM, Box 14501, Doha, Qatar

Tel : +974 554 45 83

Fax : +974 435 59 35

Email: info@upmqatar.com

### Registration

The registration deadline for participation in a course is five days before the event. Payment must be received five days before the course.

### Registration Fee

The registration fee for each course is Qatar Riyal 8,000 (Euro 1,540). There is a discount of Qatar Riyal 1,000 (Euro 192) for each participant if there is more than one participant coming from an organisation.

### Terms and Conditions

**Registration:** participants may register offline using this registration form returned by fax or mail to UPM, with payment by bank transfer or credit card, or online at [www.fidic.org/qatar2009](http://www.fidic.org/qatar2009) with credit card payment. For offline payment by bank transfer in Qatar Riyal: Account No.: 6010-164484-002; Account name: Ibrahim M. Al Sulaiti; Bank name and address: Commercial Bank of Qatar, CBQ, AlSafa Islamic Banking, Doha, Qatar; SWIFT Code: CBQAQAQA.

**Payment receipts:** all registered participants will receive an acknowledgement of registration, together with confirmation of payment.

**Cancellation:** Cancellations by participants must be made in writing and received two weeks before the course. It is regretted that no refunds will be made or invoices cancelled after this date and the full registration fee will be payable. Substitutions may be made at any time.

**Cancellation by organisers:** The organisers reserve the right to cancel a course if it is under subscribed or for any other reason. In the event of cancellation, the organisers will endeavour to give delegates two weeks notice and the fee will be refunded in full. The organisers cannot be held liable for any pre booked travel or accommodation costs.

**Hotel accommodation:** Participants will be responsible for arranging their own hotel accommodation, preferable at the course venue, and payment thereof.

### About FIDIC

FIDIC, the International Federation of Consulting Engineers, based in Geneva, Switzerland, promotes globally the business interests of suppliers of technology-based intellectual services for the built and natural environment on behalf of over 80 national Member Associations representing some three million professionals working in 66,000 firms worldwide.

FIDIC organises training courses, workshops, seminars and conferences in collaboration with national Member Associations, other international organisations, event organisers and training suppliers. Training events aim to cover the needs of users of FIDIC contracts and agreements.

