



Workshop Contract Management

Presented by Harm Bavinck
Founder of effects by Wolters Kluwer



Wolters Kluwer

Agenda

1. Wat is contract management
2. Voordelen implementatie
3. Implementatie in 7 stappen
4. Demo Effects Contract Management

1. Wat is Contract Management

Lifecycle Management



Verschillende belanghebbenden

R

Responsible

The person assigned to do the work

A

Accountable

The person who makes the final decision and has the ultimate ownership

C

Consulted

The person who must be consulted before a decision or action is taken

I

Informed

The person who must be informed that a decision or action has been taken

2. Voordelen implementatie

Beter beheer risico's



Beter beheer transparantie



"WIJ GAAN VOOR 98,3% TRANSPARANTIE"

Beter beheer kosten

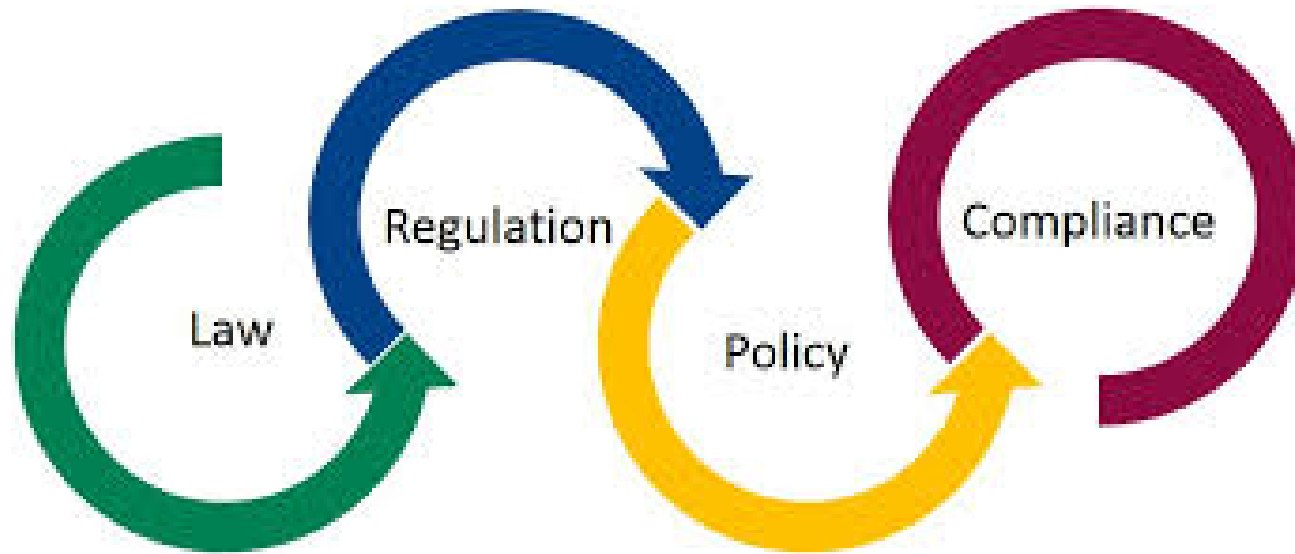


