

FIDIC INTERNATIONAL TRAINING PROGRAMME

FIDIC Contracts Module 0: Implementation and Management of FIDIC Professional Services Agreements

Programme: two-day training seminar or course (also available as a one-day seminar or course)

There is an essential need is to standardize the knowledge of consulting engineering business practices across national boundaries, and to have those who understand and use these standard practices recognized. This practical training course or seminar details how agreements for professional services should be handled, using FIDIC's standard agreements as the basis. Case studies are included.

Day 1	<u>Introduction to FIDIC Professional Services Agreements</u> Professional services Definition of Scope of services Overview of FIDIC Contracts and Agreements Types of agreements FIDIC philosophy
	<u>FIDIC Client/Consultant Model Services Agreement (The White Book)</u> Purposes and Applicability Principles Features General Conditions General Provisions The Client The Consultant Commencement, Completion, Alteration and Termination Completion Payment Liability Insurance Disputes and Arbitration Particular Conditions References from Clauses in the General Conditions Additional Clauses Appendices Normal and Special Services. Listing other personnel, equipment, facilities and services which the Client provides. Remuneration and Payment. Time Schedule for Services
	<u>Management of a Client/Consultant Model Services Agreement</u> Review and clarification of agreement documents Establish milestones and reporting requirements Rules for staff mobilisation Rules for time charges and reimbursable expenditures Format and procedures for formal communications Inception Report Establishing and operating a management system Establishing invoicing
	<u>Joint Venture and Sub-Consultancy Agreements</u> Introduction Preparation of joint venture and sub-consultancy agreements

	<p><u>FIDIC Sub-Consultancy Agreement</u> Purposes and Applicability Principles Features General Conditions General Provisions The Consultant Commencement, Completion, Variation and Termination Payment Liabilities Insurance Disputes and Arbitration Particular Conditions Appendices Scope of Sub-Consultancy Services and programme requirements Equipment, Facilities and Services to be provided by the Consultant to the Sub-Consultant Remuneration and Payment</p>
	<p><u>Management of a Sub-Consultancy Agreement</u> Interview and selection of sub-consultant staff; selection procedures Coordinate sub-consultant staff mobilisation to meet project schedule requirements Establishing a steering committee Establishing and following procedures for reporting routines and formats Agreement on QA procedures Performance monitoring Early warning Sub-consultant's staff time expenditures Agreement on invoicing and approval procedures Payments of sub-consultant's invoices Addenda to sub-consultancy agreements</p>
Day 2	<p><u>FIDIC Joint Venture Agreement</u> Purposes and Applicability Principles Features General Conditions Definitions and Interpretation Joint Venture Proposal Submission Performance of the Work Language and Law/Applicable Law/Taxation Exclusivity Executive Authority Documents Personnel Assignment and Third Parties Severability Member in Default Duration of Agreement Liability Insurance and liability Promotional and Project Costs, Profits, Losses and Remuneration Financial Administration and Accounting Guarantees and bonds Arbitration/Dispute Resolution Notices Sole Agreement and Variation Particular Conditions</p>

<p>Appendices</p> <ul style="list-style-type: none"> Financial Administration Services Allocation of the Obligations Financial Policy and Remuneration Code of Conduct Compliance Programme
<p><u>Management of a Joint Venture Agreement</u></p>
<p><u>FIDIC Model Client Representative Agreement</u></p> <ul style="list-style-type: none"> Purposes and Applicability Principles Features Structure Project specific services Remuneration General Conditions <ul style="list-style-type: none"> Definitions Interpretation Scope of Representation Limits of Representation Warrants Remuneration Consultant's Rights Currency, Exchange and Taxes Termination Notices Registrations Liability Arbitration and Governing Law Confidentiality Corruption Miscellaneous Particular Conditions Appendices <ul style="list-style-type: none"> Scope of Services Basis of Remuneration Consultant's Code of Conduct Consultant's Business Integrity Policy Statement
<p><u>Management of a Representative Agreement</u></p>
<p><u>Engineer's Scope of Services under a FIDIC Construction Contract</u></p> <ul style="list-style-type: none"> Project administration <ul style="list-style-type: none"> Start of Project Management of the client-consultant agreement Project administration systems End of Project Works contract administration <ul style="list-style-type: none"> Works contract documents Financial control of the Works Ongoing supervision Taking over the Works Defects Liability Period Contract completion Contract termination

	<u>MDB Harmonised Contract Consultant Services Agreements</u>
--	--

	Types of contract
--	-------------------

	Special features/Key issues
--	-----------------------------

	Appendices and annexes
--	------------------------

	Lump-sum contract appendices
--	------------------------------

	Time-based small assignment annexes
--	-------------------------------------

© 2010, FIDIC, Geneva, fidic@fidic.org