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Request for more information

BUC Specifications

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Version	Date	Short Description of Changes
v0.1.0	07/07/2016	First draft of the document
v0.2.0	12/07/2016	Integrated the comments received from the Rapporteur and Deputy Rapporteur of the LA AHG (sections: Trigger, Precondition, Postcondition)
v0.2.1	22/07/2016	Integrated the comments received from the AHG
v0.99.0	17/11/2016	Changes made following the AC review (sections Trigger, Post conditions, Preconditions, etc.). Inclusion of *AD_BUC_07 – Reminder* and *AD_BUC_04 – Remove Participant*
v1.0.0	15/12/2016	AC Approved version
v1.0.1	3/07/2017	- Added the BPMN diagram (version 1.0.1.0). - Added the BPMN version of the diagram in section 5. - Correction in the list of sub-processes in section 4.5. - Adapted reference to BUC confluence page in Configuration Management - removed Use Case diagram
v1.0.2	19/12/2017	- Patched the Invalidate-SED and Forward-Case BUC branches in order to align them for all sectors.
v4.1.0	20/08/2018	- Changes in section 4.4: the two tables were merged into one, containing all the used artefacts; - Small patch changes to fit release 4.1.0
v4.2.0	29/05/2019	CR EESSI-5468 - LA Global documentation changes – Changes in names of SED and minor grammar changes
v4.3.0	31/08/2021	Version adaptations to release 4.3.0
v4.4.0	06/12/2024	Accommodate to the new template

Table of Contents

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 realised 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 utilises. 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 on the Legislation Applicable sector process of Request for more information.

The different elements like use case description, actors, and business process as well as supporting UML diagrams and BPMN models pertaining to the Request for more information.

1.3 Definitions, Acronyms and Abbreviations

Please consult the EESSI Project Glossary

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

Table 1: List of References

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 the Request for more information 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 Request for more information business process.

Chapter 4 describes in detail the Request for more information business process based on the RUP use case template, as well as the relationship to other use cases.

Chapter 5 describes the Request for more information business process using business process modelling notation (BPMN).

Chapter 6 is related to Appendices.

2. Description

2.1 Business Scenario

The "Request for more information" business process in the Legislation Applicable sector describes how a Member State can ask for more information from another Member State, in order to determine the legislation applicable.

The process involves a simple request-reply exchange of messages between a competent institution, competent authority or the designated body of a Member State to another competent authority(ies) or designated body(ies) from a different Member State. The responding institution(s) may provide the requested information or may forward the request to another competent institution(s), competent authority(ies) or designated body(ies), who take(s) the responsibility for providing the requested information.

2.2 Legal basis

This Business Use Case document's legal base is described in the following 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) | Implementing Reg (987/09) | |
	Title II	Title II	Art 2.2
A005	✓		
A006	✓	✓	✓

Table 2: SED – Legal base relationship matrix

3. Actors & Roles

This chapter captures details of the actors which are important to understand 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
Case Owner	In this BUC the Case Owner is a Competent Institution, Competent Authority or Designated Body (further referred as "Competent Institution") that requests for more information from another Competent Institution(s)
Counterparty	In this BUC the Counterparty is a Competent Institution(s) that is requested to provide more information
Citizen	In this BUC the Citizen is the person who works or used to work in at least one other Member States and/or the person receiving/having been receiving certain benefits based on previous employment from another Member State

Table 3: Actors & Roles

4. Use Case

4.1 RUP Table Representation

Use Case ID:	**LA_BUC_06**		
Use Case Name:	Request for more information		
Created By:	EESSI BA Team	**Last Updated By:**	EESSI BA Team
Date Created:	07/07/2016	**Publication Date:**	06/12/2024
Actors:	Case Owner Counterparty Citizen		
Description:	A Competent Institution from a Member State requests for more information from another Competent Institution(s) in the other Member State, in order to determine the legislation applicable or to clarify the situation of the person concerned.		
Trigger:	One institution requires information from one or more institutions in order to make an assessment regarding which legislation applies to a person.		
Preconditions:	A person is working/has worked/will be working in at least one other Member States and/or the person receives/has received/will be receiving certain benefits based on previous employment from another Member State.		
Post conditions:	A decision (provisional or definitive) has been made regarding the Legislation Applicable.		
Main Scenario:	**Identify Participants** 1. The Case Owner identifies the EU Member State where the person is pursuing an activity; 2. The Case Owner then identifies the correct institution (the Counterparty) in the concerned Member State. The Case Owner and the Counterparty are herein collectively referred to as the Participants. **Send the request for more information** 3. The Case Owner fills in an A005 – Request for more information; 4. The Case Owner sends the A005 – Request for more information to the Counterparty. **Receive the request for more information** 5. The Counterparty receives and reviews the A005 SED; 6. The Counterparty fills in an A006 SED – Reply to Request for more information, by providing the requested information in order to determine the Legislation Applicable; 7. The Counterparty sends the A006 SED. Steps 3 to 7 can be repeated; 8. The Case Owner waits for a period of 30 calendar days; 9. The Case Owner executes use case AD_BUC_01 – Close Case; 10. The BUC Ends.		
Alternative branches	*The Following Branches Determine the use of Administrative Processes within this Business Process*		
	Branch 1: at any step between [step 4] and [step 8] the Case Owner may choose to Forward this Business Process to another Competent Institution within their Member State who assumes responsibility for handling it		

