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ADMIN - Administrative

AD_BUC_03_Subprocess - v4.4.0

Add Participant

BUC Specifications

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Document history

Version	Date	Short Description of Changes
v0.1	28/02/14	Initial Draft
v0.2	11/03/15	- X005 is not sent to the new Participant. - Special requirements added.
v0.3	07/10/15	SR3 adaptation: not sending to the new participant the following SED's - Any X SED's - Any Invalidated SED - Any Draft SED. SR4: Added
v0.99.0	27/05/2016	Addition of Additional Chapters 4.2, 4.3 and 4.4 Minor formatting, date, version and grammar changes
v0.99.1	12/06/2016	Small grammatical changes to process description and Actors. Added additional rules to clarify certain SED not to send in a Add Participant action SR5 added
v1.0.0	14/07/2016	AC Approved Version
v1.0.1	08/08/2017	- Added reference to the BPMN version. - Removed confidential watermark.
v1.0.2	13/11/2017	Clarify SR3 in section 4 RUP Table Respresentation – Special Requirements.
v1.0.3	08/02/2018	Rearranged the steps only to align them to the real sequence of the business flow. Moved from the main scenario to post-conditions the new case opened statement and recalled that this condition only takes place upon receiving the starter SED of the main BUC. Added additional BPMN diagrams with full detailed process, only for business documenting purpose
v4.1.0	23/07/2018	- Section 4.4 merged 2 tables (for SED & for Subprocesses) into 1 BUC Artefact table." - Version adaptations to release 4.1.0.

		- Updated step 5 and 8 of main scenario to clarify which SEDs should be sent to the New Participant
v4.2.0	29/05/2019	Version adaptations to release 4.2.0.
v4.3.0	31/08/2021	Version adaptations to release 4.3.0.
v4.4.0	06/12/2024	Version adaptations to release 4.4.0

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1. Introduction

1.1. Purpose

The purpose of this document is to construct an external view of, part of, the 'EESSI business system' as described in EC Regulations 883/2004 [R1] and 987/2009 [R2]. The 'EESSI Business System' describes the business and expected business processes without consideration as to which part(s) may be realized by an IT System (i.e. the proposed EESSI IT System).

The external view comprises of models and descriptions of business use cases, the services of a business system offered to business actors: customers, business partners, or other business systems.

A business use case is described from an actor's perspective; it describes the interaction between an actor and the business system, meaning it describes the behaviours of the business system that the actor utilizes. The Business Use Case includes Use Case Diagrams and Business Process Models.

Use case diagrams show actors, business use cases, and their relationships. Use case diagrams do not describe procedures. Alternative scenarios also remain hidden. These diagrams give a good overview of the behaviours of the EESSI business system which will direct and govern part of the expected behaviours and functionality delivered by the EESSI IT System.

1.2. Scope

This document is limited to the external view of an Administrative process for adding a participant. The different elements like use case description, actors, and business process as well as supporting UML diagrams and BPMN models pertaining to adding a participant.

1.3. Definitions, Acronyms and Abbreviations

Please see the EESSI Project Glossary here

1.4. References

#	Document Type	Document Name
R1	Basic Regulations EC (883/04)	Regulation EC No. 883/2004.pdf
R2	Implementing Regulations EC (987/09)	Regulation EC No 987/2009.pdf

1.5. Overview

Chapter 1 introduces the external view on the business system under review and lists the elements of this specification.

Chapter 2 introduces us to the Add Participant business process. The chapter gives a short and detailed description as well as a reference to business process´ legal base.

Chapter 3 lists the actors involved in the Add Participant business process.

Chapter 4 describes in detail the Add Participant business process based on the RUP use case template, as well as the relationship to other use cases.

Chapter 5 describes the Add Participant business process using business process modelling notation (BPMN).

2. Description

2.1. Business Scenario

In a situation where a case is already established and a participant discovers, for some reason, that there is a need to add another participant to the case.

2.2. Legal Base

This Business Use Case document's legal base is found in the following EC Regulations:

1. Basic Regulation (EC) No 883/2004 [R1]

2. Implementing Regulation (EC) No 987/2009 [R2]

The following matrix specifies the SEDs that are used in this Business Use Case and documents the articles that provide the legal basis for each SED.

SED	Basic Reg (883/04)
	Article 76
X005	√

Table 1: SED – Legal base relationship matrix

3. Actors & Roles

This chapter captures details of the actors which are important to understanding the different types of system users. An actor is anyone or anything that exchanges data with the business system. An actor can be a user, external hardware, or another system.

