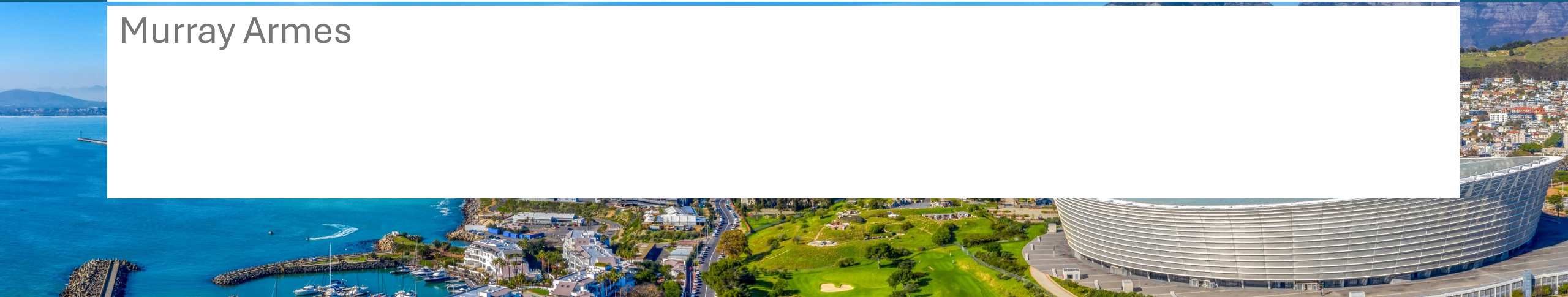




DRBF Practice Guide: Guidance for Effective Site Visits and Meetings

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Introduction

- Site visits are an integral part of the Dispute Board process
- Terminology:
 - A **site visit** normally includes a physical walkdown of the works to facilitate information gathering
 - A **meeting** is that part of the site visit where the parties present information and discuss current and future challenges and the DAAB promotes dispute avoidance

Topics Included

- The need for, and purpose of, site visits
- The frequency of site visits
- The type of site visits: in-person and/or virtual
- How to organize a site visit
- What is expected of the parties, the Engineer, and the DAAB
- Site visit protocols
- Details about the site visit report
- Actions required between site visits

Format of a Site Visit

- The first and introductory visit and meeting
 - Agenda and introduction to dispute avoidance
- Regular visits and meetings
 - Agenda, physical visit, agenda for meeting, party presentations, ongoing informal assistance, addressing current and future challenges
- Meetings at critical stages and events
- Visit in connection with a Referral
 - No informal assistance (normally), fact finding only
- Virtual Site Visits and Meetings
 - Things to consider, setting up and running the meeting

Topics Included

- Site Visit and Meeting protocols
 - Avoiding the perception of bias
 - Natural justice
 - Avoiding communicating with only one Party
- Actions for the DAAB during a visit
 - Information gathering
 - Informal Assistance and Dispute Avoidance
- The Site Visit Report
 - Contractual requirements
 - Structure and content
- Between Visits