



THE ROYAL INSTITUTION OF NAVAL ARCHITECTS



Three Day Training Programme

FUNDAMENTALS OF CONTRACT AND CHANGE MANAGEMENT FOR SHIP CONSTRUCTION, REPAIR & DESIGN

2 - 4 May 2012 , RINA HQ, London

By Dr Kenneth W. FISHER, FRINA

*"The course will furnish the tools to allow you to manage
your contracts with significant saving to your firm"*

-- L.U., Fleet Manager, Service Vessel Fleet

Benefits of Attending

This 3 day training programme is a lessons-learned one, not some theoretical course on contract management. It bears a lot of "scar tissue" from marine contractual disasters. It is designed for (a) **project managers**, (b) **people who form contracts** and (c) **senior managers** who monitor contract-related cash flow. It's designed to be relevant to shipyards, repair yards, naval work, ship owners, equipment suppliers and consultants.

The benefit of improved contract management is identification of the pitfalls and traps experienced within the industry. The attendee will be more prepared to identify all the costs, schedule changes and to properly assign responsibility for those changes and effects. This will save your firm considerable sums in each major contract. The benefits are estimated at two to three percent of the total value of all contracts managed after the training programme

TOPICS TO BE COVERED INCLUDE:

- Contract Management and Mis-Management - multiple case studies and lessons learned.
- Contract Performance Documentation - basic work, change work, extra work and re-work.
- Change Orders - advance establishment of approval procedures and time constraints, identifying constructive, negotiated, unilateral and other CO's, identifying the downside risks of CO's.
- Critical Path - 'Real-time' identification of changes, slippage's and re-routing. Monitoring and reporting production work.
- Engineering/Drawings - defining the types, schedules and responsibilities.
- Owner-Furnished Materials - and information: definitions, forms and schedules.
- Hourly Rates and Overtime - agreeing in advance to whom they apply and who pays for it under different circumstances.
- Post-Delivery Negotiations - of unpriced change orders: documenting the work.
- Claim Avoidance - through structured communications and documentation.
- Delay, Disruption and Acceleration - 'Real-time' identification and quantification of the direct and secondary cases and effects.

PROGRAMME

DAY 1 (09.30-17.00) - CHRONOLOGICAL ELEMENTS OF CONTRACT MANAGEMENT

- Principles of Contract Management
- Pre-Signing Contract Management
- Contract Signing
- Contract Management During Performance
- Post-Delivery Contract Management

DAY 2 (09.00-17.00) - CHANGE ORDERS/ARISINGS - PRICING, SCHEDULING & NEGOTIATION

- Avoiding Changes with 'Most-Probable' Specifications
- The 'True' Origin of Changes
- Identification of the Real Change in Workslope
- Change Work as a Substitute for Basic Work
- Engineering & Procurement for Changes
- Support Services Necessary for Change Work
- Estimating Change Work vs. Basic Work
- Estimating Non-Productive Effects of Changes
- Identifying Often Overlooked Billable Personnel
- Shipyard's vs. Ship Owner's Estimates
- Lead Times and Duration's for Change Work
- Identifying Schedule Impacts of Change
- Reliance on OFM/GFM Commitments
- Identifying when the Owner/Government Can't Say No

DAY 3 (09.00 - 16.00) - SPECIFIC CONTRACT MANAGEMENT DISCUSSION TOPICS

- Contract Management vs. Project Management
- Contract Definition, Document Precedence
- Specification Types and Advantages of Each
- Drawings and Bills of Materials
- Classification and Regulatory Matters
- Owner's Approvals
- Owner Furnished Materials and Information
- Documented Communications
- Schedule/CPN and Schedule Monitoring
- Labour Hours - Estimates, Budgets, Actuals
- Delays - Excusable, Compensable, Concurrent
- Financial Matters and Considerations
- Vessel Delivery and/or Re-delivery
- Standards for Inspections and Substitutions

"The course content is excellent, containing a great deal of good, solid material based on experience, which will increase the knowledge and confidence of those involved in ship contracts"
- Mr IA Hicks, RNLI, UK

ABOUT THE COURSE LEADER - Dr Kenneth W. Fisher FRINA is recognized worldwide as the leading authority on the development and management of complex contracts and specifications for ship construction, conversion, repair, and design. He is author of the 2004 RINA publication, Shipbuilding Specifications: Best Practices Guidelines, and of the 2003 SNAME publication, Shipbuilding Contracts and Specifications. As an arbitrator, expert witness, consultant, and instructor for nearly 30 years, he brings clarity and organization to an otherwise-complex set of management requirements unique to the maritime industry.

