



Fédération Internationale  
des Ingénieurs – Conseils



ECV Consultancy Ltd

PRESENT

# International Contracts Training Course

AT HOTEL BERLAYMONT

Brussels, Belgium

27<sup>th</sup> & 28<sup>th</sup> November 2017

## ECV Module 4 Course

A Two- Day Accredited FIDIC Course on:  
***CONTRACT MANAGEMENT & ADMINISTRATION  
OF 1999 FIDIC CONTRACTS***  
(CONSTRUCTION AND PLANT  
AND DESIGN-BUILD CONTRACTS)

Principle Tutors:

**David Heslett & Anthony Glover**

For further information contact ECV

e-mail [dheslett@aol.com](mailto:dheslett@aol.com) or [david.heslett@ecvglobal.com](mailto:david.heslett@ecvglobal.com)

Visit web sites

[www.fidic.org/events](http://www.fidic.org/events)

[www.ecvglobal.com](http://www.ecvglobal.com)

# **“CONTRACT MANAGEMENT & ADMINISTRATION OF 1999 FIDIC CONTRACTS”**

## **PROVIDING ESSENTIAL CONTRACTUAL KNOW-HOW FOR WORKING ON FIDIC CONTRACT PROJECTS FROM AWARD TO FINAL ACCOUNT**

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### **OVERVIEW**

The 1999 FIDIC Conditions of Contract are being used by the international Construction Industry throughout the World, including the Multi-Lateral Development Banks who have adopted the 1999 FIDIC Conditions of Contract for Construction with modifications.

This practical training course, provided by professional engineers with extensive international experience, explains and illustrates the use of the FIDIC Conditions of Contract for Construction (“Red Book”) and the FIDIC Conditions of Contract for Plant and Design-Build (“Yellow Book”). The course is designed to help the participants have confidence in working with these documents whether representing Employers, Consultants or Contractors. This course deals with the Contract Conditions that apply from Contract Award to the Final Account. It provides extensive checking schedules and work exercises to give all delegates a comprehensive understanding of the Contracts.

### **SEMINAR TUTORS:**

The tutors are provided by ECV Consultancy Ltd, in association with FIDIC. ECV specialises in training and management consultancy to the international construction and infrastructure industries. The ECV tutors have provided training courses in 85 countries involving over 30,000 professionals’ worldwide since 2000

**DAVID HESLETT BSc (Hons) C.Eng, FICE**  
*Managing Director, ECV*

**ANTHONY GLOVER AMICE**  
*Director, ECV*

### **COURSE MATERIALS**

All delegates will be provided the following materials, in English:

- FIDIC Conditions of Contract for Construction 1999 Edition
- FIDIC Conditions of Contract for Plant & Design – Build, 1999 Edition
- Schedule of overheads used during the seminar – to be used as “Work Book”
- Work Exercises

### **WHO SHOULD ATTEND?**

The training course provides the necessary knowledge for professionals from Government Ministries and Agencies, Private Sector Employers, Consulting Engineers, Contractors, Quantity Surveyors, Architects, Legal Advisers and all involved with the implementation and management of FIDIC Works Contracts.

### **COURSE IS FIDIC ACCREDITED AND CERTIFICATES PROVIDED FOR EACH DELEGATE**

This ECV course, together with their Modules 1, 1A, 2 and 3 are accredited by FIDIC. Various professional institutions will consider the training valid for CPD purposes.

# Programme

## Day 1: 08.45 – 17.00

08.45 – 09.15 Registration of Participants

09.15 Session 1:

### Contract Documents & Award

- Contract Award Procedures
- Contract Documents
- Role and Authority of Engineer
- Performance Security

10.45 **Coffee Break**

11.00 Session 2:

### Contract Start Up

- Pre Commencement Date
- Appointments
- Programme
- Insurances
- Drawings
- Start Up Meeting

13.00 **Lunch Break**

14.00 Session 3:

### Post Commencement Date Administration

- Access & possession of Site
- Site security
- Contractor s Mobilisation
- Nominated Sub Contractor
- Records
- Progress Reports

