



*Training Course:  
Contracts Administration*

*23 September - 4 October 2024  
Baku (Azerbaijan)*

## Training Course: Contracts Administration

Training Course code: PC4064 From: 23 September - 4 October 2024 Venue: Baku (Azerbaijan) - Training Course Fees: 8400 € Euro

### Introduction

Once the contract has been awarded and signed between the parties, it is important to ensure that the contracted works need to be delivered for their intended purpose. This is where the contract administration comes into place to monitor the contracted works or services which must be effectively delivered.

Contract administration includes the activities needed to implement and determine the fulfillment of the contract requirements by the parties of the contract. The contracted works are a team effort that involves all the contractual parties working towards the common goal of delivering the completed works ready for their intended use.

The basic responsibilities of the parties are generally stipulated within the contract documents. Depending on the project deliverables, the selection of procurement route may differ. The role of the contract administrator does not begin until the contract is in place between the parties. However, in practice, such roles will begin before the existence of the contract.

This Global Horizon training course will provide holistic education/training to the participants for the best practice in dealing with:

- Contract implementation.
- Payments.
- Valuation of variations.
- Administering claims.
- Dispute resolution.
- Project closeout.

### Training Course Objectives

Upon completing this training course successfully, participants will be able to:

- Understand the fundamental obligations of the contract administrator
- Effectively implement the signed contract to achieve the employer's requirements
- Gain sufficient knowledge in the valuation of variations, payments, and claims
- Application of contractual techniques in dealing with the risks involved in the projects
- Understanding the requirement of insurance, bond, and guarantees.
- Understanding the important dispute-resolution techniques
- Effectively communicate with the parties about their contractual responsibilities
- Identify the process involved in the project closeout

## Training Methodology

This is a collaborative Contract Administration Certification Training Course and will comprise the following training approaches:

- Lectures
- Seminars & Presentations
- Group Discussions
- Assignments
- Case Studies & Functional Exercises

## Organisational Benefit

Enterprises that nominate their employees to take this Contract Administration training course can benefit in the following ways:

- Procedural management of a contract during the execution of a project
- Ensure compliance with contractual provisions related to the flow of adequate information and submission of notices
- Get valuations and payment assessments, submission of claims for additional payment, and extensions of time

## Personal Benefits

Professionals attending this course on Contract Administration can benefit in the following ways:

- Comprehend all the approaches involved in the administration of contracts
- Ensure compliance with the contractual obligations and manage all the risks
- Ensure all parties are alert to how the project is developing, including any shortfalls by either party and any areas of concern that may have an unfavorable effect on progress

## Target Audience

This training course would be suitable for:

- Contract specialists and professionals
- Contract and project coordinators
- Bid managers
- Supply chain professionals
- Consumers and other purchasing officers
- Contractors and Sub-contractors
- Cost Controllers
- Company Executives

## Course Outline

Introduction to Contract Administration

- Overview of contract administration

- Who is a contract administrator?
- The role and responsibilities of the contract administrator
- Requirements to become a contract administrator
- Implementing the contract

#### Interim Payment Certificates

- Purpose of interim valuation
- Application for payment
- Contractor's entitlement
- Valuation of interim payments
- Withholding payments

#### Variation

- Initiation of variation/instruction
- Measuring variations
- Adjustment of provisional sum, preliminaries and etc.
- Contractual provisions relating to variations
- Valuation of variations

#### Claims

- Type of claims
- Initiation of claims
- Admissible item under a claim
- Assessing the value
- Claims in case of suspension or termination under the contract

#### Final Accounts and Reports

- Preparing for the final account
- Structure of the final account
- Final account adjustments
- Defects liability
- Delay damages

#### Insurances, Bonds, and Guarantees

- Purpose of insurance, bonds and guarantees
- Types of insurances
- Insurance requirement under the contract
- Bonds and guarantees
- Indemnity

#### Dispute Resolution Techniques

- Circumstances and sources of disputes
- Addressing the disputes under the contract
- Amicable settlement
- Alternative dispute resolution techniques
- Litigation

## Project Closeout Procedure

- Participants roles
- Closeout meetings
- Close-out documentation
- Post-completion services
- Project Feedback

## Registration form on the Training Course: Contracts Administration

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.