"This seminar was an eye-opener. It made me realize how important it was to clear-up contract ambiguities prior to signing." -- Contract Manager, major ship repairer

LIMITED PLACES AVAILABLE

Please note that there are a limited number of places available on this course and any registrations made will be on a first come, first served basis. Due to the successful nature of past courses the RINA expects to re-run this event in 3 - 5 October 2012. If you wish to receive details regarding this course or make a provisional advanced booking, please tick the box on the registration form provided.

VENUE & ACCOMMODATION

The venue for the training programme is the Weir Lecture Hall, RINA HQ, 10 Upper Belgrave Street, London, SW1X 8BQ, UK.

Accommodation can be booked through HotelsCombined.com, the world's largest hotel price comparison Website. An exclusive 10% rebate is given to hotels booked via their website for all attendees.

<http://www.hotelscombined.com/City/London.htm>

For more information on the rebate program visit: http://www.HotelsCombined.com/Conference_Support

CONTINUING PROFESSIONAL DEVELOPMENT (C.P.D)

C.P.D. Certificates of Attendance will be issued at the event, which contribute towards the Institution's requirements for Continuing Professional Development. For further details regarding C.P.D, please contact Giuseppe Gigantesco, Director of Professional Affairs on Tel: 44 (0)20 7235 2407 or via email at: profaffairs@rina.org.uk.

CANCELLATION CHARGES

Cancellations received in writing one month before the event takes place will be subject to an administration charge of £200+VAT. Cancellations received after this time cannot be accepted and are subject to the full event fee. Delegates may be substituted; however this must be sent in writing and confirmed with the Conference Co-ordinator. In the event of cancellation of the programme for any reason, our liability is limited to the return of the registration fee.

*If you have any questions regarding this or any other RINA event, please contact Amber Williams;
Tel: 44 (0)20 7201 2401, Fax: 44 (0)20 7259 5912
Email: conference@rina.org.uk*

www.rina.org.uk/Contract-Management-Course

"Gives new insight into negotiating. The course has paid for itself many times over on the first contract after having the course." -- Vice Pres., Canadian Shipyard

REGISTRATION FORM - FUNDAMENTALS OF CONTRACT & CHANGE MANAGEMENT FOR SHIP CONSTRUCTION, REPAIR & DESIGN

2 - 4 May 2012

To register complete ALL sections of the form below and return it to:
RINA, 10 UPPER BELGRAVE STREET, LONDON SW1X 8BQ, UK
By fax on: +44 (0)20 7259 5912 or e-mail: conference@rina.org.uk

Title (Dr. Mr. Mrs. Eur Ing)	First Name:
Surname:	
Position:	
Company:	
Address & Postcode:	
Telephone:	Fax:
Email:	RINA Membership No. <small>(if applicable):</small>

Please indicate where you heard about this event _____

Do you wish to make a provisional booking for the next course in 3 - 5 October 2012 ☐

Do you wish to be notified about future events ☐

Please indicate if you are a member of RINA ☐

REGISTRATION FEE includes a bound training manual, lunch and refreshments.

REGISTRATION FEE		TOTAL
RINA MEMBERS:	£1080 + VAT*	£1296.00
NON-MEMBERS:	£1200 + VAT*	£1440.00
GROUP FEE (3 delegates or more)	£1060 per head	£1272.00

*VAT: Under UK Customs and Excise regulations delegates from all countries are required to pay VAT on any course taking place in the UK. Delegates from outside the UK may be entitled to reclaim this costs.

Please indicate your preferred method of payment.

(Please note RINA requires payment before the conference date)

- ☐ I enclose a cheque/Eurocheque for £ _____
- ☐ Please send me an invoice for £ _____
- ☐ I enclose details of my bank transfer for £ _____
- ☐ Please debit my credit card (VISA/Access/Mastercard) by £ _____ Expires: _____

Card No

Signature _____

Payment must be made in pounds sterling by Eurocheque, cheque drawn on a bank with a UK branch address, credit card (VISA/Access/Mastercard) or bank transfer. Account Name: The Royal Institution of Naval Architects. Account Number: 10042127. Account Code: 160016. Bank Address: Royal Bank of Scotland PLC, Belgrave Branch, 24 Grosvenor Place, London. SW1X 7HP, UK.