

Legal foundations for preparing administrative contracts, memorandums and decisions

program's objectives



- Developing and raising the efficiency of workers in legal affairs, contracts and procurement in the government and private sectors, legal researchers and administrators whose work is related to government procurement, as well as workers in companies that contract with government agencies by increasing their ability and knowledge in the field of management contracts, how to prepare them, how to negotiate to conclude them, and how to act when a dispute arises in those contracts in front of the courts and arbitration bodies .

program's Outlines



- Management contracts subject to common law.
- Elements of the administrative contract and conditions for its validity.
- **Types of administrative contracts:**
 - Public works contracts.
 - Supply contracts.
 - Concession contracts (commitment).
- Method of concluding an administrative contract.
- Characteristics of the contractor selection process.
- Tendering or bidding.
- The importance of contracts.
- Definition of civil contract and administrative contract.
- Contracting areas.
- Contract divisions.
- Copies of management contracts.
- The three stages of the contract.
- Legal terms of the contract.
- Pillars of the contract.

- Defects of contractual will.
- features of contract drafting.
- Formal and substantive conditions for drafting a contract.
- How to draft a contract professionally.
- How to correct common errors in drafting.
- Factors for the success and effectiveness of the contract.
- How to plan contract projects.
- Rules for contract supervision and follow-up.
- Contract ceremonies and announcements.
- General provisions in contracting.
- **Procedural aspects and practical problems in contracts:**
 - Pre-contractual restrictions.
 - Necessary controls in the specifications document.
 - Availability of financial allocations.
 - Ruling on introducing reservations in bids.
 - Previous consultation.
 - Negotiations with bidders.
 - Previous approvals.
 - Bid exclusion cases.
 - Ruling on shortening the deadline for submitting a bid in a tender.
 - sending awarding letter for the tender by fax.
 - tender ruling that includes accepting a percentage reduction from the lowest tender.
 - Provisions regulating insurance in the administrative contract.
 - Tender modification.
 - Writing as a condition in the administrative contract.
 - The effects of business interruption due to the lack of financial credit.
 - Management powers in Confront with the contractor.

- **Rights of the contractor with the administration:**
 - The right to supervision and guidance.
 - Obtaining financial compensation.
 - The right to amend the terms of the contract.
 - The right to receive some compensation.
 - The right to impose penalties on the contractor.
 - The right to the financial balance of the contract.
 - Right to cancel the contract.
- Unexpected financial difficulties theory.
- Emergency circumstances theory.
- Cases of termination of the contract with the administration.
- Claims with subcontractors.
- Price fluctuations.
- Employment problems.
- the majeure force.
- Severe weather fluctuations.
- Change orders.
 - Its types.
 - The terms of the change order are within the limits of the content of the contract.
 - The terms of the change order which is outside the limits of the content of the contract.
 - Timing and value of change orders.
 - How to avoid claims.
 - What the contractor must perform.
 - Claims divisions.
 - Practice.
 - Assignment (or direct agreement).
 - Types of legal memos.
 - Types of lawsuits.
 - The necessary qualifications and tools to develop legal writing skills.
 - Principles and technical requirements for legal writing.
- **The role of the defense when drafting memos:**
 - General provisions of notes.

- The fundamental differences between defenses and defenses.
 - The scientific method for writing memoirs.
 - The importance of defenses when drafting a legal memorandum.
 - Types of defenses.
 - Divisions of defenses.
 - The nature and types of defenses related to public order.
 - Defenses related to the interests of opponents.
- **Administrative decisions:**
- The types of the administrative decision.
 - Pillars of administrative decision.
 - Types of administrative decisions.
- **Enforcement of administrative decisions and regulations:**
- How administrative decisions and regulations are enforced.
 - Irreversibility of administrative decisions.
 - Suspension of administrative decisions or regulations
 - Correcting the decision or regulation.
 - End of administrative decisions and regulations.
 - Invalidation and lack of administrative decisions.
- **Methods of drafting regulations and administrative decisions:**
- Drafting techniques.
 - General principles of drafting.
 - Linguistic skills and drafting style.
 - Defects in legislative drafting.
- **Designing regulations and administrative decisions:**
- Design and tabulation of the list.
 - Administrative decision design.

Targeted Audience



- Workers in the various contracts department, workers in the legal department, workers in the procurement department, heads and members of tender committees, and specialists in financial contracts.

Training methods



- ★ Technology-Based Learning.
- ★ Simulation in Training.
- ★ On-the-job guidance.
- ★ Trainer-Led Training.
- ★ Work Teams and Roles.
- ★ Films and Videos.
- ★ Case Studies and Workshops.

Financial Proposal



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