

2026 CECA NEC4 WORKSHOPS

- 1. NEC4 ECC Overview**
- 2. Programme Workshop**
- 3. Role of the Project Manager**
- 4. Practical Application**
- 5. Compensation Events**
- 6. Pricing NEC contracts/Managing Risk**
- 7. NEC4 ECS Overview (same as 1 except ECS)**
- 8. Engineering and Construction Short Contract (ECSC)* and Understanding Z clauses**
- 9. Common contractual pitfalls and how to avoid them**
- 10. NEC4 ECC Overview for beginners**

1. NEC4 Introduction to the Engineering and Construction Contract

Why you should attend this workshop?

This one-day workshop introduces you to the common philosophies of the NEC family of contracts and focuses in more detail upon the key mechanics and provisions of the NEC4 Engineering and Construction Contract (ECC) highlighting changes from NEC3.

You will gain an understanding of the key aspects of ECC from all parties' perspectives. It will emphasize the importance of administering this form of contract during the life of a project rather than "leaving it in a drawer", as being contractual should be viewed very much as being proactive rather than being considered as negative. The session will review the contract strategy options between the primary ECC options A-F as well as the choice of secondary options that are available, all of which alter the risk profile and the payment mechanisms on a given project.

The workshop will review the key contractual clauses and mechanisms throughout the ECC contract, including the responsibilities of the Parties; flow of communication; early warnings; provisions for time and programme; testing and defects; payment; compensation events; risk and insurance and dispute avoidance. It considers how the contract if administered as intended should raise the level of understanding and transparency between the Parties involved and how the ECC contract can contribute to the effective management of a project to achieve the project objectives using a collaborative, transparent approach.

Attendees of this course will have a much clearer understanding of the intent of the specific contractual clauses of the ECC contract and in practical terms begin to see how they should administer them for the benefit of all parties on a particular project.

You will learn about:

- the philosophy and commonality amongst all the contracts within the suite of NEC4 contracts and fundamental changes from NEC3
- the use and appropriate contract strategy to adopt when choosing both primary options (A-F) and secondary options (X1-X22)
- appreciating the use of Contract Data, Scope and Site Information
- considering factors involved when preparing tender documents and assessing tender submissions
- considering common amendments that are often made in the form of "Z clauses" and their potential to alter the dynamics or risk profile of an un-amended contract
- roles and responsibilities of the key Parties
- the important ECC clauses and processes, in particular early warning, the programme, Early Warning Register, communications and compensation events
- Understand how to apply ECC in practice and achieve satisfactory solutions to problems

Recommended for

This workshop is recommended for everyone currently involved with or about to be working under an ECC contract including project managers, contract managers, quantity surveyors, clients, consultants, planners, contractors and their supply chain. This session will be suitable for those who are relatively new to these forms of contract as well as those who are already more experienced in the contract and looking to enhance their level of knowledge and understanding.

2. NEC4 Programme Workshop

Why you should attend this workshop?

This one-day workshop introduces you to the key aspects of producing and managing a programme during the life of a project. NEC contracts have raised the bar compared to other forms of contract in terms of the importance, quality and level of detail of programming expected and the contractual part it plays in assessing change and delays. The workshop will demonstrate that administration of the programme is pivotal to the success of any NEC project. The programme should become the key management and commercial tool in terms of demonstrating both the detailed plan of executing the works, as well as considering and demonstrating the effect/entitlement of change.

The role of planning should be considered a key aspect in the management of projects. However, it is essential that all team members including the project managers, commercial and anyone involved operationally understand the requirements and effects of managing programme requirements to properly carry out their specific functions. Everyone involved on a project should have an understanding of the current Accepted Programme under the contract and what it means to them on a day to day basis. This workshop will provide a thorough review of general planning aspects and provide detailed information on how to manage the key programming matters in accordance with the contract. It will also identify specific new clauses that have been introduced with NEC4 that relate to programme, early warnings and compensation events

Attendees of this course will have a much clearer understanding of the intent of the specific clauses related to programme and compensation events and in practical terms how they should administer them for the benefit of all parties on a particular project.

