



Australian Government
Department of Foreign Affairs and Trade

Foreign Arrangements Scheme Online Portal User Guide for State and Territory Entities

Department of Foreign Affairs and Trade

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1 OVERVIEW

The **Foreign Arrangements Scheme Online Portal** (Online Portal) supports the implementation of the Foreign Arrangements Scheme under the *Australia's Foreign Relations (State and Territory Arrangements) Act 2020* (hereafter 'the Act'). The Portal allows users to notify the government of their arrangements.

This Foreign Arrangements Scheme Online Portal **User Guide** (User Guide) provides comprehensive instructions for users to reference when using the Portal. It includes guidance on how to use the Portal, including how to create accounts, notify arrangements, communicate with the Department of Foreign Affairs and Trade's Foreign Arrangements Branch, track progress, and access outcomes on arrangements submitted.

Users can undertake the following functions using the Online Portal:

- **Invite** new users to create an account (as an administrator)
- **Login** as an existing user
- **Submit** a notification for an arrangement
- **Track** progress and access outcomes
- **Extract** data about your organisation's arrangements for internal reporting
- **Share** arrangements with other users within your organisation
- **Manage** users within your organisation (as an administrator)
- **Control access/visibility** of foreign arrangements within your organisation (as an administrator).

2 CLASSIFICATION OF INFORMATION

The Online Portal can receive information classified up to and including OFFICIAL: Sensitive, as per the Australian Government Protective Security Policy Framework (PSPF). If you need to make a notification involving classified information, please contact the Foreign Arrangements Branch at foreignarrangements@dfat.gov.au.

3 SUPPORTED WEB BROWSERS

The Online Portal works best using a modern browser. It is recommended that you do not use Internet Explorer or Edge Legacy.

The Online Portal is optimised for use on desktop computers and it is highly recommended you enter any information on the Portal using your desktop, as opposed to mobile or tablet devices.



4 GETTING STARTED

The Online Portal is a secure, cloud-based app, accessible from a website optimised for desktops. It can be accessed through www.foreignarrangements.gov.au; once selected you will find the Online Portal landing page. On the landing page, you will be able to **login** to the Portal, and access this **user guide** and **contact** the DFAT Foreign Arrangements Branch for assistance.

The screenshot shows the landing page of the Foreign Arrangements Scheme Online Portal. At the top left is the Australian Government logo and the text 'Australian Government Department of Foreign Affairs and Trade'. At the top right is a 'Log in' link. Below this is a navigation bar with 'Home', 'Foreign Arrangements Scheme', and 'Contact Us'. The main heading reads 'Welcome to the Foreign Arrangements Scheme Online Portal'. A three-step process is outlined: Step one (Set up your account with your organisation), Step two (Notify of a foreign arrangement), and Step three (Track progress and access outcomes). To the right, under 'Get started', there is a 'Log in' button and text stating that users without an account should contact the Department of Foreign Affairs and Trade. Under 'More information', it provides links to a User Guide and the Scheme website.

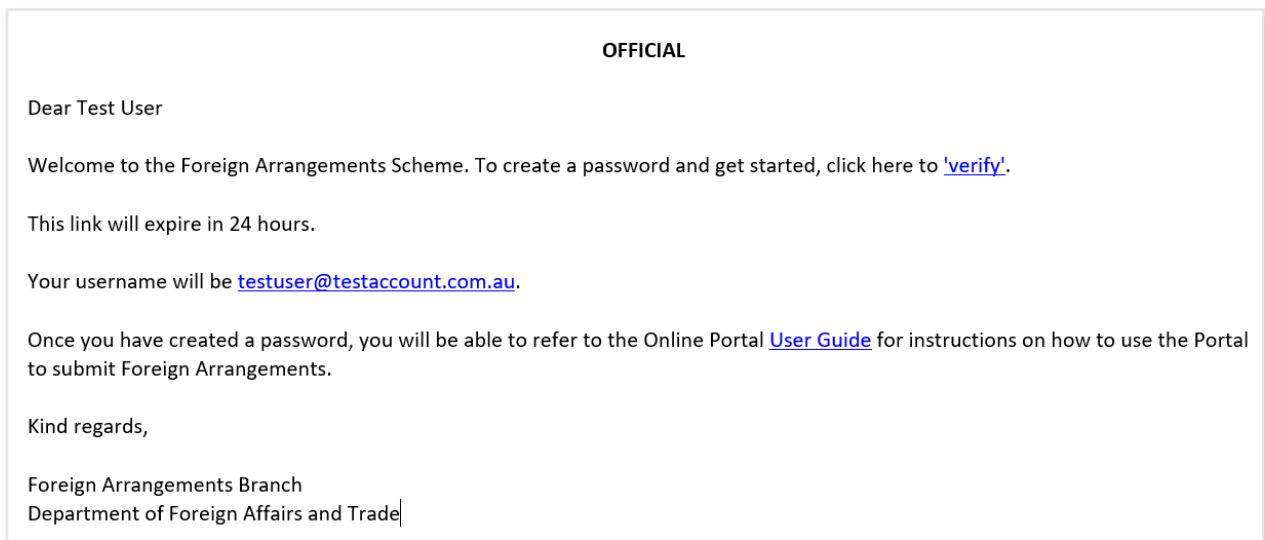


4.1 Register as a new user

To register as a user of the Online Portal, please contact an Administrator or **Master Administrator** from your organisation and request for them to submit your details through the Online Portal and invite you to create a new account.

If your organisation does not have an account, please contact the DFAT Foreign Arrangements Branch for assistance (foreignarrangements@dfat.gov.au).

Once an administrator has submitted your details, you will receive a welcome email which you can use to verify your account and create a password.



Select 'verify' in the email to verify your email address and to set up your password.

