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FIDIC

Contract Management and Administration Course
(former Module 4)

10-11th April 2025
Sarajevo, Bosnia and Herzegovina
Hotel Holiday
Zmaja od Bosne 4, Sarajevo, B&H

About the trainer



Zoltan Zahonyi, M.Sc. in Civil Engineering, has been involved with FIDIC's activities since 2006. He is a member of the FIDIC Updates Task Group for updating the 1999 Suite of FIDIC Contracts (since March 2009) and of FIDIC Contracts Committee (since September 2009). He is also Member of FIDIC Yellow Book Subcontract Task Group (since September 2011).

Zoltan is a FIDIC Accredited Trainer training for FIDIC worldwide. He is a FIDIC contracts expert, independent advisor, dispute adjudicator for the local and international projects, claims and variations management, taking part in a large scale project preparation and management schemes for local and international projects. He has as well participated to the translation of several FIDIC Contracts into the Hungarian language. Mr Zahonyi has experience of all facets of Contracts Management and Dispute Resolution on a multitude of civil works.

Detailed information about the trainer you can see at the site:

<http://zandpartners.com/en/who-we-are/staff/zahonyi-zoltan>

Who should attend?

- Consultant Companies
- Government Ministries and Agencies
- Private Sector Employers
- Consulting Engineers
- Contractors
- Architects
- Quantity Surveyors
- Legal Advisers and all involved with the implementation and management of Works Contracts

Registration fees

EARLY BIRD	REGULAR
27 th January - 10 th March	10 th March - 4 th April
600 EUR	650 EUR

The registration fee includes coffee and refreshments during breaks, lunch, course materials and a set of electronic versions of the FIDIC Red and Yellow Books in English language.

Upon successful completion of the training, participants will receive an internationally recognized certificate.

Participants will receive a confirmation of the training, programme as well as the pro-forma invoice before the training.

Official language of the training is English.

Training location



Hotel Holiday

Zmaja od Bosne 4
71 000 Sarajevo
Bosna i Hercegovina
<http://www.hoteleuropegroup.ba/holiday>

Training will be held in Hotel Holiday in Sarajevo, Bosnia and Herzegovina.

Please download and send completed Application Form to e-mail: fidic@uki.ba not later than April 4th 2025.

DAY 1

8:15 – 8:40 Arrival & Registration
8:40 – 8:45 Welcome & Introduction

Session 1

8:45 – 10:15

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 – The Key Focus Areas & Pitfalls to Avoid
5. Questions and Answers

Tea / Coffee Break 10:15 – 10:30

Session 2

10:30 – 12:00

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

Lunch Break 12:00 – 13:00

Session 3

13:00 – 14:15

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

Tea / Coffee Break 14:15 – 14:30

Session 4

14:30 – 15:45

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

Session 5

15:40 – 17:00

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

Close of Course Day 1

DAY 2

8:00 – 8:30 Arrival & Registration

Session 6

8:30 – 10:00

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 10:00 – 10:15

Session 7

10:15 – 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 – 13:00

Session 8

13:00 – 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

Session 9

14:30 – 15:30

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

Tea / Coffee Break 15:30 – 15:45

Case Studies

15:45 – 17:00

End of the Course

Application Form

FIDIC

Contracts Management and Administration Course

10 - 11th April 2025
Sarajevo, Bosnia and Herzegovina
Hotel Holiday
Zmaja od Bosne 4, Sarajevo, B&H

Gender

Name

Family Name

Company

Position

Place

Postal Code

Company Adress

Tax ID No

Mobile phone number

e- mail

Signature

How did you hear about this training?

Please send a complete application form to e-mail: fidic@uki.ba

Registration prices

EARLY BIRD	27 th January - 10 th March	600 EUR
REGULAR	10 th March - 4 th April	650 EUR

Payment instructions

Payment instructions for participants from abroad:

Raiffeisen bank d.d. BiH Sarajevo

Swift code: **RZBABA2S**
 Address: **Zmaja od Bosne bb, 71 000 Sarajevo, B&H**
 Beneficiary: **ACE B&H, Sarajevo, B&H**
 With indication: **"Fee for the FIDIC - Contract Management and Administration Course"**

Account of Beneficiary:
 IBAN CODE: **BA39161100001351462**

Name of Beneficiary: UKI BiH
 Address: **Danijela Ozme 4, 71 000 Sarajevo, B&H**

Payment instructions for participants from B&H:

Raiffeisen bank d.d. Sarajevo

Account No: **1610000046880014**
 With indication: **"Fee for the FIDIC - Contract Management and Administration Course"**

Terms and conditions

All participants are required to make the payment before the training begins. Payments which are not received before the start of the training automatically cancel the participation of registered participants.

Payment receipts:

All registered participants will receive confirmation of payment together with acknowledgement of registration, before the training. All participants will receive the Final Invoice by email, after the training is successfully completed.

Cancellation and Refund Policy:

Cancellations by participants must be made in writing.

- 50% of deposit will be refunded in case of cancellations received by April 4th 2025.
- Refunds will not be provided for any cancellations received after this deadline.
- Substitutions of participants can be made at any time up until 1 day before the beginning of the training.

Cancellation by the organizers:

In case of Training cancellation by ACE B&H, participants will receive prompt notice and all payments will be refunded in full.

Note

Participants are responsible for their own accommodation arrangements, transportation, parking and costs related to it.

By submitting this Registration form participant is accepting the Terms and Conditions mentioned above.

