



**EESSI – CDM 4.4**

**H - Horizontal**

**H\_BUC\_02a - v4.4.0**

**Determine Residence - Request for information  
on residence**

***BUC Specifications***

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## Document history

Version	Date	Short Description of Changes
v0.1	22/04/2015	Initial draft
v0.2	07/05/2015	Adaptations following AHG Review: - Modification of Preconditions to this Buc - Modification to the description of the Case Owner - Modification to the description of the Counterparty - Modification to the Description of the BUC: use of H005/H006 to be used in this BUC only for situations where there is NO disagreement.
v0.3	18/05/2015	Adaptation following comments received from SR: - Call of H_BUC_03-c as a sub-process - Answers to Issues Table.
v0.4	09/06/2015	Minor corrections following comments received from SR/FI.
v0.5	26/06/2015	Usage of H003, as a Sub-process.
v0.6	28/07/2015	Adaptations following review from Testing Team.
v0.7	26/08/2015	Removal of Branch 10, since it's already specified in the H_BUC_02-c sub-process.
v0.8	28/08/2015	Minor correction (editorial) in Branch 11.
v0.99.0	03/02/2016	Candidate for AHG Approval Inclusion of Request-Reply Table Inclusion of Attachment Allowed Table Inclusion of SED & Sub-process Versioning Information
v1.0.0	10/03/2016	AC APPROVED VERSION
v1.0.1	03/06/2016	Remove Claimant from list of Actors
v1.0.2	1/08/2016	Branch 1 modified – Replaced H_BUC_02-c Sub process with Replaced H_BUC_02 Subprocess  Branch 2 removed and included in Main Scenario
v1.0.3	29/06/2017	- Updated BPMN diagram in "Section 5. Business Processes" to correspond to the described process. - Included the version of the BPMN diagram used in section 5. - Replaced the reference to the BUC on Confluence.
v1.0.4	19/12/2017	- Update the document to remove the reference to sub process H_BUC_02c,

		<p>because this does not exist anymore. SED H003 is reused instead.</p> <ul style="list-style-type: none"> <li>- Included branch 10 and 13 to allow the Admin. Invalidate SED and Update SED sub process for the H003 SED.</li> <li>- Alignment to the standard description and layout of the BUC:</li> </ul> <p>Section 2.2 changed title to 'Legal base' and rephrased introduction text; Updated section 4.1 RUP Table Representation: branches 3, 6, 7 and 13 to align forward and invalidate wording to the standard wording;</p> <ul style="list-style-type: none"> <li>- Removed Section 4.4 RUP UC Diagram Representation.</li> <li>- Included H_BUC_04 and H_BUC_10 (as not used for this BUC) in table "Sub processes' Table.</li> <li>- Section 5: rephrase introduction text for this section to the standard text &amp; included corrected BPMN v1.0.4.0 (included decision point on H003 as per BUC description).</li> </ul>
v4.1.0	24/08/2018	<ul style="list-style-type: none"> <li>- Section 4.4 merged 2 tables (for SED &amp; for Subprocesses) into 1 BUC Artefact table."</li> <li>- Version adaptations to release 4.1.0</li> <li>- Updated SR on removed branch 2</li> </ul>
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 and 987/2009. 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 on the horizontal sector process Determine Residence (a) – Request for Information on Residence. The different elements like use case description, actors, and business process as well as supporting UML diagrams and BPMN models pertaining to Determine Residence (a) – Request for information on Residence.

### 1.3. Definitions, Acronyms and Abbreviations

Please see the EESSI Project Glossary [here](#)

### 1.4. References

#	Description	
R1	Basic Regulations EC (883/04)	<a href="#">Regulation EC No. 883/2004.pdf</a>
R2	Implementing Regulations EC (987/09)	<a href="#">Regulation EC No 987/2009.pdf</a>

### 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 Determine Residence – Request for information on Residence 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 Determine Residence – Request for information on Residence business process.

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

Chapter 5 describes the Determine Residence – Request for information on Residence business process using business process modelling notation (BPMN).

## 2. Description

### 2.1. Business Scenario

The goal of this BUC is to enable the exchange of information on residence which are based on the elements of residence listed in Article 11 Regulation (EC) 987/2009 [R2].