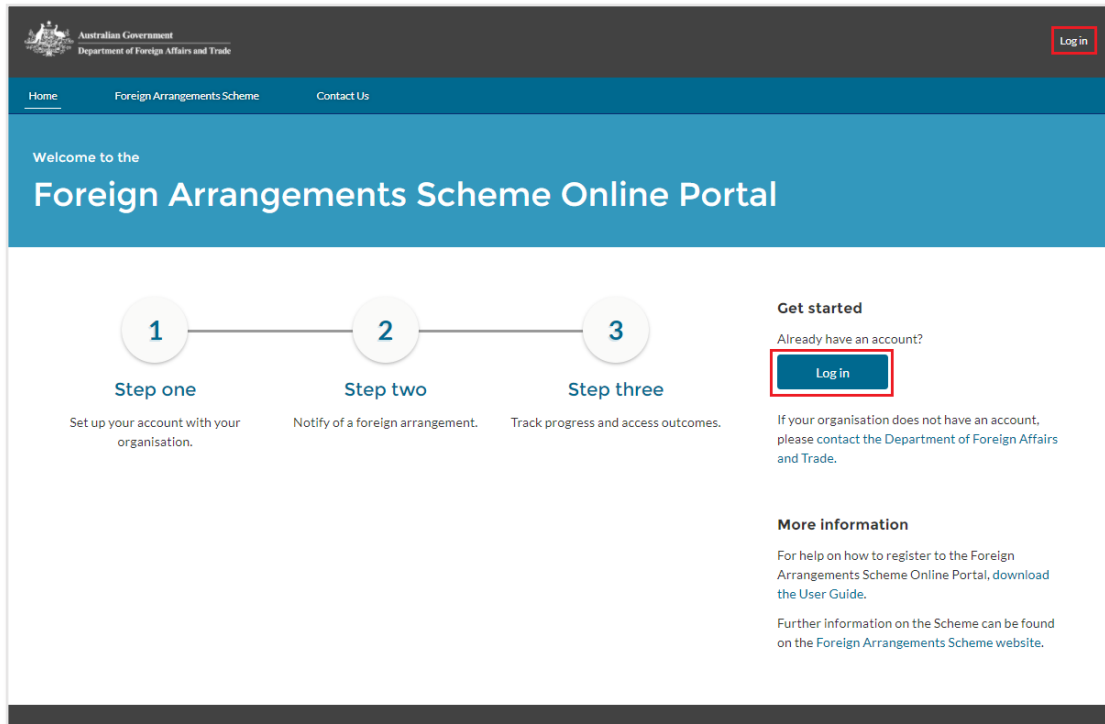
Note: If you have not received an email, please check your junk mail folder.

When setting up your password for the first time, you will be directed to the **Change Your Password** screen. This is the same screen used to update your password, or to reset your password if you have forgotten it.



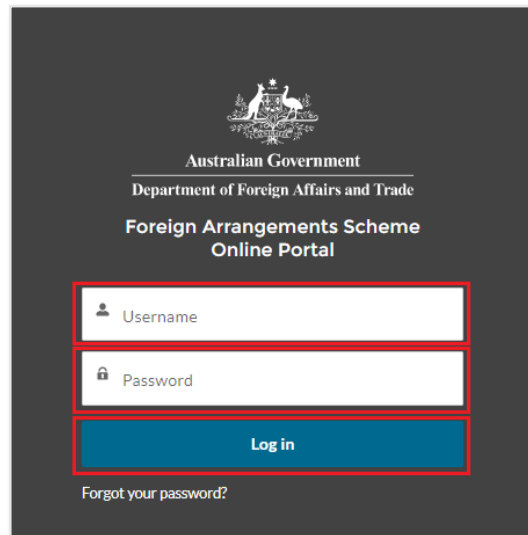
4.2 Login

Click the **Login** button on the Online Portal landing page to log in to the Portal.



Enter your **username** (*your registered email address*) and **password**.

Select **Login**.





4.3 Portal passwords

Passwords for the Online Portal:

- Are case sensitive, and
- Cannot be the same as a password used in the last 12 resets.

They must contain:

- A minimum of 17 characters, and
- Three or more of the following:
 - One or more numbers (1,2,3,4,5,6,7,8 or 9)
 - One or more uppercase letters (A-Z)
 - One or more lowercase letters (a-z), and
 - One or more special characters: ! @ # \$ % ^ & * () _ + - = < > ? / . , ; ; ~ ` { } [] “

Once you have entered a compliant password, select **Change Password**.

Australian Government
Department of Foreign Affairs and Trade

Change Your Password

Enter a new password for **lorinds@hotmail.com**. Make sure to include at least:

- ✓ 8 characters
- ✓ 1 letter
- ✓ 1 number

* New Password
[password field] Good

* Confirm New Password
[password field] Match

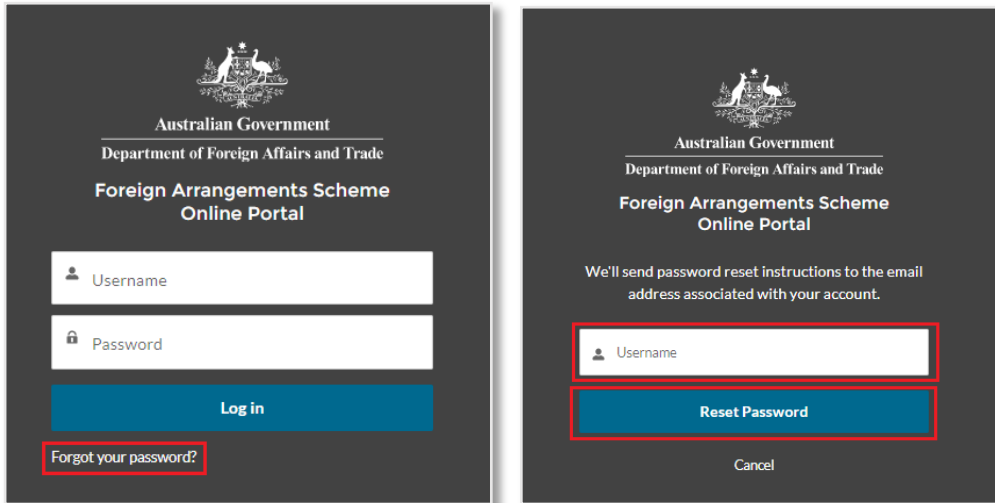
Change Password

Password was last changed on 20/11/2020 9:15 AM



4.4 Forgotten password or password reset

1. Passwords can be reset by clicking the **Forgot Your Password?** link on the initial login page.



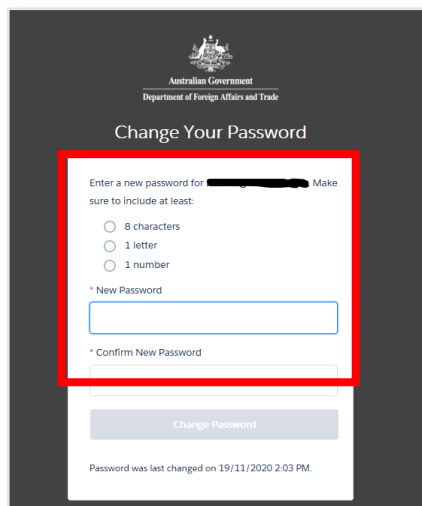
2. Enter your username and click the **Reset Password** button.
3. An email from **DFAT** will be sent to your registered email address.
4. Click on the **link supplied in the email** to reset your password.

Note: The new password link will expire in **24 hours**. If the link expires you will need to request another password reset. The Online Portal will not let you re-use an old password.

If you enter an incorrect password five times, the Online Portal will lock your account for 30 minutes and you will need to reset your password after this time.

In the event of issues related to passwords, your organisation's Master Administrator is able to reset your password. If issues persist, refer to [Section 14.1](#) for additional guidance.

5. You will be directed to the **Change Your Password** screen which will allow you to set a new password.





5 ONLINE PORTAL HOME PAGE

Once you log into the Online Portal you will have access to the **Foreign Arrangements Scheme Online Portal** Home page.