15.30 **Tea Break**

15.50 Session 3 (Cont): Post

### Commencement Date Administration

- Local Laws
- Design & ER Scrutiny
- Contractor's Documents
- Plant, Materials & Workmanship

17.00 End of Day 1

## Day 2: 09.00 – 17.00

09.00 Session 4:

### Financial Controls and Disciplines

- Measurement
- Variation Orders
- Value Engineering
- Interim Payment Certificate
- Final Payment Certificate

10.45 **Coffee Break**

11.15 Session: 5:

### Claims, Suspension and Termination

- Contractor's Claims
- Engineer's Responses
- Employer's Claims
- Determinations
- Suspension by Engineer / Contractor
- Instruction by Employer / Contractor

13.00 **Lunch Break**

14.00 Session 6:

### Disputes, Amicable Settlement & Arbitration

- Establishment of DAB
- Procedures of DAB
- Amicable Settlement procedures
- Arbitration procedures

15.30 **Tea Break**

15.50 Session 7:

### Taking Over the Works and Defects Notification Period and Contract Completion

- Taking Over Certificate
- Defects in DNP
- Performance Certificate
- Contract Completion issues

Aide Mémoire on MDB's amendments to FIDIC procedures

17.00 End of Day 2

*Throughout the seminar there will be opportunities for questions, and there will be Work Exercises with each Session.*

**Delegate Fee Euro 950**

(includes lunch and refreshments and course materials)

**For 2 or more delegates from same organisation Delegate Fee Euro 850**

### Seminar Venue

**HOTEL BERLAYMONT**

**Boulevard Charlemagne 11 – 19 - B - 1000 Brussels, Belgium**

**Tel: + +32 2 285 41 86**



**Registration Form**  
**“Two-day Accredited FIDIC Course on:**  
**“Contract Management & Administration**  
**of 1999 FIDIC Contracts”**  
**(Construction and Plant & Design-Build Contracts)**  
**In Brussels, Belgium on**  
**27<sup>th</sup> & 28<sup>th</sup> November 2017**



**Delegate details**

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

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

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

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

\_\_\_\_\_

Post Code: \_\_\_\_\_

Country: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

E-Mail: \_\_\_\_\_

**I confirm payment of € 950**  
**For 2 or more delegates from same organisation I**  
**confirm payment of € 850 per delegate**

**Payment by:**

**Cheque/Bank Transfer - Payable to:**  
**ECV Consultancy Ltd**  
 Nat West Bank  
 High Street  
 Bedford MK40 1NE

Account No: 550 / 01 / 650 17919 (Euro Account)  
 Sort Code No 60 02 13  
 Swift Code NWBKGB2L  
 IBAN: GB83NWBK 6072 1165 0179 19

**Credit Cards**

**Registrations by credit card:** Participants may  
 Register online for payment by credit card at  
[www.ecvglobal.com](http://www.ecvglobal.com)

**Please complete and send this form to:**

**Anthony Glover**  
**ECV Consultancy Ltd (ECV)**  
**Chaussée de Vleurgat, 174**  
**B-1000 Brussels**  
**Belgium**

**E-mail: [glover.bru@gmail.com](mailto:glover.bru@gmail.com)**

**Terms and Conditions**

**1. Registrations:**

By E-mail to ECV offices with payments by bank transfer, or by credit card see details below

Participants may register online for payment by credit card at [www.ecvglobal.com](http://www.ecvglobal.com)

**2. Payment receipts:** All registered delegates will receive an acknowledgement of registration, together with confirmation of payment.

**3. Cancellations:** Cancellations by delegates must be made in writing and received two weeks before the seminar. 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.

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

**5. Hotel Accommodation:** Participants will be responsible for organising their own hotel accommodation and payment thereof.

**Limited accommodation is available at a special Seminar rate at the Hotel Berlaymont**

***(Book direct with Hotel Berlaymont +32 2 285 41 86***

**I have read and accept the Terms and Conditions**

Name: .....

Position: .....

Signature: .....