The overarching description of each actor described in this Business Use Case can be found in the Glossary. Below you will find a short description which provides further clarity of this actor within the context of this Business Use Case.

Actor name	Description
Triggering Participant	The triggering participant is an active participant in the main process who triggers this BUC. This will be an Institution where the main process permits their role to do so.
Other Participant(s)	Other Participant(s) represents all other active participants in the main process. This will be one or more Competent Institutions as determined by the main process.
New Participant	The New Participant is institution who, before the excecution of this Business Use Case, was not part of the case.

Table 2: Actors & Roles

4. Use Case

4.1. RUP Table Representation

Use Case ID:	Ad_BUC_03		
Use Case Name:	Add Participant		
Created By:	EESSI BA Team	**Last Updated By:**	EESSI BA Team
Date Created:	19/06/2014	**Publication Date:**	06/12/2024
Actors:	Triggering Participant Other Participant(s) New Participant		
Description:	In a situation where a case is already established and a participant discovers, for some reason, that there is a need to add another participant to the case.		
Trigger:	The Triggering Participant needs to add another participant to the case		
Preconditions:	A case exists and triggers this BUC The Triggering case type permits multiple participants (more than 2)		
Post conditions:	The New Participant is added and receives the SEDs it needs to actively participate in the case The New Participant has opened a new case in its institution, upon receiving the starter SED, sent by either the Triggering Participant or one of the Other Participants. The Other Participants are aware that the New Participant has joined the case		
Main Scenario:	1. The Triggering Participant identifies the MS of the additional participant. 2. The Triggering Participant identifies the institution from that MS that it wishes to add to the case. 3. The Triggering Participant fills out an Add Participant (X005) SED detailing the reasons for adding the new participant. 4. The Triggering Participant sends the X005 to the Other Participants and the New Participant. 5. The Triggering Participant sends to the New Participant all the valid, delivered SEDs, originated by it, that it has sent so far in the case, provided that these SEDs were required, by definition, to be sent to all participants. In the special case of country specific SED P3000_<country code>, it must be sent to the new participant if this participant is from the MS for which P3000 was designed. 6. The New Participant receives the X005 and other SEDs (see SR3) from the Triggering Participant. 7. The Other Participants receive the X005 and take note of the New Participant and include it in any further exchanges of SEDs in accordance with the business rules of that case. 8. The Other Participants send to the New Participant all the valid, delivered SEDs, originated by them, that they have sent so far in the case, provided that these SEDs were		

	required, by definition, to be sent to all participants. In the special case of country specific SED P3000_<country code>, it must be sent to the new participant if this participant is from the MS for which P3000 was designed. 9. The New Participant receives other SEDs (see SR3) from the Other Participants. **The use case ends here**
Alternative Scenarios:	<u>Branch 1:</u>
Exceptions:	***<u>Exception 1:</u>***
Includes:	This BUC is exclusively used as an <<include>> in other sectorial business processes.
Special Requirements:	**SR1**: Active Participants are those participants defined in the parent process which invoked this BUC **SR2**: When the Triggering Participant and Other Participants send the SED to the New Participant they must: • Only send the SED to the New Participant and not to each other (this rule must be respected over any sectorial rule about who to send a SED to) • Must not increase the version number of the SED. • Must send only the latest version of the SED's, and not the eventual previous available SEDs versions. **SR3**: When sending SED they have sent so far in the case to the New Participant, the Triggering Participant (following Main Scenario step 5) and Other Participants (following Main Scenario, step 8) should **not** send the following SED Types to the New Participant: • Any previously exchanged X SED • Any Invalidated SED • Any previously sent "Reply" SED to which the request was subsequently invalidated • Any SED for which you have received a business exception (X050) • Any Draft SED **SR4**: It MUST not be possible to Add a New Participant when a 'Starting' SED is declared invalid (via Invalidate BUC) and a new instance has not been exchanged.

	SR5: If the Triggering Participant is the "Case Owner" the added participant may be an institution from ANY Member State; If the Triggering Participant is a "Counterparty" the added participant may ONLY be an institution from the same MS as the Counterparty
Assumptions:	N/A
Notes and Issues:	N/A

4.2. Request – Reply SEDs

The following table specifies the SED that have a logical pairing to one another, usually this is known as a request-reply pair.

