



FIDIC Contract Management and Administration

DURATION

5 days

CONTACT HOURS

30

LEVEL

Intermediate

FEE PER DELEGATE

US\$1,500

Administering a FIDIC contract to its own clauses, where the notice and the time bar decide the entitlement.

FIDIC contracts are lost on administration rather than on argument. A contractor with a sound claim loses it by missing a notice period. An employer with a sound defence loses it by instructing a variation informally and paying for it twice. The clauses are specific about who must say what, to whom and by when, and the parties routinely do none of it until the dispute. This week works through the contract as it is actually administered: notices, instructions, variations, extension of time, payment, and escalation to a dispute board, using the clause numbers throughout.

Available as classroom, live online, in house.

Who it is for

Contract administrators, quantity surveyors and project managers working under FIDIC conditions, engineers and employer representatives issuing instructions, and commercial staff preparing or defending claims.

What you will be able to do

- Identify which FIDIC book fits a project, and what changes between them.
- Issue and respond to a notice within the period the contract requires.
- Administer a variation so it is valued and not disputed later.
- Prepare and assess an extension of time claim with the records it needs.
- Escalate to a dispute board without having prejudiced the position.

The outline

DAY 1

The books and the roles

Red, Yellow and Silver, and choosing between them · Employer, Contractor, and the Engineer's dual function · Risk allocation, and where each book moves it · Reading the Particular Conditions before the General

DAY 2

Notices and time bars

What must be notified, by whom, and within what period · The consequence of a late notice, and whether it is fatal · Records that make a notice supportable · A correspondence discipline that survives a change of staff

DAY 3

Instructions and variations

What constitutes an instruction, and what does not · Valuing a variation, and when the rates no longer apply · Instructed work against constructive change · Agreeing before the work rather than after it

DAY 4

Time and money

Extension of time, concurrency, and the programme as evidence · Delay analysis a decision maker will accept · Interim payment, certification, and the cost of withholding · Suspension and termination, and the steps before either

DAY 5

When it goes wrong

Claims, and the difference between an entitlement and a grievance · Dispute boards, and preparing a case for one · Arbitration, and what the contract already decided about it · Settling, and the records that determine the number

What you leave with

- A notice and correspondence register for one of the delegate's own contracts.
- A worked variation and an extension of time submission, to the clause requirements.
- A contract administration checklist tied to the time bars that apply.

Published dates

DATES	WHERE	FEE
23 to 27 November 2026	Accra, Ghana	US\$1,500
30 November 2026 to 4 December 2026	Port Louis, Mauritius	US\$1,500
7 to 11 December 2026	Nairobi, Kenya	US\$1,500
14 to 18 December 2026	Kampala, Uganda	US\$1,500

Fees are per delegate and cover all materials and meals arranged by the delegate. Reg

Register or ask a question

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