	1. The Case Owner executes business use case ***AD_BUC_05 – Forward Case;*** 2. [This Branch] Ends.
	Branch 2: *at any step between [step 5] and [step 8] the Counterparty may choose to Forward this Business Process to another Competent Institution within their Member State who assumes responsibility for handling it* 1. The Counterparty executes business use case ***AD_BUC_05 – Forward Case;*** 2. [This Branch] Ends.
	Branch 3: *at any step between [step 4] and [step 8] the Case Owner may choose to Add a Participant to this Business Process* 1. The Case Owner executes business use case ***AD_BUC_03 – Add Participant;*** 2. [This Branch] Ends.
	Branch 4: *at any step between [step 5] and [step 8] the Counterparty may choose to Add a Participant to this Business Process* 1. The Counterparty executes business use case ***AD_BUC_03 – Add Participant;*** **2.** [This Branch] Ends.
	Branch 5: *at any step between [step 4] and [step 8] the Case Owner may choose to advise all recipients of their A005 that it is invalid* 1. The Case Owner executes business use case ***AD_BUC_06 – Invalidate SED;*** 2. Optionally, the Case Owner fills in an A005 – Request for more information, by entering all the required data; 3. Optionally, the Case Owner sends the A005, including any attachments, to all the recipients; 4. [This Branch] Ends.
	Branch 6: *at any step between [step 7] and [step 8] the Counterparty may choose to advise all recipients of their A006 that it is invalid* 1. The Counterparty executes business use case ***AD_BUC_06 – Invalidate SED;*** 2. Optionally, the Counterparty fills in an A005 – Request for more information, by entering all the required data; 3. Optionally, the Counterparty sends the A005,

	including any attachments, to all the recipients; 4. [This Branch] Ends.
	Branch 7:** at any step between [step 4] and [step 8] the Case Owner may choose to send an updated version of A005* 1. The Case Owner executes business use case ***AD_BUC_10 - Update_SED; 2. [This Branch] Ends.
	Branch 8:** at any step between [step 7] and [step 8] the Counterparty may choose to send an updated version of A006* 1. The Counterparty executes business use case ***AD_BUC_10 - Update_SED; 2. [This Branch] Ends.
	Branch 9:** at any step between [step 4] and [step 8] the Case Owner may choose to remove a Counterparty from this Business Process (providing that at least one Counterparty will remain into the case)* 1. The Case Owner executes business use case ***AD_BUC_04 – Remove Participant; 2. [This Branch] Ends.
	Branch 10:** at any step between [step 5] and [step 8] the Counterparty may choose to remove another Counterparty from this Business Process (providing that at least one Counterparty will remain into the case)* 1. The Counterparty executes business use case ***AD_BUC_04 – Remove Participant; 2. [This Branch] Ends.
	Branch 11:** at any step between [step 4] and [step 8] the Case Owner may optionally choose to send a reminder in order to receive the answer to information expected but not received* 1. The Case Owner executes business use case ***AD_BUC_07 - Reminder; 2. [This Branch] Ends.
Includes	See diagram at part 4.4.
Special Requirements:	N/A
Assumptions:	N/A
Notes and Issues:	N/A

4.2 Request – Reply SEDs

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

REQUEST SED	REPLY SED(s)
A005	A006

4.3 Attachments

The following table specifies whether attachments are permitted to be included when sending a SED type:

