



Contract Administration: Understanding and  
Implementing Contractual Obligations



9 - 13 December 2024



Geneva (Switzerland)

# Contract Administration: Understanding and Implementing Contractual Obligations

course code: C8159 From: 9 - 13 December 2024 Venue: Geneva (Switzerland) - course Fees: 4500 Euro

## Conference Objectives:

### By the end of the conference , participants will be able to:

- Identify administration tools and the roles of the contract administrator.
- Recognize the main contractual provisions and appreciate their effects on the implementation and management of future contracts.
- Understand the importance of knowing contractual terms and conditions.
- Review techniques for solving problems as well as partnering with contractors.
- Discuss ways of using lessons learned.
- Identify Alternative Dispute Resolution (ADR) and ways to resolve claims.

## This conference is designed for:

All those involved in any aspect of implementing, managing or administering contracts; also those involved in any step of contract preparation and award for them to realize the importance of a well prepared contract. This program is worth 25 NASBA CPEs.

## Conference Outline:

### Principles of Contracts

- Definitions
- Legal and Business Considerations
- Difficulties

### Administration Tools

- Roles
- Issues
- Checklists
- Calendars
- Documents

### Contractual Provisions Affecting Implementation

- General Terms and Conditions
- Exceptions to Terms
- Special Terms and Conditions

### Management of Contracts in Progress

### Risk Allocation

- Hold Harmless Clauses
- Types of Damages
- Limitation of Liability

### Contract Administration

- Partnering
- Problem-Solving versus Confrontation
- Contract Interpretation

### Claims and Change Orders

- Legitimate and Not-So-Legitimate Claims
- Variation and Change Orders

### Lessons Learned

- How, Who, Where and When

- Avoiding Problems: Importance of Communication
- Know Your Contract

### **Dispute Resolution**

- Negotiation
- Other Procedures