From the Home page you can access:

- **Arrangements**
 - To create, view and manage your current Foreign Arrangement records.
- **Invite and manage users**
 - To invite new users, view existing users, reset passwords, suspend and reactivate user accounts. (Note: this is only available to Administrators and Master Administrators)
- **Profile**
 - To update or change your account and contact details on your profile, which will update your contact details on your arrangements.
- **Report**
 - To create reports and extract data regarding your organisation's arrangements and notifications.
- **Important links**, including the:
 - *Foreign Arrangements Scheme* to get more information on the Scheme.
 - *DFAT Home* to link to the Department of Foreign Affairs and Trade website page.
 - *Download the User Guide (PDF)* information on how to use the Portal.

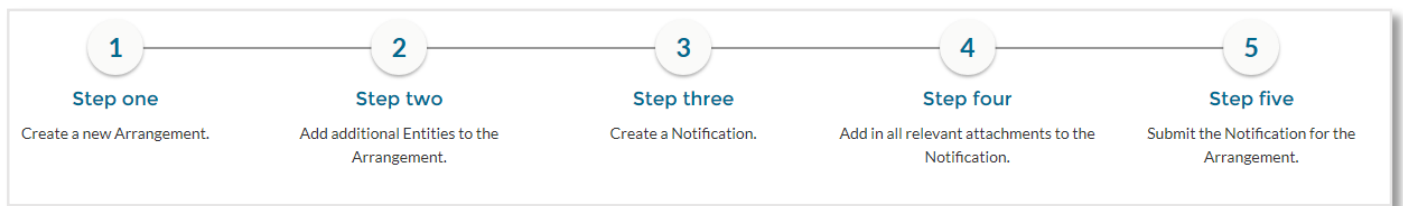
The screenshot shows the home page of the Foreign Arrangements Scheme Online Portal. At the top, there is a navigation bar with links for Home, Foreign Arrangements Scheme, Contact Us, and Report. Below the navigation bar, a large blue banner reads "Welcome to the Foreign Arrangements Scheme Online Portal". Underneath the banner, there is a paragraph of introductory text. To the right of the text is a section titled "Important Links" with three bullet points: "Foreign Arrangements Scheme", "DFAT Home", and "Download the User Guide (PDF)". Below the text and links are three large, red-bordered boxes, each containing an icon and a description of a portal function: "Arrangements" (document icon), "Invite and manage users" (two people icon), and "Profile" (hand holding a smartphone icon). To the right of these boxes is a section titled "Classification of Information" with a paragraph of text and an email address: foreignarrangements@dfat.gov.au.



5.1 The five-step process to submit an arrangement

There are five steps to complete before an arrangement can be submitted.

- Step 1: **Create a new Arrangement**
- Step 2: Add additional **Entities to the Arrangement**
- Step 3: **Create a Notification**
- Step 4: Add in all relevant attachments to the Notification
- Step 5: Submit the Notification for the Arrangement

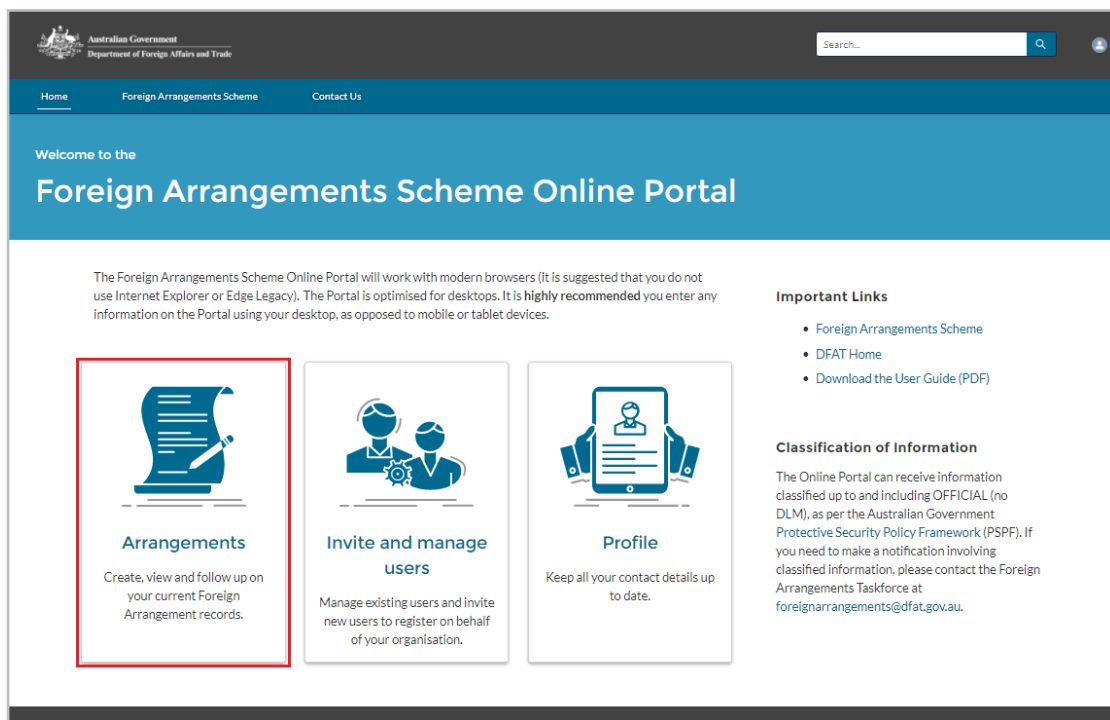


Note: When you submit a notification, you will be asked to verify that you are authorised to submit the notification. You should confirm with your organisation that you have the authority to notify the Foreign Minister of an arrangement before beginning to enter an arrangement.

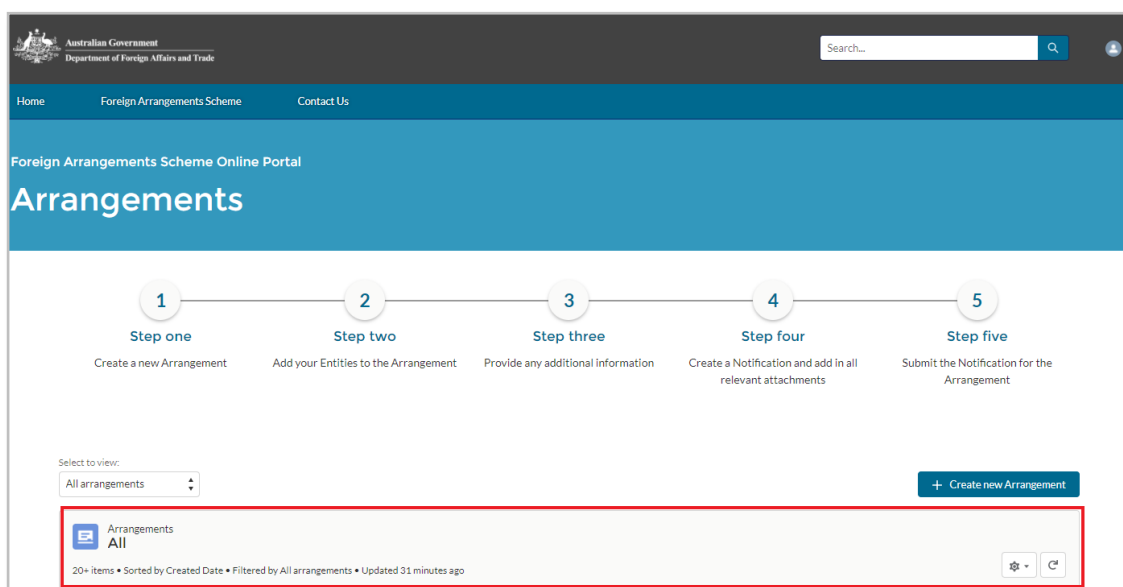


6 HOW TO CREATE AN ARRANGEMENT

1. From the Home page, select the **Arrangements** button to start a new notification for a foreign arrangement.
2. Select **Arrangements** from the Home screen.