You will learn about:

- programme requirements within ECC contract
- the acceptance process and its contractual significance
- different types of float that are required to be demonstrated and who owns them
- early warning process in relation to programme
- compensation events and effect on Completion Date
- programme submissions + reporting

Recommended for

This workshop is recommended for anyone who would come in contact with the contract programme, including in particular project managers, contract managers, quantity surveyors, planners, consultants, within any employer/contractor/subcontractor/consultant organization. Attendees preferably would either have attended an Introduction to the NEC workshop or have practical experience of working on an NEC project to understand the wider basic principles of the contract in order to get the most out of the session.

3. NEC4 Communication flow and Role of Project Manager

Why you should attend this workshop?

This one-day workshop considers in detail the pivotal role of the Project Manager within the NEC ECC contract. The Project Manager is appointed by the Client to administer the contract on their behalf and has a great deal of responsibility and actions to carry out.

Communication flow is essential to ensure the level of understanding and transparency between the Parties is as clear as possible throughout the life of the contract. This session will consider in detail each of the elements within the specific communication clause and the use of cloud-based administration tools to help that flow of communication. The workshop will then consider the main processes within the contract that require communication flow between the Parties and input/decisions from the Project Manager. A series of exercises in the second half of the session will allow attendees to apply their knowledge in practice to a series of examples that a Project Manager may encounter during the life of the project and consider what actions they would need to take in each case. The workshop will also consider the specific changes that NEC4 has introduced compared to NEC3 that may be different for the role of the Project Manager.

Attendees of this course will have a much clearer understanding of the importance of communication flow on a day to day basis and the very important role that the Project Manager has in determining the relative success and outcome of a given project.

You will learn about:

- clause 13, the specific requirements around communication
- cloud-based administration tools to help the flow of communications
- clause 14, the specific elements around the role of the Project Manager
- processes within the contract that require input, decisions and/or actions from the Project Manager
- compensation event process and specific Project Manager required input as it works through from notified to implemented
- other communications that, whilst not specifically addressed within the contract, are likely to be practically used on a project

Recommended for

This workshop is recommended for anyone who is involved in administering an ECC contract on a live project to understand how communication flow can be both contractually and practically managed. This will include project managers, contract managers, quantity surveyors, clients, consultants, planners, contractors and their supply chain.

4. NEC4 ECC Practical Application

Why you should attend this workshop?

This one-day workshop is a practical look at some of the more significant aspects of the Engineering and Construction Contract. Each of the contractual areas covered will consider what the specific aspects are for that element of the contract, before carrying out in small groups an associated practical exercise to enhance the level of understanding as to how it can be administered in practice. It will also introduce some of the new changes that NEC4 has brought to the contract.

Attendees of this course will have a much clearer practical understanding of these specific processes and see how they should administer them for the benefit of all Parties on a particular project.

You will learn about:

- the main parameters for choice of primary and secondary options
- communication forms and consideration of what should be included
- early warnings and the production/maintenance of the Early Warning Register
- main programme requirements, what should go into a programme and the acceptance criteria
- consideration as to which events do or do not constitute compensation events and the resultant process
- assessing the Price for Work Done to Date (interim assessments)

Recommended for

This workshop is recommended for everyone currently or about to be working under an ECC contract including project managers, contract managers, quantity surveyors, clients, consultants, planners, contractors and their supply chain. This session will be suitable for those who are relatively new to these forms of contract as well as those who are already more experienced in the contract and looking to enhance their level of knowledge and understanding.

5. NEC4 Compensation Event Workshop

Why you should attend this workshop?

This one-day workshop introduces the compensation event process which is the mechanism within NEC contracts for dealing with change. It will also identify specific new clauses associated with compensation events that have been introduced with NEC4. The session focuses on the Engineering and Construction Contract (ECC) contract, but the same principles can be applied to both the Engineering and Construction Subcontract (ECS) and the Professional Services Contract (PSC) forms of contract.

