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Course Name

FIDIC - Contracts Management and Administration

Sector Name

Project & Contract Management

Document Type

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FIDIC - Contracts Management and Administration

Course Introduction

FIDIC contracts are among the most widely adopted standard forms of contract for international construction, engineering, infrastructure, and design-build projects. Effective administration of these contracts requires more than understanding contractual clauses; professionals must be able to translate contractual requirements into effective day-to-day project controls, notices, instructions, records, payment processes, variations, claims, and dispute-avoidance practices.

This intensive **five-day** program provides a practical and structured approach to the management and administration of FIDIC-based contracts throughout the complete project lifecycle.

Participants will explore the contractual roles and responsibilities of the Employer, Engineer, and Contractor; examine the administration of time, cost, quality, variations, payments, claims, and extensions of time; and develop practical approaches for managing contractual risks and preventing disputes.



The program places strong emphasis on the practical application of FIDIC principles through contract scenarios, case studies, document reviews, claim situations, and contract administration exercises.

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Target Audience

- ✓ Project Managers and Project Directors
- ✓ Contract Managers and Contract Administrators
- ✓ Commercial Managers
- ✓ Construction Managers
- ✓ Engineers and Resident Engineers
- ✓ Quantity Surveyors
- ✓ Cost Engineers and Cost Controllers
- ✓ Procurement and Tendering Professionals
- ✓ Claims Managers and Claims Engineers
- ✓ Planning and Project Control Engineers
- ✓ Consultants and Consulting Engineers
- ✓ Employer and Contractor Representatives
- ✓ Legal and Contract Professionals
- ✓ PMO Professionals involved in major projects
- ✓ Professionals involved in infrastructure, construction, engineering, EPC, and design-build projects

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Learning Objectives

- ✓ Understand the structure, philosophy, and key principles of FIDIC Conditions of Contract.
- ✓ Distinguish between the principal FIDIC contract forms and identify the appropriate form for different project and procurement strategies.
- ✓ Interpret key contractual provisions and understand their practical implications.
- ✓ Define the contractual roles, responsibilities, authorities, and obligations of the Employer, Engineer, and Contractor.
- ✓ Establish effective contract administration systems from commencement through project close-out.
- ✓ Manage contractual correspondence, notices, instructions, records, and documentation.
- ✓ Administer programmes, progress monitoring, delays, suspensions, and extensions of time.
- ✓ Manage variations and determine their contractual and commercial implications.
- ✓ Understand measurement, valuation, interim payments, retention, and final payment procedures.
- ✓ Identify contractual risks and allocate responsibilities appropriately.
- ✓ Prepare, evaluate, and administer Contractor and Employer claims.

- ✓ Apply appropriate procedures for notices, substantiation, contemporary records, and claim assessment.
- ✓ Understand the principles of delay analysis and entitlement to Extension of Time (EOT).
- ✓ Manage testing, completion, taking-over, defects, and final acceptance.
- ✓ Apply FIDIC dispute avoidance and dispute resolution mechanisms effectively.
- ✓ Reduce contractual exposure through proactive contract management and accurate record keeping.
- ✓ Develop a practical framework for administering FIDIC contracts throughout the project lifecycle.

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Course Outline

✓ Day 01

FIDIC Contract Framework, Risk Allocation & Contract Administration

Module 1: Understanding the FIDIC Contract Framework

- ✓ Introduction to FIDIC and its role in international contracting
- ✓ FIDIC philosophy and principles of balanced risk allocation
- ✓ Understanding the FIDIC suite of contracts
- ✓ Overview of the Red Book
- ✓ Overview of the Yellow Book
- ✓ Overview of the Silver Book
- ✓ Overview of other relevant FIDIC forms
- ✓ Selecting the appropriate FIDIC contract for the project
- ✓ Employer-design versus Contractor-design responsibilities
- ✓ Relationship between procurement strategy and contract selection
- ✓ General Conditions versus Particular Conditions
- ✓ Contract documents and order of precedence
- ✓ FIDIC contracts within different legal jurisdictions
- ✓ **Practical Exercise:** Selecting the appropriate FIDIC form for different project scenarios

Module 2: Roles, Responsibilities and Contractual Authority

- ✓ Role and obligations of the Employer
- ✓ Role and obligations of the Contractor
- ✓ Role, authority, and responsibilities of the Engineer
- ✓ Engineer's instructions and determinations
- ✓ Contractor's Representative
- ✓ Delegation of authority
- ✓ Subcontractors and nominated subcontractors
- ✓ Communications between contractual parties
- ✓ Contractual decision-making and approvals
- ✓ Managing conflicts between contractual and operational instructions
- ✓ **Case Discussion** : Who has the authority? Managing instructions and approvals under FIDIC

