Guidelines for Creating an ITT Framework

GUIDELINES FOR CREATING AN ITT FRAMEWORK

BACKGROUND:

The reason for first developing the Master ITT Framework (based on UK procedures) was to provide a graphical representation of an international movement of goods.

The ITT framework provides a comprehensive and easy to understand overview of the procedures, parties, and information flows (documents or EDI) associated with import/export transactions. Therefore, this enables the ITT framework to be used as an educative tool, to advise decision makers of the formulation of international trade policy and provide practical guidance to enterprises wanting to engage in International trade.

Individual National/Regional frameworks are now being developed by individual countries to show a graphical representations of the international trading process for their own country/region. Once these frameworks have been created using suitable software (this can be done on paper if the facilities are not available) they should be sent to the United Nations Secretariat for registration and acceptance from the Trade Facilitation Working Group (TFWG). Once accepted by the group they will be added by the TFWG to the register of frameworks and added to the United Nations Web Site at the following address: http://www.unece.org/trade/itt/itt_home.htm

Due to the different ways that goods are sent internationally, and the large amount of process's involved from start to finish, the UK has submitted eight different frameworks to the United Nations covering different stages/types of an international movement of goods. The eight frameworks are: Contract Negotiations, Payment Negotiations, Preparation for Export, Export via Air, Export via Deep Sea, Import via Air, Import via Deep Sea, and Payment Final Phase.

DEVELOPMENT OF NEW NATIONAL/REGIONAL MODELS

The Trade Facilitation Working Group would like to encourage more countries to develop their own National/Regional frameworks with supporting narrative. This will not only expand the frameworks educational potential, but also allow the Trade Facilitation Working Group (TFWG) to identify the common areas that cause unnecessary or disproportionate delays to the movement of goods. These areas are known within the frameworks as 'Hot Spots' and these are the areas that could benefit from using trade facilitation techniques. Therefore the frameworks will also be used as a base for future work of the TFWG.

The frameworks have been created using a layered approach, with various levels of information, getting more detailed the further down you go. The first level shows the overview of an international trade transaction with the additional levels, as below. These additioinal levels use Hyper Text techniques to access the additional data.

level 2: narrative files, to explain each of the process's, parties and information
  flows in more detail;
level 4: details of the information required within the paper documents or EDI
  messages; and
level 5: links to UNTDED and UNTDID

While any drawing software can be used to create the frameworks on your PC, the Trade Facilitation Working Group has decided to use low cost, shareware software called SmartDraw.[1] This software proves to be ideal as it allows the frameworks to be presented in the same way whether using a stand-alone PC or the World Wide Web (WWW). In addition to suitable drawing software, all that is needed to create a framework is a Browser and 'Map THIS' freeware, which runs on WIN95/NT and WIN3.x with WIN32s. Many Browsers can be obtained free of charge from the WWW, however, the browser chosen needs to be able to support Client Side Image Mapping (CSIM) in order for the Hypertext Links to function correctly.

DRAWING THE FRAMEWORKS

Although any suitable software can be used to draw the frameworks, the Trade Facilitation Working Group would like to keep the basic diagrams as consistent as possible to make comparisons between them easier and give a far more professional presentation. The process for creating your framework is as follows:

a) Use your drawing software to develop the basic framework;
b) Export the framework image as a GIF file;
c) Use Map THIS to create the HTML file containing the CSIM co-ordinates
Forward the framework files via disc or E-mail to the United Nations Secretariat to be accepted by the Trade Facilitation Working group and added to the United Nations Website.

In order to keep the frameworks consistent we would like them to be created in the same layout as the UK framework which can be viewed on the WWW, or in paper form from SITPRO[2]. For those wishing to create a framework using the SmartDraw software I have drawn up a list of 'Helpful Hints' which will follow.

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[1] To order SmartDraw contact: SmartDraw Software Inc. 9974 Scripps Ranch Blvd. # 35, San Diego, CA 92131, USA, Tel (619) 549 0314, Fax: (619) 549 2830, Internet: http://www.smartdraw.com, E-mail: mail@smartdraw.com. PRICE IS $49
[2] Contact Miss M Brewster, SITPRO, 151 Buckingham Palace Rd, London SW1W 9SS, ENGLAND
  Tel: 0171 215 0852, Fax: 0171 215 0824 E-mail: martine.brewster@sitpro.org.uk

However, irrespective of which software is used to create the framework, where possible the sizing of the boxes, text, colours & links etc. should be kept as similar as possible to that described in the 'Helpful Hints'.

HELPFUL HINTS (IF USING SMARTDRAW SOFTWARE)

I believe that SmartDraw is quite an easy drawing software to use, and you can cut, paste, copy, and move things in much the same way as you can with a word processing package. You select objects or text with the left hand button of the mouse and drag it to move it from one place to another, or you can use the Edit option from the tool bar, or the right hand button on the mouse to cut, copy etc. The undo instruction also works with SmartDraw although it only undoes one instruction.

1) Before you start to draw the framework I have found that it is easier to create the framework with;

> a) the 'show grid' and the 'use snaps' options **on** (will show a tick)**,** which makes it easier to align the boxes. *To do this: go into 'view' from the tool bar and activate the 'show grid' option, then go into 'draw' from the tool bar and activate the 'use snaps' option*.