3. The Arrangements page allows you to **create a new arrangement, clone an existing arrangement and view and/or manage** an existing arrangement. Arrangements that you have created will be featured at the bottom of the page, in the **List View**.





4. Click **Create new Arrangement** to start a new notification for a foreign arrangement.
5. If you are submitting a variation or other arrangement which is similar to an existing arrangement, you can open that arrangement from the main page and select **Clone Arrangement** in the top right corner. A cloned arrangement will copy over the title and purpose of the original (in Step 1), as well as its entities (in Step 2).

Select to view: All arrangements + Create new Arrangement

Arrangements All

3 items • Sorted by Foreign arrangement number • Filtered by All arrangements - Created Date • Updated a few seconds ago

	Foreign arrangement nu... ↑	Core or non-core forei... ↓	Pre-existing or prospective ↓	Commencement date ↓	Assessment status ↓	Created By ↓
1	FRA-014320	Non-core	Prospective	22/05/2023	Notification received	Robert Close
2	FRA-014321	Core	Prospective	23/05/2023	Notification received	Robert Close
3	FRA-014325	Non-core	Prospective	1/07/2023	Notification received	Robert Close

Arrangement FRA-014320 Share **Clone Arrangement**

Core or non-core foreign arrangement: Non-core Pre-existing or prospective: Prospective

6. There are five steps to complete over five separate pages for the Arrangement. The progress chart at the left indicates which step you are on as you proceed. You must save your changes before you progress to the next step, but you can traverse back and forth through the steps until you have submitted the arrangement in Step 5.



6.1 Step 1 - Arrangement details

Arrangement details

Step 1 of 5

Arrangement details

All fields marked with * are mandatory.

* Title of foreign arrangement ⓘ

* Purpose of foreign arrangement

* Legal effect of the foreign arrangement ⓘ

Has your entity submitted this arrangement before? ⓘ

Has another entity submitted this before?

Cancel Save and continue >

Title of foreign arrangement

Please include the title of your arrangement in full. A foreign arrangement is defined at subsection 6(2) of the Act. An arrangement is defined at subsection 9(1) of the Act.

Purpose of foreign arrangement

Please provide an overview of the purpose of the arrangement.

Legal effect of the foreign arrangement

Legally binding is defined under subsection 9(2) of the Act. If any part of the arrangement is legally binding, please select that the arrangement is legally binding (*options provided in the drop-down menu*).

Has your entity submitted this before?

If you have previously submitted this Arrangement and you have withdrawn it or it has been varied, you need to indicate the previous Arrangement number in the 'Previous foreign arrangement number' section. The value in the 'Previous foreign arrangement number' field must begin with 'FRA-'.

You may enter multiple reference numbers by using a comma eg. FRA-00001, FRA0002.



Has your entity submitted this arrangement before? ⓘ	* Previous foreign arrangement number/s
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="e.g. FRA-0123"/>

Has another entity submitted this before?

Select 'Yes' or 'No' (if known) to advise if another entity submitted this Arrangement before.

If you select 'Yes', advise what the other entity's arrangement number is in 'Other entity's arrangement number' field. The value in the 'Other entity's arrangement number' field must begin with 'FRA-'.

Has another entity submitted this before?	* Other entity's arrangement number/s
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="e.g. FRA-0123"/>

Once you have completed all arrangement details press **Save and continue**.

Note: Fields marked with a red asterisk * are mandatory fields. Fields with the dark grey 'i' icon, provide additional information on the field requirements. As you hover over the icon, additional information will be displayed.

6.2 Step 2 - Arrangement entities

Is this a subsidiary arrangement?

Specify whether your arrangement is a subsidiary arrangement. A subsidiary arrangement is defined in subsection 12(1) of the Act.

Note: An arrangement is not a subsidiary arrangement if it is, itself, a foreign arrangement. This means that an arrangement to which a State/Territory entity and a foreign entity is a party will always be considered a foreign arrangement, even if it is itself entered under the auspices of another foreign arrangement.

What is the head arrangement number?

If you selected 'Yes' at 6.2.1, this field becomes mandatory. Search for and include the head arrangement number by using the Search functionality. You can select arrangement you have already created or select to create the head arrangement so it can be populated in this field.

Are you a party to this arrangement?

Confirm if you are a party to this arrangement by selecting yes or no. If you select 'Yes', your entity will automatically be listed as a party.



This is a mandatory field.

6.3 Step 3 - Entities

An 'Arrangement Entity' is any entity that is a party to the arrangement.

You need to provide the details for all Arrangement Entities (Australian AND foreign) to your arrangement. A minimum of two entities are required for any arrangement. If you selected 'yes' to 'Are you a party to this arrangement?' then you do not need to add your own entity to the Arrangement.

Once you have entered all parties, either by creating a new entity or searching for an existing entity, press **Save and continue**.

Note: It is important that the details regarding your chosen entities are correct, as the core/non-core status of the entities determines the status of the arrangement itself and any subsequent obligations under the Act. If these are improperly selected, you may be contacted to update your arrangement and provide further details.



Is this a subsidiary arrangement?

If you answer yes, you will be required to enter the Arrangement Number (beginning with FRA-) in the associated field. An arrangement can only be a subsidiary arrangement if a Head arrangement previously exists. If the arrangement meets the definition of a foreign arrangement under the Scheme, it cannot be submitted as a subsidiary. It must be submitted as a foreign arrangement.

* Is this a subsidiary arrangement? ⓘ

 Yes No

* What is the head arrangement number?

Is your entity a party to this arrangement?

If you select 'yes', then the details of your organisation are automatically added to the list of Entities associated with this arrangement.

It is necessary to have a minimum of two entities on each arrangement.

Adding or Creating Entities

Search for entities that have already been created by your organisation.

To create a new entity, select **Create new** on the Arrangement entities page. The **New Entity** screen will allow you to add a new entity to your Arrangement.



New Entity

Before creating a new entity, please ensure you have utilised the Search Functionality to locate the Entity.