This BUC can be used for the following situations:

- to gather information concerning elements of residence in order to make a national decision on residence
- to gather information on residence in any other situation where this information is necessary

The following SED's will be covered by the current BUC:

- H005 ("Request for information on residence")
- H006 ("Reply to request for information on residence")

Optionally after the exchanges of information have taken place, the SED H003 – Proposal/Notification on State of Residence can be used in order to send a notification on the State of residence.

This BUC could be used in all those situations where it's necessary to determine residence in any sector. If there are sectorial SEDs for this purpose, then they would be used primarily, but these two SEDs (H005/H006) provide clear questions on residence without the need to use free text as much.

### 2.2. Legal Base

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.

	implementing Reg. (987/2009)	Base Reg. (883/2004)
	<b>11</b>	<b>76</b>
H005	✓	✓
H006	✓	✓
H003	✓	✓

*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
<b>Case Owner</b>	The case owner might be the competent institution who needs additional information on a person's residence in order to make their own national decision on the matter.  Additionally, the Case Owner might also be the competent institution who needs additional information on a person's residence in order to determine residence as needed in another sector.
<b>Counterparty</b>	The Counterparty(ies) are Competent Institutions who participate in the case initiated by the case owner in order to provide additional information on a person's residence.

*Table 2: Actors & Roles*



## 4. Use Case

### 4.1. RUP Table Representation

<b>Use Case ID:</b>	H_BUC_02a		
<b>Use Case Name:</b>	Determine Residence – Request information on residence		
<b>Created By:</b>	EESSI BA Team	<b>Last Updated By:</b>	EESSI BA Team
<b>Date Created:</b>	24/02/2014	<b>Publication Date:</b>	06/12/2024
<b>Actors:</b>	Case Owner Counterparty (ies)		
<b>Description:</b>	<p>The aim of this BUC is to exchange information on residence, based on the elements of residence listed in Article 11 Regulation (EC) 987/2009.</p> <p>This BUC should be used when there is a need for asking for information and receiving it in situations not covered by H_BUC_02b.</p> <p>Following this exchange of information, a notification of residence can be possibly done, with the SED H003 – Proposal/Notification on State of Residence in this process.</p>		
<b>Trigger:</b>	Information on residence needs to be requested from other counterparty (ies).		
<b>Preconditions:</b>	Information needs to be gathered for the national decision on residence		
<b>Post conditions:</b>	The exchange of information on residence ends with / without notification on residence.		
<b>Main Scenario:</b>	<p><b>Identify Participants</b></p> <ol style="list-style-type: none"> <li>1. The Case Owner identifies the EU Member States where the person lives or works or where the person has previously lived or worked;</li> <li>2. The Case Owner identifies the Competent Institution(s) (the Counterpart(y)(ies)) in each Member State. There will be one or more Counterpart(y)(ies). The Case Owner and the Counterpart(y)(ies) are herein collectively referred to as the Participants;</li> </ol> <p><b>Send Request for Information on Residence</b></p> <ol style="list-style-type: none"> <li>3. The Case Owner fills in a Request for Information on Residence (H005) by entering all the required Information on Residence data;</li> </ol>		

	<p>4. The Case Owner sends the H005, including any attachments, to all Counterparties;</p> <p><b>Process Request &amp; Send Reply</b></p> <p>5. Each Counterparty receives and views an H005, and attachments;</p> <p>6. Each Counterparty fills in a Reply to Request for Information on Residence (H006) by entering all required information;</p> <p>7. Each Counterparty sends their H006, including any attachments, to all Participants;</p> <p>8. The Case Owner receives all (H006) replies, views them and determines the Person's Residence;</p> <p>9. The Case Owner requests additional information about the residence, the BUC reverts at step [3];</p> <p>10. The use case ends here.</p>
<p><b>Alternative Scenarios:</b></p>	<p><b><u>Branch 1: after [step 8] of the main scenario, the Case Owner wants to notify the State of residence</u></b></p> <p>1. The Case Owner fills in a Proposal/Notification on State of Residence (H003), by specifying in section 'Type of information' of the SED the notification of the State of Residence.</p> <p>2. The Case Owner sends the H003 to all Counterparties;</p> <p>3. [This BUC] Ends.</p>
	<p><b><u>Branch 2: [Removed]</u></b></p>
	<p><b><u>The Following Branches Determine the use of Administrative Processes within this Business Process</u></b></p>
	<p><b><u>Branch 3: As soon as at least one SED has been received by destination in this case, any participant may choose to Forward the Business Process to a new Participant within their MS who assumes responsibility for handling it</u></b></p> <p>1. The Triggering Participant executes business use case <b>AD_BUC_05_Forward Case;</b></p> <p>2. [This Branch] Ends</p>
	<p><b><u>Branch 4: At any step after step [2], the Case Owner may choose to Add a new counterparty to this Business Process</u></b></p> <p>1. The Case Owner executes business use case <b>AD_BUC_03_Add Participant;</b></p> <p>2. [This Branch] Ends</p>
	<p><b><u>Branch 5: at any step after [step 2], the Case Owner may choose to Remove a Counterparty from this Business Process</u></b></p> <p>1. The Case Owner executes business use case <b>AD_BUC_04_Remove Participant;</b></p> <p>2. [This Branch] Ends</p>