SED	Attachments
A005	Allowed
A006	Allowed

4.4 Artefacts used

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

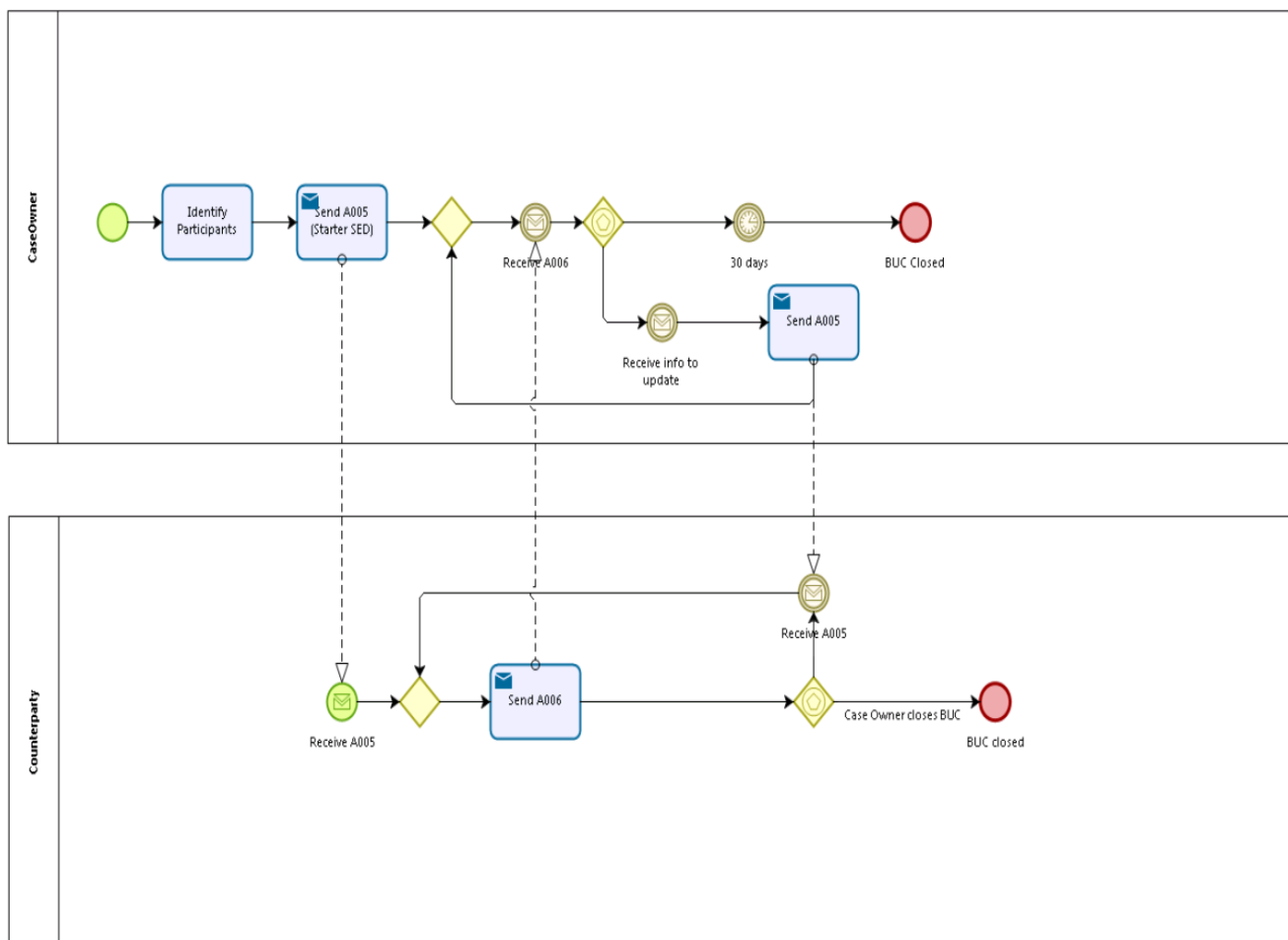| Artefact name	Artefact type
A005	SED
A006	SED
AD_BUC_01_Subprocess – Close Case	BUC
AD_BUC_03_Subprocess – Add Participant	BUC
AD_BUC_04_Subprocess – Remove Participant	BUC
AD_BUC_05_Subprocess – Forward Case	BUC
AD_BUC_06_Subprocess – Invalidate SED	BUC
AD_BUC_07_Subprocess – Reminder	BUC
AD_BUC_10_Subprocess – Update SED	BUC
AD_BUC_11_Subprocess – Business Exception	BUC
AD_BUC_12_Subprocess – Change of Participant	BUC

5. Business Processes / Flows

The business process models are described using BPMN 2.0.

5.1 Main Scenario

1.1. 5.1.1. Case Owner and Counterparty

6. Appendices

6.1 Issues

N/A