REQUEST SED	REPLY SED(s)

4.3. Attachments Allowed

The following table specifies whether attachments are permitted to be included when sending a SED type.
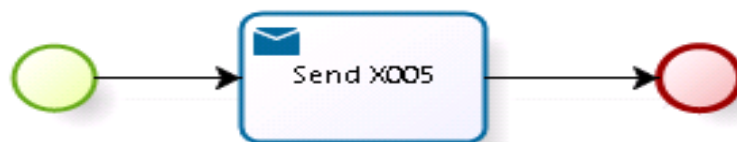
SED	Attachments
X005	Not Allowed

4.4. Artefacts used

The following table specifies the artefacts that are used in this Business Use Case.

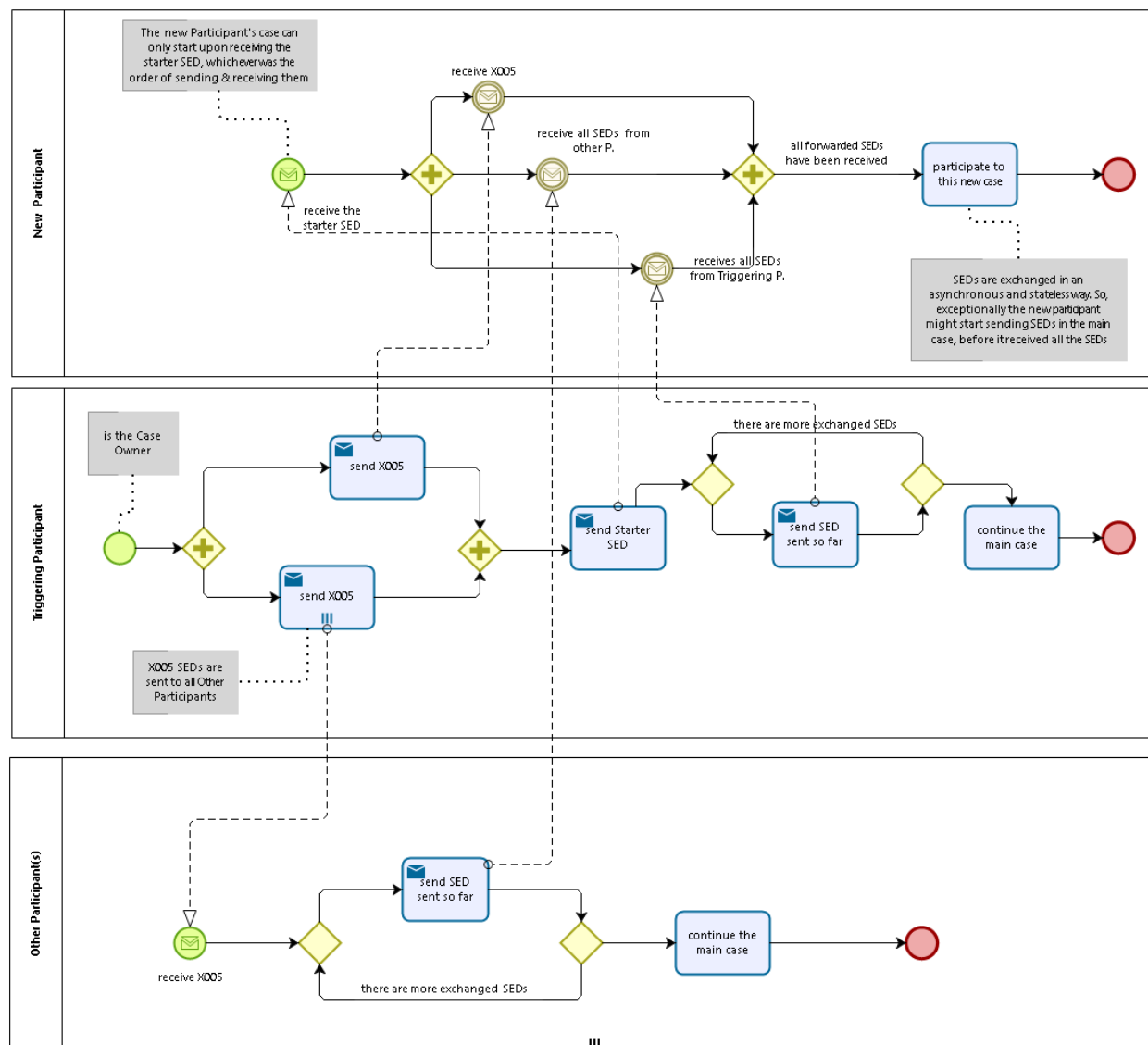| Artefact name	Artefact type
X005	**SED**

