

2

User Guide

2 . 1 Introduction

This section of the Manual is written for owners and contractors and their representatives. It includes recommendations for best practices and procedures for ensuring successful DRBs, and describes:

- Selection of Board members [2.2].
- DRB operations during meetings [2.3].
- Advisory opinions [2.4].
- Referring disputes to the DRB [2.5].
- Preparing for a hearing [2.6].
- The format and conduct of a hearing [2.7].
- Use of DRB reports [2.8].
- Termination of DRB members [2.9].
- Practice Guidelines for DRB members [2.10].
- Implementation [2.11].

Appendix 2A presents a guide specification recommended for use in contract documents, with commentary on specific provisions. Appendix 2B presents the recommended Three-Party Agreement.

This Manual incorporates experience gained with DRBs since the previous edition and identifies practices that work best. It is a living document that will be changed whenever necessary to reflect the continuing experience gained through the use of DRBs. Your comments and suggestions are solicited and should be sent to the Dispute Resolution Board Foundation.

This document's usefulness will vary depending on the user's familiarity and past experience with the process, but should be of interest to all practitioners. Parties who are new to the DRB process and parties that have experienced difficulties with the process may find the document particularly helpful. Although recommended practice and procedures are presented in this document, it is not expected that all of the suggestions will be adopted by owners when current practices are working satisfactorily.

This section can be downloaded from the DRBF web site (www.drb.org) in PDF format. The guide specification and TPA can be downloaded as Microsoft Word documents so that users may customize them to fit their own standard documents.