The compensation event process makes it clearer than other forms of contract in the first instance as to whose liability a particular issue is, before then establishing a clear systematic approach to ascertaining the cost and time effect of these events in a methodical and timely manner. The contract seeks to promote/achieve understanding of liability and associated entitlement of individual delays as they occur. This is contrary to the natural tendency of other contracts of saving such delays to the end of a project and trying to resolve entitlement when it is far too late and subjective to ascertain liability with any degree of certainty or fairness.

This workshop will provide you with a detailed working knowledge of the compensation event process from start to finish. It will identify which events in the first instance would constitute a compensation event. It then takes attendees through the definitive distinct processes associated with each event i.e. notification, quotation, assessment and implementation. The workshop will review how such events should be priced and evaluated, considering elements of risk and also time entitlement in association with the latest Accepted Programme. The workshop then runs through a series of case studies and worked examples to allow attendees to consider and apply the contractual process to a number of given situations to decide how they should be managed and what the result in each case contractually would be. Attendees of this course will have a much clearer understanding of the change management process within these contracts and how each such compensation event should be identified, managed and assessed from its inception to its final agreement.

You will learn about:

- what is a compensation event
- the separate compensation event processes involved with each event i.e. notification, quotation, assessment, and implementation
- the difference and interaction between early warnings and compensation events
- the part that the Accepted Programme plays in assessing the time and cost associated with each compensation event
- identifying and preparing quotations for compensation events and how they should be subsequently assessed

Recommended for

This workshop is recommended for anyone who is involved with managing change on a project including project managers, contract managers, quantity surveyors, planners, consultants, within any employer/contractor/subcontractor/consultant organization. Attendees preferably would either have attended an Introduction to NEC3 workshop or have practical experience of working on an NEC project to understand the wider basic principles of the contract to get the most out of the session.

6. Pricing NEC Contracts and Managing Risk Workshop

Why you should attend this workshop?

This one-day workshop is a closer review of the tendering stage of a project, and how then risk is managed throughout the life of a project. It will review the documents that the Client puts into a Contractor's tender, as well as the considerations that the Contractor should consider when they are preparing their tender return. It is very important that a Contractor understands the risks and obligations that they are signing up to with any new contract and be able to price accordingly. This session will look at Contractor considerations or allowances they should be making when they are pricing an NEC contract. It will consider any elements that are new or different compared to NEC3 contracts that people will have used previously.

The session will consider definition of risk and risk management before looking at the traditional risk registers that often get produced and reviewed generally across construction projects. This will be compared with the Early Warning Register, which is a key aspect within the NEC suite of contracts as to its use and understanding in identifying and managing the risks associated with a project. The session will consider the different ways that risk can be altered throughout the contract and the considerations that the Parties should make when allocating risk or pricing risk accordingly.

Through an interactive presentation and delegate case studies, attendees of this workshop will have a much clearer practical understanding of the tender processes and what considerations the Client should make in putting together a tender, and what considerations the Contractor should make when pricing a tender, as well as understanding and managing risk allocation throughout the life of a project

You will learn about:

- the main ECC contract documents that make up a signed contract
- choice of primary and secondary options and associated pricing document and how they alter Contractor's risk
- ways of allocating risk through the different contract documents
- elements of Contract Data part 1 completed by Client
- considerations for completing Contract Data part 2 by the Contractor
- importance of Scope and Site Information
- compensation events and how they proportion whose risk is what under the contract
- Client's risk within section 8 of the contract and within Contract Data
- Defined Costs and Disallowed Costs under the contract
- the specific requirements of the early warning process and resultant NEC Risk Register/Early Warning Register, and how it differs from the more traditional project risk registers that are used within the industry.
- how risk can be dealt with differently for individual compensation events

Recommended for

This workshop is recommended for anyone who is involved in preparing or reviewing contract documents at tender stage, as well as anyone involved in administering an ECC contract on a live project to understand what part the documents play in the administration of a project. This will include project managers, contract managers, quantity surveyors, clients, consultants, planners, Contractors, and their supply chain.

7. NEC4 Introduction to the Engineering and Construction Subcontract

Why you should attend this workshop?