3. Implementation LRM Framework

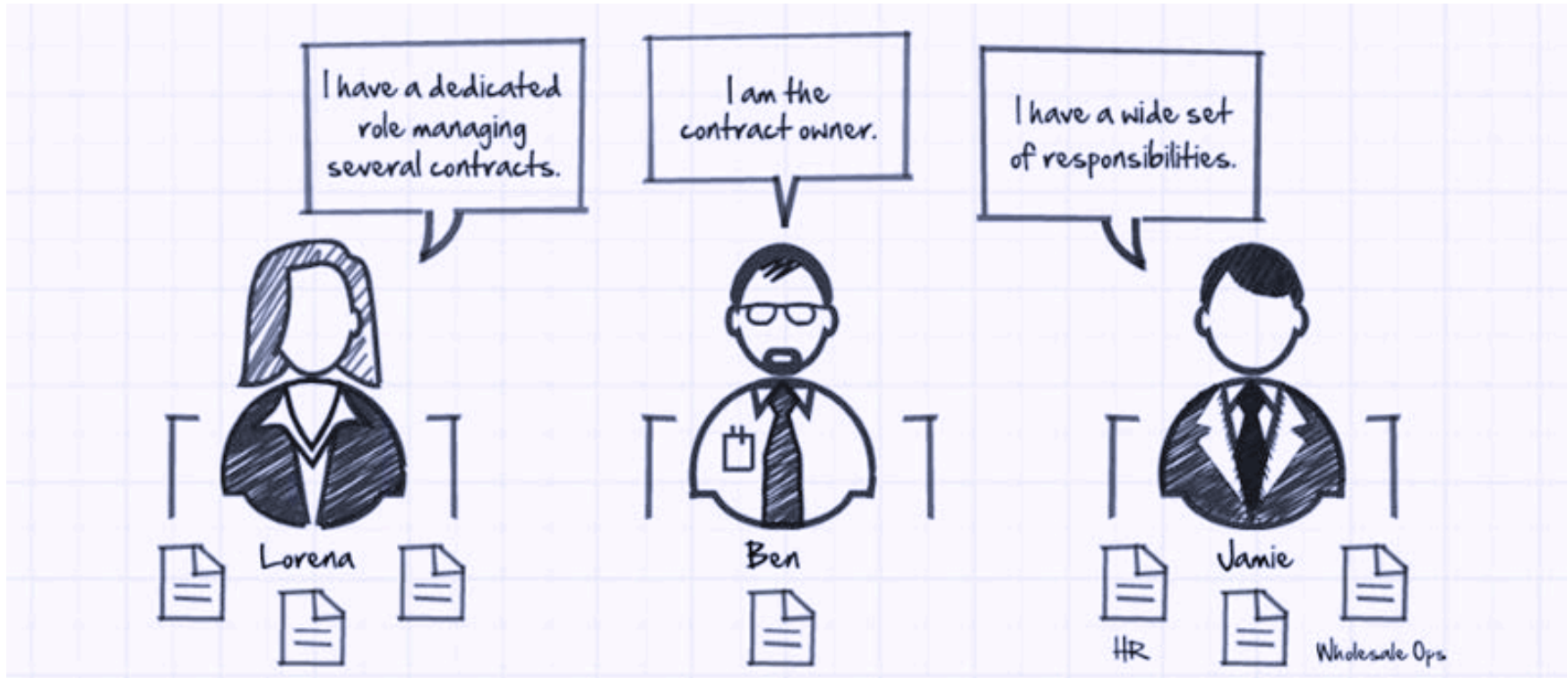
7 stappen van implementatie

1. Leg doelstelling en regels vast
2. Betrek de organisatie
3. Identificeer soorten contracten en huidige werkwijze
4. Implementeer nieuwe proces en systeem
5. Train betrokken personen
6. Controleer en verbeter proces
7. Communiceer resultaten

Stap 1: Leg doelstelling vast



Stap 2: Betrek de organisatie



Stap 3: Inventariseer processen



Stap 4: Implementeer systeem

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Contract Management [Set this dashboard as my homepage](#)

[New Contract](#)

Reports

- Expiring <90 days
- Active
- Draft
- Inactive
- Templates

Dashboard

- Dashboard NDA

Statistics

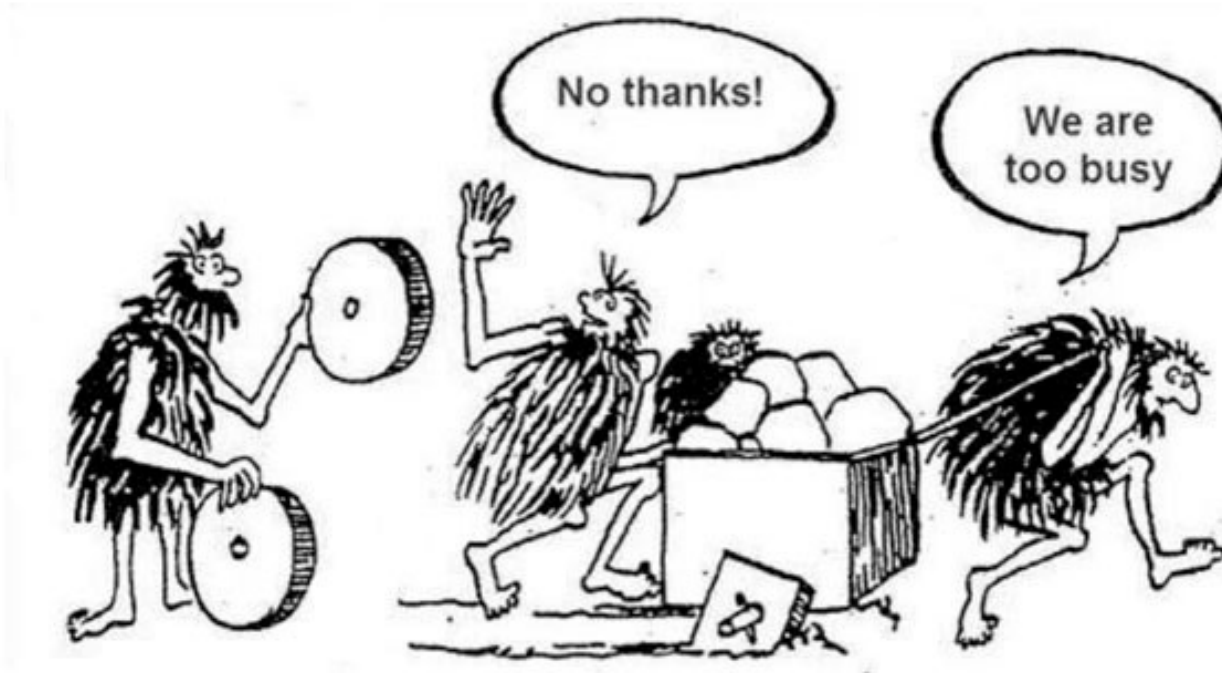
- Editors
- Group Companies
- Departments
- Counterparties
- Chart

