**CIRCULAR No.:** 2013/070/MS/JT

**Date:** 19 July 2013

**To:** SIA/BOA Members

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We are pleased to inform you of SIA forthcoming **NEW EVENT** as follow:-

(1) **TOPIC:**
**SIA SMAP Series:**
**SIA Articles and Conditions of Contract for Minor Works 2012 (MWC 2012) Seminar Series**

**SYNOPSIS:**

In 1987, the Singapore Institute of Architects (SIA) published the Articles and Conditions of Building Contract for Minor Works, with reprints in 1991 and 1992, as SIA recognised the need to have a contract specifically for smaller or less complex projects. Since then there had been no review or revisions to the contract until 2011 when a comprehensive review was undertaken. After a review, drafting and feedback period from May 2011 to November 2012, the SIA ARTICLES AND CONDITIONS OF CONTRACT for MINOR WORKS 2012 (MWC 2012) was published in December 2012.

This series of 5 seminars will cover all aspects of the MWC 2012. As the Architect is the only professional whose role as contract administrator is governed by statute, the aim of this series is to ensure Architects understand this role, and have the skill and knowledge to advise their Clients and administer the contract in a professional manner.

**SMAP Series #1: 22 August 2013 (Thursday), 5:30p.m**

**Topic 1**
**Basic Principles, Guidance Notes & Quick-Start Guide**
This talk is intended for those with little experience in contract administration, or those who want a refresher or overview of the contract. The speaker will highlight what is new in the contract, when to use the contract and the role of the Architect as contract administrator. The speaker will also provide some tips on how to use the contract as a tool for good communication and risk management.

**Speaker:**
Ms Catherine Loke - Lander Loke Architects

**Topic 2**
**Preparation of Tender Documents**
This talk is intended for Architects or Quantity Surveyors who are involved in preparing tender documents. The speaker will highlight the features of the MWC 2012 which make tender documentation less complicated, and advise on which clauses require supplementary information to be included in the Preliminaries to cater for project-specific needs.

**Speaker:**
Mr Sam Wong - WS Surveyorship Pte. Ltd.
SMAP Series #2: 17 October 2013 (Thursday), 5.30p.m

Topic 1
Cost Control – Payment, Valuation & Variations
The speakers will explain the payment procedure and rules for valuation, and how they tie in with the Building and Construction Industry Security of Payment Act (Cap. 30B). Tips on how to use the contract as a tool for cost control will also be provided, including the use of Architect’s Instructions to track and manage Variations, NSC nominations and adjustments to Prime Cost and Provisional Sums.
Speakers:
Mr Sam Wong - WS Surveyorship Pte. Ltd.
Mr Anil Changaroth - Aequitas Law LLP
Ms Catherine Loke - Lander Loke Architects

Topic 2
Extension of Time & Liquidated Damages
Extension of Time (EOT) and Liquidated Damages are common areas of dispute. The speakers will go through the grounds for EOT, condition precedent to EOT, and advise on how to use the new Certificate of Liquidated Damages Entitlement to minimise disputes.
Speakers:
Mr Anil Changaroth - Aequitas Law LLP
Ms Catherine Loke - Lander Loke Architects

SMAP Series #3: 20 February 2014 (Thursday), 5.30p.m

Topic 1
Contractor’s Responsibilities
With construction becoming increasingly specialised, and with new statutory requirements being imposed, the speakers will highlight the clauses which provide for new responsibilities relating to specialist design, the Workplace Safety and Health Act (Cap. 354A), temporary works and documentation required from the Contractor, and how to use Architect’s Instructions to manage risk and secure compliance.
Speakers:
Mr Anil Changaroth - Aequitas Law LLP
Ms Catherine Loke - Lander Loke Architects

Topic 2
Quality Control
The MWC 2012 treats the Contractor as a specialist in building, able to not only abide by the contract specifications and drawings but also to highlight and advise on better methods of working or alternative materials. This talk will cover quality control issues, how to manage defects rectification and contractual remedies for non-compliance.
Speakers:
Mr Thomas Lew - Design Integrated Architects

SMAP Series #4: 17 April 2014 (Thursday), 5.30p.m

Topic 1
Liabilities & Indemnities
The speaker will explain the difference between liabilities and indemnities, and how they relate to insurance.
Speaker:
Mr Anil Changaroth - Aequitas Law LLP

Topic 2
Insurance
This talk will cover the Contractors’ All Risk and Work Injury Compensation Insurance in relation to statutory requirements and contractual obligations. The speaker will also advise on whether or not a risk is insurable, and what the Architect should look out for when checking the Contractor’s insurance policies.
Speaker:
QBE Insurance - speaker to be advised
SMAP Series #5: 17 July 2014 (Thursday), 5.30p.m

Topic 1
Dispute Resolution Methods
The MWC 2012 is drafted with the emphasis on resolution rather than dispute. The speaker will go through the options available to the parties, including how to use the Building and Construction Industry Security of Payment Act (Cap. 30B), Expert Determination, Mediation & Arbitration to resolve disputes.
Speaker:
Anil Changaroth - Aequitas Law LLP

Topic 2
Termination
This talk will cover the contractual procedures and legal implications of termination, and how to calculate liquidated damages in the event the Employer has engaged others to complete the Works.
Speakers:
Mr Anil Changaroth - Aequitas Law LLP
Ms Catherine Loke - Lander Loke Architects

DETAILS for SMAP SERIES #1:

DATE: 22 August 2013, Thursday

TIME: 5.30 pm – 8.00pm (Registration will start from 5.00pm onwards with refreshment)

VENUE: SIA Theatrette – Level 1 (79 Neil Road, Singapore 088904)

PER SEMINAR FEES: SIA member - $50, Non SIA Member - $100

FULL SERIES FEES: SIA member - $200, Non SIA Member - $400

Please click HERE for registration form and more details.

If you are interested to participate in the above event(s), kindly complete the registration form and return together with your payment (if applicable) to "Singapore Institute of Architects ". Registration by email or fax will only be confirmed upon receipt of payment (if applicable). Cheque payment for this activity should not be combined with payment for other SIA events/courses.

Thanks & Regards,

Secretariat
Singapore Institute of Architects

Excellence in Architecture and the Built Environment

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