**FIDIC Module 4 Training Vietnam**

**FIDIC Contracts Management and Administration – Agenda**

**20-21 November 2018 Hanoi, 23-24 November 2018 Ho Chi Minh City**

This updated FIDIC Module 4 Training is an essential knowledge development opportunity especially for all those, who are involved in the everyday management of FIDIC contracts. The course is designed to help the participants increasing their confidence in working with FIDIC’s major construction contract forms whether representing Employers, Consultants or Contractors. The course focuses mainly on contractual mechanisms, project management features of FIDIC contracts – elaborating on the details of acceptable best practices.

**This updated course** is traditionally built upon the 1999 FIDIC Red Book, however, specific (different) features of the 1999 FIDIC Yellow Book will also be referred. Similarly, as one of the most important activities in the project preparatory phase, preparation of the Particular Conditions according to the best practice will also be covered. As a new feature, the course **introduces the recent updates of the 1999 Conditions of Contracts by summarising the most important developments as published in the 2017 forms.** As a basic feature, the sessions are concluded with a brief questions & answers part, providing appropriate opportunity for the participants to deepen their knowledge as they feel necessary.

**The course programme covers**:

**COURSE DAY ONE**

COURSE OPENING

**7:30-8:30: Registration**

**8:30 – 8:35 Opening speech** [START and END time]

**Session 1**

**8:35 – 10:00**

1. Brief introduction to FIDIC

2. Background to FIDIC Contracts

3. Major Features of and Differences between the 1987, 1999 and 2017 editions

4. The Project Preparatory Phase – Preparation of the Particular Conditions

5. The Project Preparatory Phase – The Key Focus Areas & Pitfalls to Avoid

6. Questions and Answers

**Tea / Coffee Break 10:00 – 10:15**

**Session 2**

**10:15 – 11:30**

1. The Engineer, Appointment, the Engineer’s Representative, Duties and Authorities

2. Pre-commencement Meeting

3. Contractor’s Representative

4. Commencement Date

5. Provision of Securities (Advance Payment -, and Performance) and Insurances

6. Statutory Approvals and Permits

7. Contractor’s Programme

8. Contractor’s Cash Flow

9. Access to and Possession of Site

10. Summary of Relevant Updates in the 2017 Editions

11. Questions and Answers

**Session 3**

**11:30 – 12:00**

1. Setting up Quality Assurance and Control

2. Drawings for the Works

3. Contractor's Reports

4. Subcontractors & Nominated Subcontractors

5. Safety, Security and Protection of the Environment

6. Other Commencement Stage Obligations

7. Summary of Relevant Updates in the 2017 Editions

8. Questions and Answers

**Lunch Break 12:00 – 13:15**

**Session 4**

**13:15 – 14:45**

1. Summary of Payment Systems in the Major FIDIC Forms of Contracts

2. Bill of Quantities and Unit Prices

3. Provisional Sums

4. Variations & Value Engineering

5. Valuation of Variations

6. Daywork

7. Measurement of Works

8. Valuation of Plant and Materials for the Works

9. Summary of Relevant Updates in the 2017 Editions

10. Questions and Answers

**Tea / Coffee Break 14:45 – 15:00**

**Session 5**

**15:00 – 16:15**

1. Contractor's Statements

2. Interim Payment Certificates

3. Interim Payments

4. Delayed Payments

5. Work Quantities Management

6. Monitoring & Reporting Works Progress

7. Summary of Relevant Updates in the 2017 Editions

8. Questions and Answers

**Case Studies**

**16:15 – 17:00**

**CLOSE OF COURSE DAY ONE**

**COURSE DAY TWO**

**Session 6**

**8:30 – 10:15**

1. Engineer’s Instructions

2. Regular Progress Meetings

3. Continuing Validity of Securities and Insurance

4. Verification of Contractor’s Personnel and Equipment

5. Samples and Testing of Materials, Workmanship and Plant

6. Works Inspection, Testing & Acceptance

7. Unacceptable Works, Notifying Defects & Remedies

8. Programme and Cash Flow Revisions

9. Contractor’s Slow Progress

10. Works Suspensions

11. Summary of Relevant Updates in the 2017 Editions

12. Questions and Answers

**Tea / Coffee Break 10:15 – 10:30**

**Session 7**

**10:30 – 12:00**

1. Contractor’s and Employer’s Claims

2. Documentation, Determination & Evaluation of Claims

3. Delays, Extension of Time for Completion & Claims for Additional Costs

4. Delay Damages & Early Completion Bonus

5. Summary of Relevant Updates in the 2017 Editions

6. Questions and Answers

**Lunch Break 12:00 – 13:15**

**Session 8**

**13:15 – 14:30**

1. Inspection- and Test on Completion

2. Completion and Taking-over

3. Taking-over Certificate, the Snagging List

4. Statement at Completion and Payment Certification

5. Defects Notification Period

6. Inspections and Notification of Defects

7. Cost of Rectifying Defects and Damage

8. Remedies for Non-Performance in DNP

9. Extension of Defects Notification Period

10. Further Tests

11. Final Acceptance of Works, Performance Certificate

12. Clearance of Site

13. Contractor’s final Statement & Discharge

14. Final Payment Certificate and Final Payment

15. Summary of Relevant Updates in the 2017 Editions

16. Questions and Answers

**Tea / Coffee Break 14:30 – 14:45**

**Session 9**

**14:45 – 15:45**

1. Disputes and Dispute Resolution

2. Suspension, Termination

3. Termination by Employer arising from Contractor’s Default

4. Termination by Contractor arising from Employer’s Default

5. Termination resulting from Force Majeure

6. Employer’s Termination for Convenience

7. Payment on Termination

8. Summary of Relevant Updates in the 2017 Editions

9. Final Questions and Answers

**Case Studies**

**15:45 – 16:45**

DISSEMINATION OF CERTIFICATES

**–» END of the COURSE «–**