

## GICHD Mine Action Contracting Workshop – 7 – 11 May, 2012 - Workshop Overview

Monday 7 May		Tuesday 8 May		Wednesday 9 May		Thursday 10 May		Friday 11 May	
09.00 – 09.30	> Introduction (LOD/CHC) > Course material > Welcome (HUS)	09.00 – 10.00	> ITF Mine Action contracting – An example (ITF)	09.00 – 10.00	> Budgeting and cash flow forecasting (LOD)	09.00 – 09.30	> Working with subcontractors (LOD)	09.00 – 10.00	> Group exercise: Statements of Work (LOD)
09.30 – 10.00	> Terms & Definitions in contracting (LOD)					09.30 – 10.00	> A States reporting obligations under the convention (RJC)		
10.00 – 10.15	<b>Coffee break</b>	10.00 – 10.15	<b>Coffee break</b>	10.00 – 10.15	<b>Coffee break</b>	10.00 – 10.15	<b>Coffee break</b>	10.00 – 10.15	<b>Coffee break</b>
10.15 – 11.00	> Various types of contracts (LOD)	10.15 – 12.30	> Liability in mine action (SICL)	10.15 – 13.00	> Insurances in Mine Action. Various types of insurances, terms, definitions and important considerations (HTO).	10.15 – 11.00	> Quality Management in MA contracting (GIA)	10.15 – 11.00	> Group exercise: Statements of Work continues (LOD)
11.00 – 12.00	> Accreditation of contractors. IMAS and NMAS (FAM)							12.30 – 13.00	> Dealing with currency risks (CLA.)
12.00 – 13.00	> Contract management (LOD)	12.00 – 13.00	> Formal written test						
13.00 – 14.00	<b>Lunch</b>	13.00 – 14.00	<b>Lunch</b>	13.00 – 14.00	<b>Lunch</b>	13.00 – 14.00	<b>Lunch</b>	13.00 – 14.00	<b>Lunch</b>
14.00 – 15.00	> Project cycle management (CHC)	14.00 – 15.00	> Banking, bank transfers, currency conversions and general banking advise (UBS)	14.00 – 15.00	> Inclusion of Land Release in mine action contracts. Presentation and group assignment (GIA)	14.00 – 15.00	> UNOPS Mine Action contracting – An example (UNOPS).	14.00 – 15.00	> Course completion > Remaining Q&As > Course evaluation > Course certificates > Course picture
15.00 – 15.15	<b>Coffee break</b>							15.00 – 15.15	<b>Coffee break</b>
15.15 – 16.30	> Contracting in the oil and gas industry – An example (ONO)	15.15 – 16.00	> Gender & diversity in mine action contracting (CBA)	15.15 – 16.00	> Previous presentation/ assignment continues (GIA)	15.15 – 16.00	> UNOPS Mine Action contracting – An example cont.	15.15 – 16.00	> UNOPS Mine Action contracting – An example cont.
16.30 – 16.45	> Wrap up > Remaining Q&As > Evening assignment > Study guide for the test - handout							16.00 – 16.15	> Wrap up > Remaining Q&As > Evening assignment.
		19.00 – 21.00	Course dinner						

### Notes:

- > Course material includes the GICHD Guide to Contracting in Mine Action and the GICHD Guide to Liability and Insurance in Mine Action.
- > The formal written test includes one part with questions and one part with a shorter essay.
- > Additional five minute breaks may be scheduled by presenters.
- > Arrival should be scheduled for Sunday 6 May and departure not before 17.00hrs on Friday 11 May.
- > Lunches will be at the WMO restaurant.

### Abbreviations:

CBA - Arianna Calza Bini, GMAP  
 CLA - Lina Castillo, GICHD  
 CHC - Céline Cheng, GICHD  
 FAM - Faiz M. Paktian, GICHD  
 GIA - Asa Gilbert, GICHD  
 HUS - Stephan Husy, GICHD  
 LOD - Pehr Lodhammar, GICHD  
 RJC - Juan Carlos Ruan, ISU  
 SMO - Simon Moore, Stephenson Harwood Law Firm  
 HTO - Howard Thompson, HMT  
 RTU - Roman Turšič, ITF  
 ONO - Oleksandr Nosov, Independent Consultant

### Abbreviations:

GICHD - Geneva International Centre for Humanitarian Demining  
 GMAP - Gender Mine Action Programme  
 HMT - HMT Insurance Brokers Ltd  
 ISU - Implementation Support Unit  
 ITF - The International Trust Fund  
 SICL - Swiss Institute of Comparative Law  
 UBS - Union Bank of Switzerland  
 UNOPS - United Nations Office for Project Services