Module 3: Contract Commencement and Administration Setup

- ✓ Letter of Acceptance and Contract Agreement
- ✓ Performance security
- ✓ Advance payment security
- ✓ Insurance requirements
- ✓ Commencement Date
- ✓ Access to and possession of the Site
- ✓ Establishing contract administration procedures
- ✓ Contract communication protocols
- ✓ Document control and contractual registers
- ✓ Notice requirements
- ✓ Importance of contemporary records
- ✓ Developing a Contract Administration Plan

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Course Outline

✓ Day 02

Time, Programme, Progress, Delay & Extension of Time

Module 4: Programme and Progress Management

- ✓ Contractor's programme requirements
- ✓ Baseline programme and programme submissions
- ✓ Engineer's review of the programme
- ✓ Updating and revising the programme
- ✓ Progress monitoring and reporting
- ✓ Contractor's progress reports
- ✓ Early identification of schedule risks
- ✓ Delayed progress and recovery measures
- ✓ Acceleration and mitigation
- ✓ Relationship between programme management and contractual entitlement
- ✓ **Practical Exercise** :Reviewing a Contractor's programme from a contractual perspective

Module 5: Delay Management and Extension of Time

- ✓ Understanding contractual delay

- ✓ Employer-caused delay
- ✓ Contractor-caused delay
- ✓ Neutral and external delay events
- ✓ Concurrent delays
- ✓ Critical versus non-critical delays
- ✓ Delay notification requirements
- ✓ Contractor's entitlement to Extension of Time
- ✓ EOT submission requirements
- ✓ Contemporary records supporting EOT claims
- ✓ Engineer's assessment and determination
- ✓ Delay damages
- ✓ Mitigation obligations
- ✓ Introduction to practical delay analysis approaches
- ✓ **Case Study** : Assessing entitlement to Extension of Time following a major project delay

Module 6: Suspension and Disruption

- ✓ Engineer's instruction to suspend work
- ✓ Contractor's rights following suspension
- ✓ Prolonged suspension
- ✓ Disruption versus delay
- ✓ Cost implications of suspension
- ✓ Resumption of work
- ✓ Protecting contractual rights during suspension

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Course Outline

✓ Day 03

Commercial Administration, Variations, Measurement & Payment

Module 7: Financial and Commercial Administration

- ✓ Contract Price and Accepted Contract Amount
- ✓ Bill of Quantities
- ✓ Measurement principles
- ✓ Unit rates and prices
- ✓ Provisional Sums
- ✓ Dayworks
- ✓ Cost adjustments
- ✓ Retention
- ✓ Advance payments
- ✓ Financial control under FIDIC
- ✓ Maintaining commercial records

Module 8: Variations and Change Management

- ✓ What constitutes a Variation?
- ✓ Engineer's authority to initiate Variations
- ✓ Variation instructions

- ✓ Contractor proposals
- ✓ Variation procedures
- ✓ Valuation of Variations
- ✓ New rates and adjusted rates
- ✓ Impact of Variations on time and cost
- ✓ Contractor's right to object
- ✓ Managing cumulative changes
- ✓ Variations versus claims
- ✓ Change control registers
- ✓ Documentation required to substantiate Variation costs
- ✓ **Practical Workshop:** Evaluation and valuation of a Variation Order

Module 9: Payment Administration

- ✓ Interim payment applications
- ✓ Supporting documentation
- ✓ Engineer's certification
- ✓ Interim Payment Certificates
- ✓ Retention money
- ✓ Deductions and set-offs
- ✓ Delayed payments
- ✓ Payment disputes
- ✓ Statement at Completion
- ✓ Final Statement
- ✓ Final Payment Certificate
- ✓ Commercial close-out
- ✓ **Practical Exercise :** Reviewing an Interim Payment Application and identifying contractual issues

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Course Outline

✓ Day 04

Claims Management, Notices & Dispute Avoidance

Module 10: Understanding FIDIC Claims

- ✓ What constitutes a contractual claim?
- ✓ Contractor claims
- ✓ Employer claims
- ✓ Claims for additional time
- ✓ Claims for additional cost
- ✓ Claims arising from Variations
- ✓ Unforeseeable conditions
- ✓ Access and possession issues
- ✓ Employer risk events
- ✓ Suspension and disruption claims
- ✓ Force majeure / exceptional events
- ✓ Claims arising from instructions and changes