	<p><b><u>Branch 6:</u> after [step 4] of the main scenario, the Case Owner may choose to advise the recipients of their H005 that it is invalid under Art 5 of 987/09</b></p> <ol style="list-style-type: none"> <li>1. The Case Owner executes business use case <b><u>AD_BUC_06_Invalidate SED;</u></b></li> <li>2. Optionally, the Case Owner fills in a Request for Information on Residence (H005) by entering all the required data;</li> <li>3. Optionally, the Case Owner sends the H005, including any attachments, to all Counterparties;</li> <li>4. [This Branch] Ends</li> </ol> <p><b><u>Branch 7:</u> after [step 7] of the main scenario, the Counterparty may choose to advise the recipients of their H006 that it is invalid under Art 5 of 987/09</b></p> <ol style="list-style-type: none"> <li>1. The Counterparty executes business use case <b><u>AD_BUC_06_Invalidate SED;</u></b></li> <li>2. Optionally, the Counterparty fills in a Reply to Request for Information on Residence (H006) by entering all the required data;</li> <li>3. Optionally, the Counterparty sends the H006, including any attachments, to all Counterparties;</li> <li>4. [This Branch] Ends</li> </ol> <p><b><u>Branch 8:</u> after [step 4] of main scenario, the Case Owner may choose to send an updated version of H005</b></p> <ol style="list-style-type: none"> <li>1. The Case Owner executes business use case <b><u>AD_BUC_010 - Update_SED;</u></b></li> <li>2. [This Branch] Ends</li> </ol> <p><b><u>Branch 9:</u> after [step 7] of the Main Scenario, the Counterparty may choose to send an updated version of H006</b></p> <ol style="list-style-type: none"> <li>1. The Counterparty executes business use case <b><u>AD_BUC_010 - Update_SED;</u></b></li> <li>2. [This Branch] Ends</li> </ol> <p><b><u>Branch 10:</u> after Branch 1 [step 2], the Case Owner may choose to send an updated version of H003</b></p> <ol style="list-style-type: none"> <li>1. The Case Owner executes business use case <b><u>AD_BUC_010 - Update_SED;</u></b></li> <li>2. [This Branch] Ends</li> </ol> <p><b><u>Branch 11:</u> at any step between [step 5] and [step 8] the Case Owner may optionally choose to send a Reminder to the Counterparty for the return of information they were expecting but did not receive.</b></p>
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	<ol style="list-style-type: none"> <li>1. The Case Owner who invokes this branch executes business use case <b>AD_BUC_07 - _Reminder;</b></li> <li>2. [This Branch] Ends</li> </ol> <p><b><i>Branch 12: at any step between [step 5] and [step 8] any Participant may optionally choose to Request another participant who previously sent them Information to provide clarification of the data that they have sent.</i></b></p> <ol style="list-style-type: none"> <li>1. The participant executes business use case <b>AD_BUC_08 - Clarify Content;</b></li> <li>2. [This Branch] Ends</li> </ol> <p><b><i>Branch 13: after [Branch 1 step 2], the Case Owner may choose to advise the recipients of their H003 that it is invalid under Art 5 of 987/09</i></b></p> <ol style="list-style-type: none"> <li>1. The Case Owner executes business use case <b>AD_BUC_06_Invalidate SED;</b></li> <li>2. Optionally, the Case Owner fills in a Proposal/Notification on State of Residence (H003) by entering all the required data;</li> <li>3. Optionally, the Case Owner sends the H003, including any attachments, to all Counterparties;</li> <li>4. [This Branch] Ends</li> </ol>
<b>Includes:</b>	See section 4.4
<b>Special Requirements:</b>	<p><b>SR1:</b> H005 can be used to request information.</p> <p><b>SR2:</b> H006 can be used to return information as a reply to H005; it can only be sent after H005.</p> <p><b>SR3:</b> H003 can be used to notify the decided state of residence.</p> <p><b>SR4:</b> Rules about the invoking of Branches:</p> <p>[Branch 1] – May be invoked only once;</p> <p>[Branch 2] removed;</p> <p><u>Administrative</u></p> <p>[Branch 3] – May be invoked more than once;</p> <p>[Branch 4] – May be invoked more than once;</p> <p>[Branch 5] – May be invoked more than once;</p> <p>[Branch 6] – May be invoked more than once;</p> <p>[Branch 7] – May be invoked more than once;</p> <p>[Branch 8] – May be invoked more than once;</p>