Information

- * Entity name
- * Australian or foreign entity
- * Type of entity
- * Country State / Territory
- Phone ABN

Address Information

- * Postal Address
* Postal Street
- * Postal City * Postal State/Province
- * Postal Zip/Postal Code Postal Country

Please enter the correct name of the entity.

Note: DFAT uses a naming convention to make searching for entities easier. That is – Foreign Language Entity Name (English Language Entity Name), Country. For example: Centre National De La Recherche Scientifique (French National Centre for Scientific Research), France.


The **Types of Entity** are described in the Act. This information will assist in determining whether your arrangement is a Core or Non-core Entity.

Select **Save and add** for the new Arrangement Entity. Your new Arrangement Entity is now created.



Delete arrangement entities

To delete an entity you have added by mistake you can select the **Rubbish bin** icon next to the entity you wish to delete. You can only do this if your arrangement is still in draft (no notifications have previously been submitted)

Foreign Core		
Australian or foreign entity:	Foreign	
Core or non-core entity:	Core	
Type of entity:	The national government of a foreign country	

6.4 Step 3 - Additional information

Are subsidiary arrangements in effect?

Select 'Yes' or 'No' to confirm if there are subsidiary arrangements in effect.

If you select 'Yes', you must specify the number of subsidiaries within the 'How many subsidiaries are in effect?' field.

Are subsidiary arrangements in effect?	* How many subsidiaries are in effect?
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Do you foresee subsidiary arrangements?

Select 'Yes' or 'No' to confirm if you foresee subsidiary arrangements.

If you select 'Yes', you must provide additional details within the 'Detail potential subsidiary arrangements' field, or provide a note if details of the potential subsidiary arrangements will be submitted as an attachment to this arrangement (in Notifications section)

* Do you foresee subsidiary arrangements?	* Detail potential subsidiary arrangements ⓘ
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>

Note: Under *Australia's Foreign Relations (State and Territory Arrangements) Amendment (Prospective Arrangements and Other Measures) Rules 2021*, it is a requirement to notify of any proposed subsidiary arrangements, where known to the State/Territory entity at the point of notification.



Detail potential subsidiary arrangements

if you selected 'Yes' in the 'Do you foresee subsidiary arrangements?' field, you will need to provide details of potential subsidiary arrangements.

Note: Under *Australia's Foreign Relations (State and Territory Arrangements) Amendment (Prospective Arrangements and Other Measures) Rules 2021* you are required to provide the title, the parties, the date of proposed entry, and a brief summary of the subject matter of the proposed subsidiary arrangement. You are also required to add details of information that should not be included on the Register. You can also upload this information as part of your notification.

Relevant considerations under subsection 51(2)?

The Minister must take into account matters outlined in subsection 51(2) of the Act.

This mandatory field requires you to select 'Yes' or 'No' to subsection 51(2) considerations and tick which considerations under subsection 51(2) should be taken into account.

If you select 'Yes' to any considerations under subsection 51(2) you should **upload information in support of this on the Notifications page.**

Note: Under subsection 51(2) the Minister is only required to take into account specified matters, when making certain decisions, where the information concerning those matters has been **provided by the State or Territory**. If you are an entity other than a State or Territory **you can provide information to support a consideration under subsection 51(2) but the Minister is not required to take it into account**. Alternatively, you can request that the relevant State or Territory provide that information in support of your application.



s51(2) considerations

The Minister must take into account certain matters, set out in section 51 of the Act, when making declarations where information concerning such matters is provided by the relevant State or Territory. You may provide information concerning those matters as an attachment.

* Relevant considerations under s51(2)? ⓘ

Yes No

- The importance of the arrangement in assisting or enhancing the functioning of the State or Territory.
- The extent of the performance of the arrangement.
- Whether the declaration would impair the continued existence of the State or Territory as an independent entity.
- Whether the declaration would significantly curtail or interfere with the capacity of the State or Territory to function as a government.
- Whether the declaration would have significant financial consequences for the State or Territory.
- Whether the declaration would impede the acquisition of goods or services by the State or Territory, including, for example, for the purposes of infrastructure.
- Whether the declaration would have an effect on the capacity of the State or Territory to complete an existing project that is to be delivered under the arrangement (either at all, or within the intended timeframe).
- Any other matter that you believe the Minister may consider relevant.

Public Register details

Should any information about this arrangement be excluded from the Public Register?

Select **'Yes'** if you want to make a request to the Minister to exclude any items of information from the Public Register in relation to the arrangement. Please refer to paragraph 53(3)(a) of the Act, which outlines the legislative grounds on which information may be excluded.

Public Register details

* Should any information about this arrangement be excluded from the Public Register? ⓘ

Yes No

Information to be excluded

Select **'Yes'** next to each item of information you want to include in your exclusion request.



Public Register details

* Should any information about this arrangement be excluded from the Public Register? ⓘ

Yes No

* Exclude 'Title of the arrangement'?

Yes No

* Exclude 'Parties to the arrangement'?

Yes No

Is commercially sensitive

Would disclose the contents of a document prepared for the purposes of a meeting of the Cabinet of a State or Territory

Would disclose the deliberations of a meeting of the Cabinet of a State or Territory

Is the subject of legal professional privilege

Is protected by public interest immunity

Affects national security



Legislative basis for exclusion

For each item of information chosen, you must select at least one legislative ground for the exclusion (outlined in paragraph 53(3)(a) of the Act). You may select multiple checkboxes if there are multiple legislative grounds under which you are seeking to exclude the information.

For each checkbox selected, you must provide detailed reasons as to why each item of information (rather than the arrangement generally) meets the relevant threshold for exclusion.

If the Minister is satisfied that an item of information meets the relevant threshold for exclusion, that item of information will not be published on the Public Register. Any items of information that do not meet the relevant threshold will be published on the Public Register.

Public Register details

* Should any information about this arrangement be excluded from the Public Register? ⓘ

Yes No

* Exclude 'Title of the arrangement'?

Yes No

* Exclude 'Parties to the arrangement'?

Yes No

Is commercially sensitive

* Why should this information be excluded?

Would disclose the contents of a document prepared for the purposes of a meeting of the Cabinet of a State or Territory

Would disclose the deliberations of a meeting of the Cabinet of a State or Territory

Is the subject of legal professional privilege

* Why should this information be excluded?

Is protected by public interest immunity

Affects national security



Withdrawing request to exclude

If you no longer wish the Department to consider an item for exclusion, you can contact the Department via email and advise them of your wish to withdraw the request.

Contact details

Primary contact

The primary contact details will automatically be pre-populated with your details. Any updates you make subsequently to your profile will automatically be updated on your arrangements. Users with Master Administrator or Administrator privileges can update the primary contact to another active user. Please refer to the *Foreign Arrangements Scheme Online Portal Administrator Guide* located on the Portal.

Secondary contact

Details of a secondary contact (name, email address and phone number) are required in case the primary contact is not available to discuss the arrangement or notification. The secondary contact does not need to be a user of the Foreign Arrangements Scheme Portal.