Module 11: Claims Procedure and Documentation

- ✓ Importance of contractual notices
- ✓ Notice timing and contractual compliance

- ✓ Time-bar provisions
- ✓ Initial notice of claim
- ✓ Contemporary records
- ✓ Detailed claim submissions
- ✓ Cause, effect, entitlement, and quantum
- ✓ Supporting contractual evidence
- ✓ Programme evidence
- ✓ Cost records
- ✓ Engineer's review of claims
- ✓ Determinations
- ✓ Managing rejected or disputed claims

Claims Workshop

Participants work through a practical scenario to:

- ✓ Identify the claim event
- ✓ Determine contractual entitlement
- ✓ Prepare the required notice
- ✓ Identify supporting records
- ✓ Establish cause and effect
- ✓ Assess time and cost implications
- ✓ Develop a structured claim submission

Module 12: Preventing Claims from Becoming Disputes

- ✓ Early identification of contractual issues
- ✓ Maintaining effective records
- ✓ Contractual communication strategies
- ✓ Importance of timely notices
- ✓ Negotiating contractual issues
- ✓ Engineer's role in dispute avoidance
- ✓ Managing disagreements before escalation

- ✓ Establishing a proactive claims management culture

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Course Outline

✓ Day 05

Completion, Defects, Termination & Dispute Resolution

Module 13: Testing, Completion and Taking Over

- ✓ Tests on Completion
- ✓ Completion requirements
- ✓ Application for Taking-Over Certificate
- ✓ Engineer's assessment
- ✓ Taking-Over Certificate
- ✓ Taking over parts of the Works
- ✓ Outstanding works
- ✓ Snagging and punch lists
- ✓ Consequences of Taking Over
- ✓ Statement at Completion
- ✓ **Practical Scenario** : Is the project ready for Taking Over?

Module 14: Defects and Final Contract Close-Out

- ✓ Defects Notification Period
- ✓ Contractor's obligations to remedy defects
- ✓ Cost of remedying defects
- ✓ Failure to remedy

- ✓ Performance Certificate
- ✓ Final Statement
- ✓ Final Payment
- ✓ Release and discharge
- ✓ Contractual records at project close-out
- ✓ Lessons learned for future contracts

Module 15: Termination and Exceptional Events

- ✓ Employer's right to terminate
- ✓ Contractor's right to terminate
- ✓ Contractor default
- ✓ Employer default
- ✓ Insolvency and abandonment
- ✓ Termination procedures
- ✓ Contractual consequences of termination
- ✓ Valuation following termination
- ✓ Exceptional Events / Force Majeure principles
- ✓ Risk management during exceptional circumstances

Module 16: Dispute Avoidance and Resolution under FIDIC

- ✓ Understanding contractual disputes
- ✓ From claim to dispute
- ✓ Engineer's determination
- ✓ Dispute Avoidance/Adjudication Board (DAAB)
- ✓ Role and function of the DAAB
- ✓ Referral of disputes
- ✓ DAAB decisions
- ✓ Notice of Dissatisfaction
- ✓ Amicable settlement
- ✓ Arbitration

- ✓ Importance of dispute avoidance throughout the project
- ✓ Developing an escalation strategy

Final Case Study

From Variation to Dispute

Participants analyze a comprehensive project scenario involving:

- ✓ Variation
- ✓ Delay
- ✓ Extension of Time
- ✓ Additional cost
- ✓ Contractual notices
- ✓ Engineer's determination
- ✓ Disagreement between the parties
- ✓ Appropriate dispute-avoidance and resolution strategy

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Confirmed Sessions

FROM	TO	DURATION	FEES	LOCATION
Nov. 16, 2026	Nov. 20, 2026	5 days	4950.00 \$	Singapore , Singapore
May 3, 2027	May 7, 2027	5 days	4250.00 \$	UAE , Dubai
Jan. 10, 2027	Jan. 14, 2027	5 days	4250.00 \$	KSA , Riyadh
Oct. 25, 2027	Oct. 29, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Sept. 6, 2027	Sept. 10, 2027	5 days	4250.00 \$	UAE , Abu Dhabi
Oct. 4, 2027	Oct. 8, 2027	5 days	2150.00 \$	Virtual , Online

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