> b) the allow lines/shapes to link option **off** (no tick shown), as this can cause problems when drawing arrows and aligning boxes. *To do this: go into the 'draw' option on the tool bar and ensure that both the 'allow lines to link' and the 'allow shapes' to link options are deactivated*

2) Each of the Process Boxes will need to be aligned to their appropriate Parties Box on the left hand side of the framework. To do this:

> <u>a)</u> *select all the box(s) you wish to align, clicking on them with the left button of your Mouse whilst holding down the 'shift' key and <u>select the box you wish to align the box(s) to LAST.</u>*

> b) *then release the mouse button and the shift key and go into the 'draw' option on the tool bar*

> c) *select the 'align' option , and then select 'tops'.*

3)   As the frameworks are also time related, if you need to position a Process Box directly underneath another, (because both activities are going on at the same time) you need to align them in the same way, but instead of selecting 'align' 'tops' *you select 'align' 'centres'.*

4) To ensure that all the Parties Box's are the same size and all the Process Box's are the same size you need to select them as before, remembering to select the box with the dimensions you require **LAST,** then *select 'draw' from the tool bar and select 'make same size' then 'both'.*

5) To show the information flows between each process you need to draw a line between the two

process boxes. To change the plain line to an arrow, *select 'lines' from the tool bar and then select 'arrowheads'*. The arrowhead used is the first choice next to the 'none' box and depending which end of the line you wish the arrowhead to appear choose either 'left' or 'right' but it is usually the 'right' option.

6) If the arrow needs to be more complex that just a straight line *you can change the shape of the line by going into the 'line' option from the tool bar again and select 'change line shape'*. *Simply pick the style of line required but use angular options instead of the curved options as this tends to look neater.*

DIMENSIONS/DETAILS USED FOR UK FRAMEWORK

Where possible try to use the shapes and text in the same size and colours as the UK frameworks as indicated below.

Along the top of the frameworks there should be a blue horizontal box with the name of that particular framework stage and, down the left hand side of the framework there should be a pink vertical box to highlight which parties deal with the export, transit or import process's. Next to this blue box are **all** the parties involved in an international trade transaction even if they are not involved at that particular stage. For example in the UK's 'Export via Air' framework the National Import Control is not involved but they still appear. This will be clearer if you look at the attached diagram as Appendix A' which contains part of the contract negotiations stage (smaller than actual size).
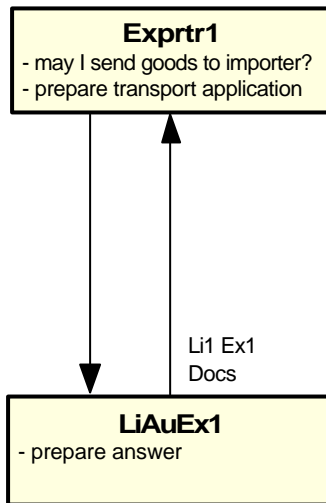
Parties Box - (as below)

length = 3.3cm, **height** = 1.4cm. **Parties abbreviated name**: Ariel text/size 10/Bold, **Parties full name**: Arial text/size 7/Bold **Background Colour:** pale yellow

> **Exprtr**
> **Exporter/Seller**

Process Box (on next page)

length = 4.2, **height** = 1.4 cm. **Title of Process Box:** Ariel text/size 10/Bold, **Tasks:** Ariel text/size 7 or 8/Bold, **background colour:** pale yellow

Exprtr1
- may I send goods to importer?
- prepare transport application

Li1 Ex1
Docs

LiAuEx1
- prepare answer

Arrows are used to show information flows.
Use the standard SmartDraw thickness line and
the first choice of arrow head (next to the none
option)

The text next to the arrow tells you who the information
is going from and to and if a document or EDI message
is used these will also appear (although in abbreviated
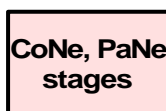form) Text = Ariel/size 7 or 8/regular

Start Marker (as below)

This should be green and have a diameter of approx. 1cm

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Pointer to next stage

If a framework leads on to another then you may wish to add a follow on box as below. However, this is optional, but if you need or wish to add one aim to have the box about 2 cm long and 1.4 cm deep and colour it pink to keep it different from the other boxes.

**CoNe, PaNe
stages**

Hot Spots

If you identify any process's as a 'Hot Spot' place a red circle in the top right corner of the process box, with a diameter of approx. 6mm as below

GLOSSARY FOR FRAMEWORKS

FRAMEWORK: A diagrammatic representation (similar to a flow chart)

STAGE: A framework covering the process's involved within a particular time period or type of an international trade transaction (ITT)

PROCESS: These are shown as yellow boxes within the frameworks and each box is a separate activity within an ITT

PARTIES: These are the companies/organisations or individuals involved within an ITT, for example Customs, Banks etc.

INFORMATION FLOWS: These are shown as arrows within the framework and they show when information needs to be exchanged from one party to another, be it by paper, EDI or verbal

EDI: Electronic Data Interchange

HOT SPOT: A process that causes unnecessary or disproportionate delays to trade

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