	<p>[Branch 9] – May be invoked more than once;</p> <p>[Branch 10] – May be invoked more than once;</p> <p>[Branch 11] – May be invoked more than once;</p> <p>[Branch 12] – May be invoked more than once;</p> <p>[Branch 13] – May be invoked more than once;</p> <p><b>SR5:</b> Rules about the destination for each SED Type:</p> <p>H005 – Must be Sent to all Active Participants;</p> <p>H006 – Must be Sent all Active Participants;</p> <p>H003 – Must be Sent to all Active Participants;</p> <p><b>SR6:</b> The term "Send/Sent to All Active Participants" does not include sending it himself (i.e. to then senders institution).</p> <p><b>SR7:</b> Active Participants are defined as those participants identified at [Step 2] and those participants added through the execution of [Branch 4] and not removed through the execution of [Branch 5].</p>
<b>Assumptions:</b>	N/A
<b>Notes and Issues:</b>	N/A

## 4.2. Request – Reply SEDs

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

REQUEST SED	REPLY SED(s)
H005	H006

## 4.3. Attachments Allowed

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

SED	Attachments
<b>H005</b>	Allowed
<b>H006</b>	Allowed
<b>H003</b>	Allowed

## 4.4. Artefacts used

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

EESSI BUC Specifications – H_BUC_02a – Determine Residence - Request for information on residence	Status: Final / TLP: GREEN
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Artefact name	Artefact type
<b>H005</b>	<b>SED</b>
<b>H006</b>	<b>SED</b>
<b>H003</b>	<b>SED</b>
<b>AD_BUC_03_Subprocess – Add Participant</b>	<b>BUC spec</b>
<b>AD_BUC_04_Subprocess – Remove Participant</b>	<b>BUC spec</b>
<b>AD_BUC_05_Subprocess – Forward Case</b>	<b>BUC spec</b>
<b>AD_BUC_06_Subprocess – Invalidate SED</b>	<b>BUC spec</b>
<b>AD_BUC_07_Subprocess – Reminder</b>	<b>BUC spec</b>
<b>AD_BUC_08_Subprocess – Clarify Content</b>	<b>BUC spec</b>
<b>AD_BUC_10_Subprocess – Update SED</b>	<b>BUC spec</b>
<b>AD_BUC_11_Subprocess – Business Exception</b>	<b>BUC spec</b>
<b>AD_BUC_12_Subprocess – Change of Participant</b>	<b>BUC spec</b>

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## 5. Business Processes

This chapter describes the Business Use Case Determine residence – Request for information on residence, using BPMN 2.0.

### 5.1. Case Owner – Counterparty (ies)

The main scenario is that the Process Owner sends a Request for Residence Information (H005) to the Counterparty (ies), who will then reply with an H006.