Press **Save and Continue**

Contact details

██████████ will be the primary contact. Please provide contact information for a secondary representative.

* Secondary contact name

* Secondary contact email

* Secondary contact phone

Please note that both primary and secondary contacts will receive notifications from the Department regarding their Arrangements.

6.5 Step 4 - Notifications

Pre-existing or prospective

Select if the Arrangement is a **Pre-existing** or a **Prospective** Arrangement.

A **pre-existing** arrangement is defined as an arrangement entered on or before 9 March 2021 that was in operation on that day.

State/Territory entities must have notified pre-existing core foreign arrangements by 10 March 2021, and pre-existing non-core foreign arrangements by 10 June 2021.



Note: The core or non-core status of your arrangement will be automatically updated based on the information you have provided.

Date signed

Select the date that the foreign arrangement was signed, if known. You may leave this field blank if the agreement has not yet been signed.

Commencement date

Select the date that the foreign arrangement commenced or will commence, if known.

End date

Select the end date of the foreign arrangement, if known.

Option to publish End Date

If an end date has been entered, you will be asked to choose whether you would like the End Date published on the Public Register. Publishing the end date means that it is possible for users of the Public Register to identify arrangements that are no longer current.

Notify of a foreign arrangement

Step 4 of 5

Notifications

All fields marked with * are mandatory.

Arrangement dates

Please note State and Territory entities must have notified of pre-existing core foreign arrangements by 10 March 2021, and pre-existing non-core foreign arrangements by 10 June 2021.

For the purposes of the Scheme a pre-existing arrangement is an arrangement entered on or before 9 March 2021.

* Prospective or pre-existing?
Prospective

Date signed: 28/08/2023
Commencement date: 28/08/2023
End date: 30/09/2023

* Publish End Date to Public Register?
Select an Option
Yes
No

Arrangement notifications + Create new

Your arrangement requires at least one notification to be created.

Cancel Previous step Save and continue



Create a new notification

To create a new notification for the arrangement select **'Create new'**

* Arrangement notifications **+ Create new**

i Your arrangement requires at least one notification to be created.

× Cancel **<** Previous step **Save and continue >**

The **New Notification** screen will allow you to add a new Notification to your arrangement.

The notification options available will be pre-determined based on the information you submitted for your arrangement, including whether the arrangement is core/non-core/subsidiary or pre-existing/prospective.

Attachments

The notification screen is where you are able to upload any attachments that would assist the Minister and their delegates in coming to a decision.

Notification details

What are you notifying the Minister of?
Seeking approval to commence negotiations for a core foreign arrangement

Attachment(s) **Upload Files** Or drop files

i Attachments may be required for this notification type. We accept the following types of files:

- .docx
- .pdf
- .jpg
- .png



6.6 Step 5 Review

Once you have completed all the necessary information for your arrangement you will be asked to review the information you have provided. Once submitted, it is not possible to edit the information you have supplied.

Authorisations and Privacy

Before submitting your arrangement you will be required to indicate that the information provided is true and correct, that you are authorised to submit arrangements on behalf of your entity and that you have read the Privacy Collection Notice.

The screenshot shows a form with three checkboxes, each preceded by a red asterisk. The checkboxes are currently unchecked. The text for each checkbox is as follows:

- Information provided is true and correct
- I am authorised to submit arrangements i
- I have read the [Privacy Collection Notice](#) and consent to the department collecting, using and disclosing my personal information as outlined in that document

Save and submit

Once you are satisfied with the information you have provided select '**Save and submit Notification**'.

Confirmation of notification submission

Once you have submitted your arrangement the Assessment Status will update from **Draft** to **Notification received** in your Arrangements list view.

Note: You will receive an email to confirm that your Arrangement has been submitted.

7 Arrangement – Edit Or Update An Existing Arrangement

You can only edit an arrangement before it has been submitted. Click on the **Edit** button found on the right hand side of the review screen.

Note: Once you have submitted a notification, you can no longer edit an arrangement unless it has been unlocked by a DFAT Case Officer.



7.1 Subsequent Notifications for Arrangements

Where you need to submit multiple notifications for an arrangement, navigate to the arrangement in question, scroll down to 'Notifications' and select 'Edit' on the right hand side of the screen.

Notifications Edit

Arrangement dates

Prospective or pre-existing?
Prospective

Select 'Create new', and add your new notification as per 6.8 of the Guide. By creating a new notification, you will also be able to **add a new attachment**.

* Arrangement notifications + Create new

N- [REDACTED] Edit

What are you notifying the Minister of: Seeking approval to commence negotiations for a core foreign arrangement

Assessment status: Decision made - Proposal to negotiate arrangement approved

Date created: 01/12/2021

Note: If you are unable to submit a new notification it may be because a decision or declaration is pending on the previous notification. Please contact the Foreign Arrangements Branch at foreignarrangements@dfat.gov.au in this instance to discuss your arrangement.

8 ASSESSMENT STATUS

The Assessment status displayed on an arrangement will relate to the status of the most recently submitted notification of that arrangement.

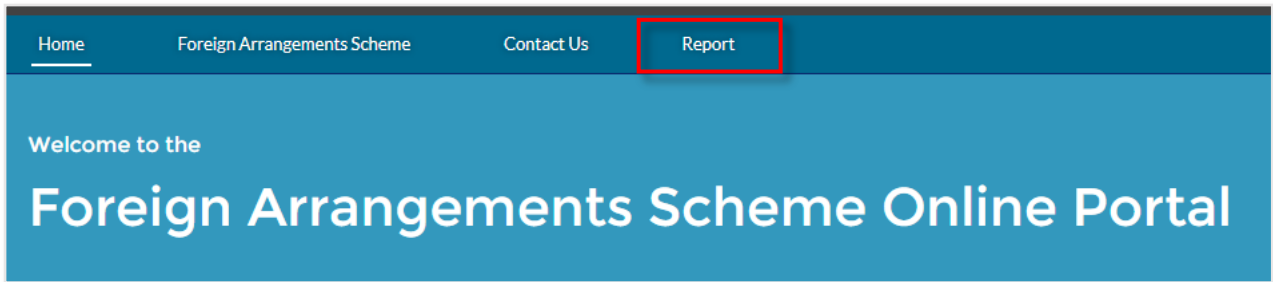
The status can be viewed from the **Arrangements page**. The assessment status of each notification will also be displayed on each notification.



9 CREATING AND EXTRACTING REPORTS ON ARRANGEMENTS

The Online Portal allows State/Territory entity users to create reports and extract data on their arrangements. To use this feature:

1. Navigate to the **Report** tab along the top navigation toolbar.



2. From here, you will be able to view details regarding arrangements your organisation has submitted. The available fields are:

- Foreign arrangement number
- Title of foreign arrangement
- Purpose of foreign arrangement
- Assessment status
- Commencement date
- End date
- Arrangement: Created Date (the date the arrangement was created in the Online Portal)
- Entity
- Type of entity
- Country
- Primary Contact
- Secondary Contact

The *Total Records* count in the top left corner includes all *notifications* submitted by the State/Territory entity, not the number of foreign arrangements.