5. Business Processes

The following model describes the Business Use Case Add Participant subprocess using BPMN 2.0.
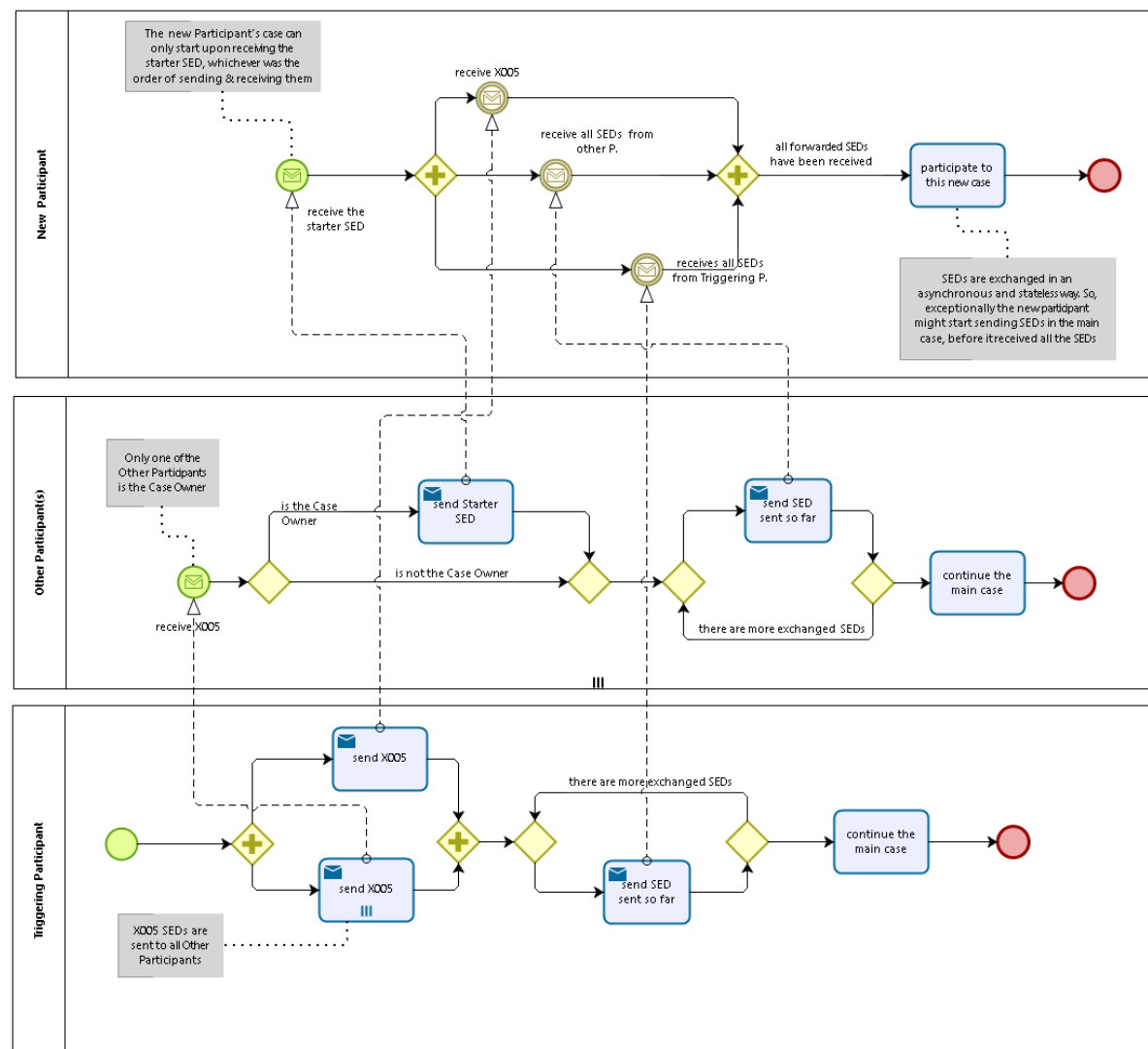

The above BPMN diagram illustrates only the SED X005 that documents the addition of the New Participant. It does not show all other SEDs' types already managed by the main process.

For better clarifying the business sub-process, besides the usual diagram, also the diagrams of the full detailed sub-process are reported hereafter in two scenarios: in the first one the Case Owner is the Triggering Participant, whilst in the second one the Case Owner is one of the Other Participants and the Triggering Participant is just a Counterparty.

First scenario: full business process with the Triggering Participant as the Case Owner of the main case

Second scenario: full business process with the one of the Other Participant as the Case Owner of the main case

6. Appendices

6.1. Issues

N/A