This one-day workshop introduces you to the common philosophies of the NEC family of contracts and focuses in more detail upon the key mechanics and provisions of the NEC4 Engineering and Construction Subcontract (ECS) highlighting changes from NEC3. This session focuses on the subcontract version between the Contractor and the Subcontractor which is pretty much the same rules and obligations that exist in the ECC equivalent contract between the Contractor and their Client.

You will gain an understanding of the key aspects of ECS from all parties' perspectives. It will emphasize the importance of administering this form of contract during the life of a project rather than "leaving it in a drawer", as being contractual should be viewed very much as being proactive rather than being considered as negative. The session will review the contract strategy options between the primary ECS options A-E as well as the choice of secondary options that are available, all of which alter the risk profile and the payment mechanisms on a given project.

The workshop will review the key contractual clauses and mechanisms throughout the ECS contract, including the responsibilities of the Parties; flow of communication; early warnings; provisions for time and programme; testing and defects; payment; compensation events; risk and insurance and dispute avoidance. It considers how the contract if administered as intended should raise the level of understanding and transparency between the Parties involved and how the ECS contract can contribute to the effective management of a project to achieve the project objectives using a collaborative, transparent approach.

Attendees of this course will have a much clearer understanding of the intent of the specific contractual clauses of the ECS contract and in practical terms begin to see how they should administer them for the benefit of all parties on a particular project.

You will learn about:

- the philosophy and commonality amongst all the contracts within the suite of NEC4 contracts and fundamental changes from NEC3
- the use and appropriate contract strategy to adopt when choosing both primary options (A-E) and secondary options (X1-X21)
- appreciating the use of Contract Data, Scope and Site Information
- roles and responsibilities of the key Parties
- the important ECS clauses and processes, in particular early warning, the programme, Early Warning Register, communications, and compensation events
- understand how to apply ECS in practice and achieve satisfactory solutions to problems

Recommended for

This workshop is recommended for everyone currently involved either as a Contractor or as a Subcontractor working under an ECS contract including project managers, contract managers, quantity surveyors, clients, consultants, estimators and planners. This session will be suitable for those who are relatively new to these forms of contract as well as those who are already more experienced in the contract and looking to enhance their level of knowledge and understanding.

8. NEC4 Engineering and Construction Short Contract (ECSC) and Understanding Z Clauses

Why you should attend this workshop?

These two half day workshops combined to form a one-day session will review in detail the contents of NEC4 Engineering and Construction Short Contract, and also consider in detail Z clauses and how to understand them.

Engineering and Construction Short Contract:

The morning session will focus in detail upon the key mechanics and provisions of the short form of NEC contract (ECSC). This is a simpler version of the Engineering and Construction Contract and is a lot slimmer in volume and complexity as it is intended to be used for a project that is low risk and low complexity. You will gain an understanding of the key processes both leading up to contract award and then how to administer the contract for the duration of the project. Attendees of this course will have a much clearer understanding of the intent of the specific contractual clauses and in practical terms begin to see how they should administer them for the benefit of all parties on a particular project.

You will learn about:

- when this particular form of contract is particularly suitable
- preparing tender documents and appraise tenders received
- the roles and responsibilities of the key Parties
- how to apply ECSC in practice and achieve satisfactory solutions to problems
- the important ECSC clauses, in particular early warning, communications and compensation events

Understanding Z clauses

Clients will typically amend the standard contract wording so it is important for Contractors and Subcontractors to understand what these can mean and how they could significantly alter their risk profile. Such amendments will be reviewed in detail, including:

- why Z clauses are used
- how they may alter a Contractor's risk profile
- review of practical examples of Z clauses and what they would mean

Typical bespoke project amendments (Z clauses) will also be considered in terms of how they can change the rules and principles of the contract. The session will focus on the types of amendments to look out for at tender stage that could significantly alter the risk profile for a Contractor/Subcontractor. Practical case studies for the second half of the afternoon will draw out the key elements around Z clause amendments for attendees to ensure that the elements have been understood and will be able to be applied in practice.