Report: Arrangements with Arrangement Entities and Organisation
Arrangement Details

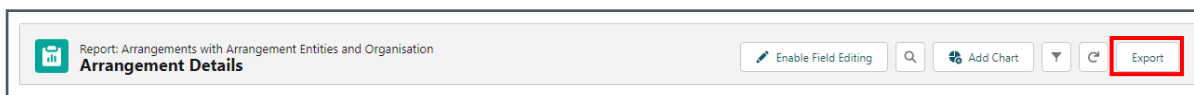
Enable Field Editing 🔍 Add Chart 📄 🔄 Export

Total Records
6

Arrangement: Foreign arrangement number	Title of foreign arrangement	Purpose of foreign arrangement	Assessment status	Commencement date	End date	Arr
FRA-014325 (2)	Sister City Arrangement between Lisbon and Newcastle	To strengthen cultural and economic ties between Lisbon and Newcastle.	Notification received	1/07/2023	1/07/2040	
	Sister City Arrangement between Lisbon and Newcastle	To strengthen cultural and economic ties between Lisbon and Newcastle.	Notification received	1/07/2023	1/07/2040	
FRA-014321 (2)	Memorandum of Understanding between the Governments of the State of BasState and the Republic of BasCountry on Friendship and Cooperation	To Create a friendly relationship	Notification received	23/05/2023	-	
	Memorandum of Understanding between the Governments of the State of BasState and the Republic of BasCountry on Friendship and Cooperation	To Create a friendly relationship	Notification received	23/05/2023	-	
FRA-014320 (2)	Baskar Test arrangement	To test creation of arrangement	Notification received	22/05/2023	-	
	Baskar Test arrangement	To test creation of arrangement	Notification received	22/05/2023	-	

Row Counts Detail Rows Subtotals Grand Total

3. To export this data into an Excel file, select the **Export** button in the top right corner.



4. Confirm if you wish to export the data as a *Formatted Report* (with headings, groupings and any filter settings applied) or *Details Only* (raw data), then click **Export**. See example of a *Details Only* Report below.

Export

Formatted Report

Export the report, including the report header, groupings, and filter settings.

Details Only

Export only the detail rows. Use this to do further calculations or for uploading to other systems.

Format

Excel Format .xlsx

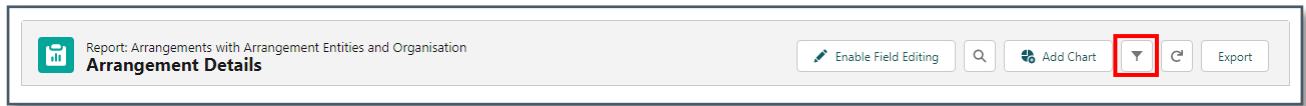
Cancel Export

Arrangement: Foreign arrangement number	Title of foreign arrangement	Purpose of foreign arrangement	Assessment status	Commencement date	End date	Arrangement: Created Date	Entity
FRA-014330	Core test - portal reports	To test STE portal reports	Notification received			31/05/2023	Foreign Core
FRA-014330	Core test - portal reports	To test STE portal reports	Notification received			31/05/2023	Test State and Te
FRA-014331	Test non-core reports	To test reports function	Out of scope			31/05/2023	Non-core foreign
FRA-014331	Test non-core reports	To test reports function	Out of scope			31/05/2023	Test State and Te
FRA-014332	Non-core test reports	Test STE reports	Notification received			31/05/2023	Non-core foreign
FRA-014332	Non-core test reports	Test STE reports	Notification received			31/05/2023	Test State and Te

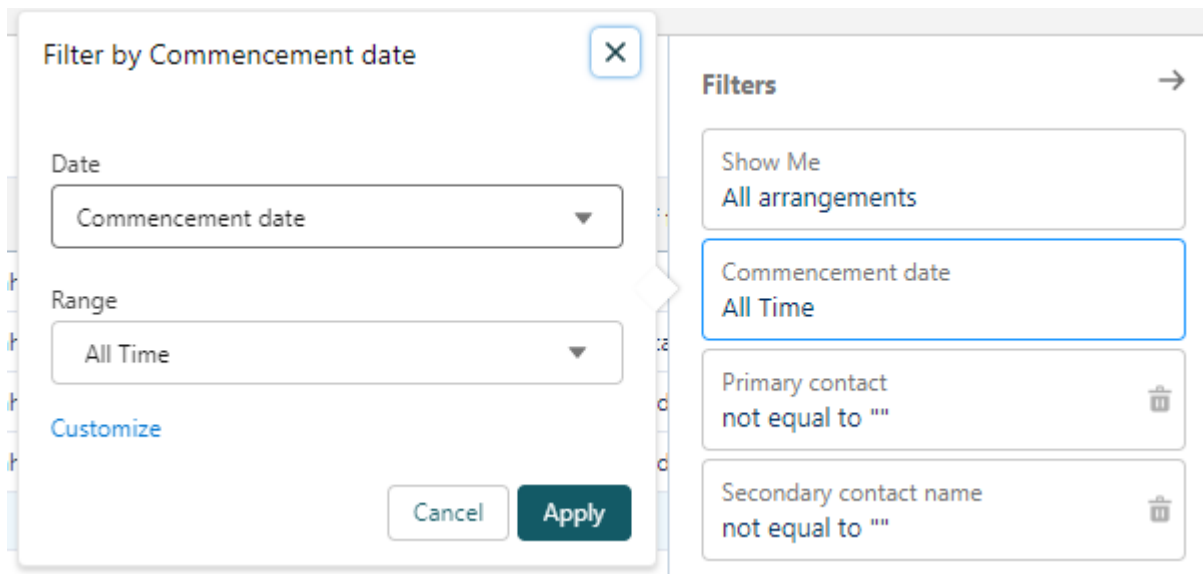
5. To use the filter functions available within the report, select the small funnel icon in the top right corner.



Note: the 'Enable Field Editing' function is not currently enabled.



6. A menu on the right side will allow you to filter the arrangements by a number of data points.
 - a. Arrangements – all arrangements, arrangements for your team (based on master administrator, administrator hierarchy)
 - b. Dates - to Filter by dates Use the second of the four available filters to sort or exclude by the below fields, then click **Apply**.
 - Commencement date
 - Date signed
 - End date
 - Created Date (of the arrangement or organisation)
 - Last Modified Date (of the arrangement or organisation)
 - Last Activity Date (of the arrangement or organisation)
 - c. Primary Contact
 - d. Secondary Contact





10 MANAGEMENT OF USERS

The Online Portal offers three levels of access for State/Territory entity users:

- **Master administrators** are users with senior administrative responsibilities for their Entity, and can:
 - Invite an individual to create a user account for the same Entity, assigning them Administrator or Standard user access
 - View, edit and submit the arrangements and notifications that have been created by any user within their Entity
 - Create, edit and submit arrangements and notifications on behalf of their Entity
 - Update the primary contact for any arrangement on behalf of their Entity
 - Change the user that a Standard user reports to within the Online Portal
 - Reset passwords of any user within their Entity, and
 - Suspend access for any user within their Entity and reactivate a suspended user account.
- **Administrators** are users with delegated administrative responsibilities for their Entity, and can:
 - Invite an individual to create a user account for the same Entity, assigning them Administrator or Standard user access
 - View, edit and submit the Arrangements that have been created by:
 - All users that the Administrator has invited to create an account
 - Any users who were invited by other administrators to create an account, but now report to the new Administrator
 - Create, edit and submit arrangements and notifications on behalf of their Entity
 - Update the Primary Contact for any arrangement associated with users that report to them.
 - Reset passwords of users who they have invited to create a user account for their Entity, and
 - Suspend access of users who they have invited to create a user account for their Entity and reactivate a suspended user account.
- **Standard users** – These users can create, edit and submit arrangements and notifications for their Entity.

