



FIDIC Claims Procedure and Substantiation Course

12 – 16 September 2027
Accra

FIDIC Claims Procedure and Substantiation Course

Ref: 532_141572 **Date:** 12 – 16 September 2027 **Location:** Accra **Fees:** 4100 Euro

Overview

FIDIC Claims Procedure and Substantiation Course is a five-day intermediate course for contract and claims managers, project managers, quantity surveyors, engineers, consultants, contractors, and employer representatives who leave with a FIDIC Claim Procedure and Evidence Pack. Participants identify claim events, issue notices, preserve contemporary records, establish entitlement and causation, assemble time and cost evidence, assess submissions, and document responses before formal dispute proceedings. Agile Leaders Training Center connects FIDIC claim procedure with disciplined substantiation.

Who Should Attend

- Teams responsible for administering notices and claims under FIDIC-based contracts
- Functions that assemble entitlement, causation, time, and cost evidence
- Personnel who review contractor or employer claim submissions
- Advisers who coordinate contemporary records and claim narratives
- Leaders who govern claim decisions, negotiations, and escalation

The course assumes participants can navigate construction contract provisions and project records, and it leaves out introductory contract administration, standalone delay analysis, adjudication advocacy, arbitration, and legal representation.

Departments and Industries

The course supports departments that prepare, assess, and govern FIDIC construction claims.

- Construction, infrastructure, transport, energy, and industrial projects
- Contract management, commercial management, and quantity surveying
- Project controls, planning, engineering, and site management
- Legal coordination, risk management, and governance
- Employer, engineer, consultant, contractor, and claims-advisory teams

Learning Objectives

By the end of this course, participants will be able to:



- Analyze FIDIC risk allocation and events that may create entitlement
- Apply notice, record, and fully detailed claim procedures
- Build cause-and-effect links supported by project evidence
- Evaluate time, cost, variation, and payment claim components
- Diagnose gaps in contractor claims and employer responses
- Build a governed claim file for determination and negotiation

Course Agenda

Day 1: FIDIC Risk and Claim Events

- Contract Form, Particular Conditions, and Risk Allocation Map
- Employer, Engineer, and Contractor Responsibility Matrix
- Claim Event Identification and Entitlement Screening Checklist
- Variation, Payment, Delay, and Disruption Event Register
- Claim Governance Roles and Escalation Protocol

Day 2: Notices and Contemporary Records

- Notice Trigger and Contractual Time-Bar Matrix
- Notice Content, Delivery, and Receipt Evidence Checklist
- Contemporary Record Plan and Custodian Assignment
- Daily Records, Correspondence, Programme, and Cost Evidence Index
- Continuing Effects and Interim Update Calendar

Day 3: Entitlement, Causation, and Quantum

- Contractual Basis and Entitlement Argument Map
- Cause-Effect Chain and Concurrent-Factor Review
- Time Impact Evidence and Extension Request Structure
- Direct Cost, Indirect Cost, and Overhead Evidence Schedule
- Mitigation, Avoidance, and Reasonableness Assessment

Day 4: Submission, Assessment, and Response

- Fully Detailed Claim Narrative and Exhibit Structure
- Claim Calculation Reconciliation and Audit Trail
- Engineer Assessment and Determination Review Sheet
- Employer Claim and Contractor Response Workflow
- Negotiation Position and Without-Prejudice Preparation Record



Day 5: FIDIC Claims Practice and Capstone

- Exercise: Identify Entitlement and Draft a Notice
- Exercise: Build the Contemporary Evidence Index
- Exercise: Link Cause, Time, and Cost Evidence
- Exercise: Assess a Claim and Prepare a Reasoned Response
- Capstone Exercise: FIDIC Claim Procedure and Evidence Pack

Practical Exercises

The course uses suggested activities to convert project events into traceable claim decisions.

- Suggested activity: map risk allocation, identify a claim event, and test notice and entitlement requirements.
- Suggested activity: organize correspondence, site records, programme updates, quantities, costs, and mitigation evidence.
- Suggested activity: draft a claim narrative linking contractual basis, cause, effect, time, and cost.
- Suggested activity: assess a submission and document questions, adjustments, response rationale, and negotiation boundaries.

FAQs

Who suits the FIDIC Claims Procedure and Substantiation Course?

It suits professionals who notify, prepare, review, assess, or govern FIDIC claims and assumes practical familiarity with construction contract provisions and project records.

How does FIDIC claims training differ from dispute-resolution training?

FIDIC claims training focuses on notices, records, entitlement, causation, evidence, submission, assessment, and response before formal adjudication or arbitration.

What records support a FIDIC construction claim?

Useful records include notices, correspondence, instructions, daily reports, programmes, progress evidence, resource records, quantities, invoices, cost ledgers, meeting actions, photographs, mitigation actions, and change registers.

What makes a FIDIC claim fully substantiated?

A substantiated claim connects the applicable contractual basis to a documented event, timely procedure, cause and effect, supported time or cost consequences, mitigation, calculations, and indexed evidence.



How should a FIDIC claim response be structured?

A response should record procedural findings, entitlement analysis, evidence reviewed, accepted and rejected facts, time and cost assessment, questions, adjustments, reasoning, authority, and the next contractual action.

Conclusion

Participants take back a FIDIC Claim Procedure and Evidence Pack containing the event screen, notice controls, record plan, entitlement map, cause-effect analysis, time and cost schedules, claim structure, assessment, and response record. The pack makes claim decisions and evidence traceable. It supports early resolution without replacing project-specific legal advice.