Recommended for

This workshop is recommended for everyone currently involved with or about to be working under an ECC, ECS or ECSC contract including project managers, contract managers, quantity surveyors, clients, consultants, planners, to make sure they understand which elements of contract data will affect their own specific roles within their organizations. This session will be suitable for those who are relatively new to these forms of contract as well as those who are already more experienced in the contract and looking to enhance their level of knowledge and understanding.

9. NEC4 Common contractual pitfalls and how to avoid them

Why you should attend this workshop?

This one-day workshop will consider some of the more common issues or misconceptions concerning aspects of NEC4 contracts. It is essential that any party entering into an NEC contract know what they are signing up to at tender stage, and how to administer the process during the life of the project. The processes within the contract are largely intended to be pro-active and easy to understand, but it is important to understand the subtleties to minimize any potential impact of not following the prescribed rules.

You will learn about:

The workshop will consider various key aspects of the contract that can commonly be misunderstood or mismanaged so that attendees can make sure that within their organizations these do not become issues that occur. The topics that will be considered include:

- Reviewing tender documents
- Z clauses
- Completing contract data
- Signing the contract
- Project commencement check list
- Delegation of powers
- Communication flow
- Early warnings
- Ambiguities
- Acceptances
- Subcontracting
- Programme acceptance
- Defects
- Payment applications
- Pricing document
- Disallowed costs
- Compensation event process
- Schedule of cost components

The workshop includes questions and case studies throughout the session to ensure understanding of the contractual processes and be able to apply them in practice to real life situations. Attendees should grow in confidence as to what they should be doing but also how they can hold the other party to account if they are not following the rules.

Recommended for

This workshop is recommended for everyone currently involved with or about to be working under an ECC or ECS contract including project managers, contract managers, quantity surveyors, clients, consultants, planners, to make sure they understand which elements of contract data will affect their own specific roles within their organizations.

10. NEC4 Introduction to the Engineering and Construction Contract

Why you should attend this workshop?

This one-day workshop introduces you to the common philosophies of the NEC family of contracts and focuses in more detail upon the key mechanics and provisions of the NEC4 Engineering and Construction Contract (ECC) highlighting changes from NEC3. It is intended for people who are very new to the industry or this form of contract with little or no previous experience.

You will gain an understanding of the key aspects of ECC from all parties' perspectives. It will emphasize the importance of administering this form of contract during the life of a project rather than "leaving it in a drawer", as being contractual should be viewed very much as being proactive rather than being considered as negative. The session will review the contract strategy options between the primary ECC options A-F as well as the choice of secondary options that are available, all of which alter the risk profile and the payment mechanisms on a given project.

The workshop will review the key contractual clauses and mechanisms throughout the ECC contract, including the responsibilities of the Parties; flow of communication; early warnings; provisions for time and programme; testing and defects; payment; compensation events; risk and insurance and dispute avoidance. It considers how the contract if administered as intended should raise the level of understanding and transparency between the Parties involved and how the ECC contract can contribute to the effective management of a project to achieve the project objectives using a collaborative, transparent approach.

You will learn about:

- the philosophy and commonality amongst all the contracts within the suite of NEC4 contracts and fundamental changes from NEC3
- the use and appropriate contract strategy to adopt when choosing both primary options (A-F) and secondary options (X1-X22)
- appreciating the use of Contract Data, Scope and Site Information
- considering factors involved when preparing tender documents and assessing tender submissions
- considering common amendments that are often made in the form of "Z clauses" and their potential to alter the dynamics or risk profile of an un-amended contract
- roles and responsibilities of the key Parties
- the important ECC clauses and processes, in particular early warning, the programme, Early Warning Register, communications and compensation events
- Understand how to apply ECC in practice and achieve satisfactory solutions to problems

Recommended for

This workshop is recommended for everyone currently involved with or about to be working under an ECC contract including project managers, contract managers, quantity surveyors, clients, consultants, planners, contractors and their supply chain. This session will be suitable for those who are relatively new to these forms of contract as well as those who are already more experienced in the contract and looking to enhance their level of knowledge and understanding.