Contract Report - expiring < 90 days [Full display](#)

Total: 8

Group company	Counterparty	Department	Title	Due	Expiration date
Mastar Washington Group	Automobile S.a.s	Business Development	Full mutual non disclosure for all information shared	05/21/2015	01/09/2016
Mastar Washington Group	Clifford Chance LLP	Business Development	Full mutual non disclosure for all information shared	11/15/2015	05/03/2016
Mastar France S.A.	Ashurst	Business Development	SLA for support	06/21/2015	05/03/2016
Escude S.a.r.l.	ABC Incorporated	Legal	New NDA	02/16/2017	03/23/2017
Mastar Brasil					
Escude S.a.r.l.	ABC Incorporated	Legal	New agreement	03/15/2017	04/14/2017
Mastar Brasil					
Mastar Equity B.V.	Roderick INC	Facilities	100 computers kopen	09/12/2016	07/09/2017
Mastar Germany GmbH	winra evolution GmbH & Co. KG	Legal	Software Lizenzvertrag	08/17/2016	08/22/2016
Mastar & Co.	Constructions Project BVBA	Business Development	Construction supplies	12/15/2015	12/20/2015

Stap 5: Train betrokkenen



Stap 6: Controleer en verbeter

Contracts with an alert date <90 days

Inbox x



noreply@effacts.com
to harm.bavinck

2:29 PM (0 minutes ago)



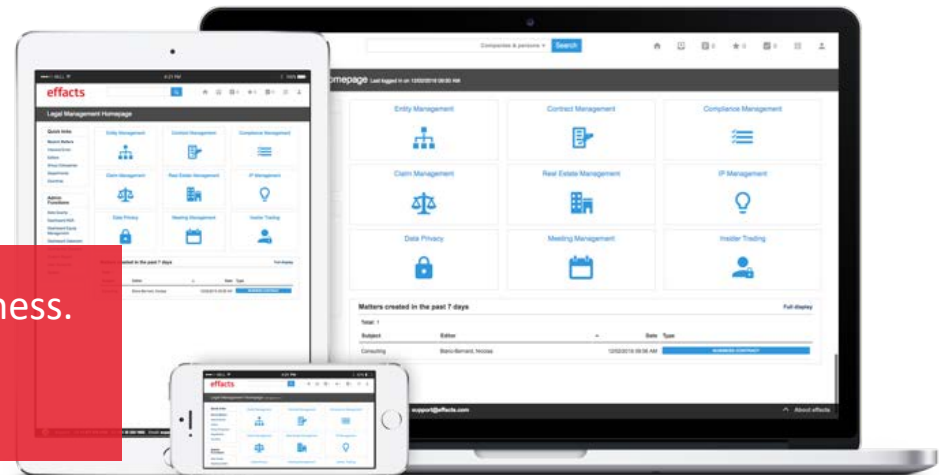
Group company	Counterparty	Department	Title	Due	Expiration date	Status
Mastar Denmark AB	Dictum Consulting	Board	Purchase of Liquids	11/14/2016	02/22/2017	
Mastar Italy Spa	Anex LLC	Operations	Facility delivery	07/29/2016	07/18/2020	
Master Holding N.V.	Condimented Ltd	Operations	SLA for support	08/03/2016	07/23/2020	
Mastar & Co.	Fairfacts Ltd	Operations	Construction supplies	08/07/2016	07/27/2020	
Mastar Iowa Inc.	Symposium.com	Operations	Full mutual non disclosure for all information shared	08/08/2016	07/28/2020	
Mastar Norway AB	Calorij NV	Operations	Facility delivery	08/15/2016	08/04/2020	
			Purchase of coffee			

Stap 7: Deel resultaten



Conclusie

- Advies is “think big but start small”
- Bouw vaste routines in die het proces versterken
- Identificeer en betrek alle betrokkenen
- Gebruik de juiste tools om het proces te ondersteunen



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4. Demo Effects Contract Management

Questions?





Wolters Kluwer

When you have to be right