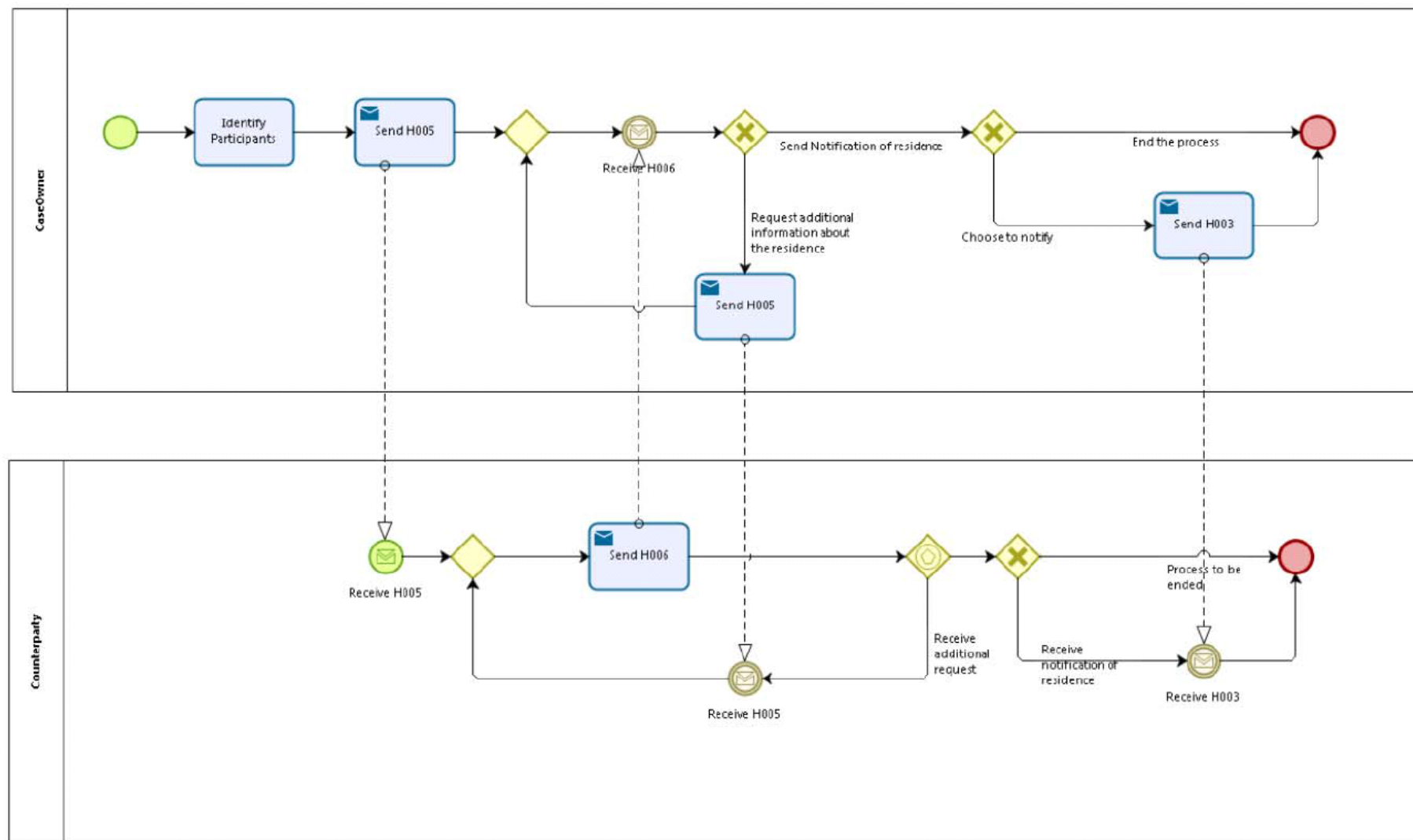


Figure: depicts the use case end-to-end, from a high level, using the BPMN 2.0 collaboration diagram



## 5.2. Sub Processes

Not applicable.

## 6. Appendices

### 6.1. Issues

The issues listed below need to be added to the issue log and discussed at the proper communication level.

#	Issue date	Description	Solution	Close date
1		Additionally to invalidating H005 Case Owner should also have an option to invalidate H003 (Proposal/notification on state of residence). Such action could be performed after Branch 1 [step 2].	This possibility to invalidate H003 is to be found within the description of H_BUC_02-c which is to be included as a Sub-process in this BUC.  13/10/2017: when patched to use H003 instead of H_BUC_02 (=as per BPMN diagram), the invalidate branch 10 has to be included again for H003.	
2	07/05/2015	If a notification needs to be done after this exchange of information BUC, how should this happen? There are 2 possible solutions:  - to be able to call the H_BUC_02(c) as a sub-process within this current BUC. This has the advantage to allow the notification to occur within the same Case context, without having to recreate a new Case. Therefore, allows also to reuse the person data from the previous SED's to transpose to the Notification H003 SED.  - to call the H_BUC_02(c) independently from this current BUC.	This will be made possible by reusing the H_BUC_02(c) as a sub-process within the current BUC.  13/10/2017: H_BUC_02c is not a subprocess anymore. SED H003 will be re-used in this BUC.	