A supplementary guide is available for Administrators and Master Administrators, which details the functions they have access to and provides instruction on management of users.

11 SHARING OF ARRANGEMENT RECORDS

The Online Portal applies a record sharing model where:

- **Master administrators** can view, edit and submit the Arrangements (including related Arrangement Entity and Notification records) that have been created by any user within their Entity.
- **Administrators** can view, edit and submit Arrangements (including related Arrangement Entity and Notification records) that have been created by:
 - All users that the Administrator has invited to create an account,
 - Any users who were invited by other administrators to create an account, but now report to the new Administrator.
- **Standard users** can view, edit and submit Arrangements (including related Arrangement Entity and Notification records) that they have created themselves.

Note: the visibility/sharing of records will always reflect the 'Reports to' relationship. For example, if User A reported to User B, but now reports to User C, then User B will no longer have access to User A's records.



The Online Portal also enables users to share individual Arrangements with any other user within their organisation.

11.1 How to share an individual Arrangement

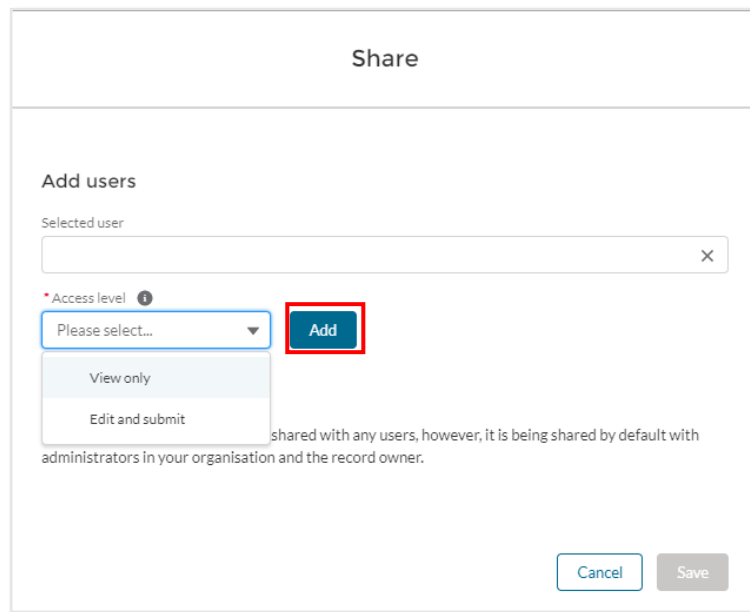
The Online Portal enables users to share each Arrangement with other users within their organisation, in addition to the default sharing available through the user reporting hierarchy.

To share an Arrangement, navigate to the Arrangement you need to share. Select the **Share** button.



Search for the name of a user from your organisation within the **'Search users'** field. Once the user has been selected, select the type of sharing access you'd like to grant:

- **'View only'** – enables the user to only view the Arrangement and associated records.
- **'Edit and submit'** – enables the user to view, edit and submit the Arrangement and associated records, including the ability to share it with other users in your organisation.



Select the **Add** button when ready. The added user will be presented in the **Users with access** table. Select the **Save** button when finished.



11.2 How to remove sharing of an individual Arrangement

You can only remove a user's sharing of an Arrangement if you have shared it with them or you have **'Edit and submit'** access to that Arrangement.

To remove a user's access, navigate to the Arrangement and select the **Share** button. Within the Share window, select the **'X'** button next to the user you'd like to remove. Select the **Save** button when finished.

The screenshot shows a 'Share' window with the following elements:

- Add users**: A search bar with a magnifying glass icon.
- Users with access**: A text block stating "Shared with a total of 1 user. It is also being shared by default with administrators in your organisation and the record owner."
- Table of users with access**:

Name	Email address	Access level	
Bob	bob@mail.com	Edit and submit	X
- Buttons**: 'Cancel' and 'Save' buttons at the bottom right.

11.3 How to view shared arrangements

Shared arrangements can be viewed on the Arrangements page, within the **'All'** list view. This list view displays all arrangements you have access to based on the sharing model applied to the Online Portal.

The name of the user who created an arrangement can be viewed in the **'Primary contact'** field on each arrangement record.

12 RELATED OR SUBSIDIARY ARRANGEMENTS

If the Arrangement you are viewing has subsidiary Arrangements, they are accessible from the Related Arrangements tab.

The screenshot shows the 'Related Arrangements' tab with the following data:

Foreign arrangement number	Assessment status (Internal)	Created Date	Pre-existing or prospective
FRA-015370	Submitted - unassigned	2/11/2023 12:13 pm	Prospective

View All



13 FILES SHARED THROUGH THE PORTAL BY THE DEPARTMENT

The Department of Foreign Affairs and Trade may share some documents that are pertinent to an arrangement via the Online Portal. If you are the primary or secondary contact for an arrangement, you will receive an email notifying you that a file has been shared with you, and that you can log in to the portal to find this document.

You will find shared documents in the Files tab of the arrangement and have the ability to preview or download the file.

The screenshot shows the 'Files' tab selected in a navigation menu. Below the menu is a search bar labeled 'Title' with a magnifying glass icon. A table lists shared documents with columns for Title, File Size, Created Date, Preview, and Download. One document is listed: 'AFRA Decision Statement FRA-015368' with a size of 11.67 KB and a creation date of 02/11/2023. It has 'Preview' and 'Download' buttons next to it.

Title	File Size	Created Date	Preview	Download
AFRA Decision Statement FRA-015368	11.67 KB	02/11/2023	Preview	Download

14 FURTHER SUPPORT

For additional support please refer to the contact details below.

14.1 For Online Portal technical support

If you are experiencing any technical issues with the Portal itself, (*i.e password, logins, portal not working*) please send an email to foreignarrangements@dfat.gov.au explaining the steps you have taken to get to the issue, the browser version you are using and provide screenshots of the steps you undertook prior to experiencing the issue.

14.2 For Foreign Arrangements Scheme enquiries

Please send an email to foreignarrangements@dfat.gov.au if you have queries relating to the Scheme.