

approved



International Process Guidelines

Pension

**P\_BUC\_08**Information on Pension Amount to award a Pension Supplement

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**Document history:**

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| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
| v0.1 | 08/08/2017 | Secretariat | First draft of the document submitted for review to the Pension Ad Hoc group. |
| v0.2 | 07/11/2017 | Secretariat | Implemented changes and updates following the AHG comments. |
| v0.99 | 04/12/2017 | Secretariat | Implemented changes and updates following the AC review. Version submitted for AC approval. |
| v1.0 | 19/12/2017 | Secretariat | **AC approved version.** |
| v4.1.0 | 02/10/2018 | Secretariat | **Performed patch changes to reference the new CDM version 4.1.0** |

# P\_BUC\_08 – Information on Pension Amount to award a Pension Supplement

**Description:** This Business Use Case describes a situation where an Institution sends information about the payment of pension to the Institution in the EU/EFTA Member State of residence that has granted a supplement according to Art.58 of Regulation (EC) No 883/2004. If requested, information about the amount of the supplement has to be sent back to the institution that pays the pension.

**Legal base:** The legal basis of P\_BUC\_08 lies in Regulation (EC) No 883/2004 and in the Implementing Regulation (EC) No 987/2009. The following table specifies SEDs used in this BUC and documents the articles that provide the legal basis for each SED:

|  |  |
| --- | --- |
|  | **Basic Regulation (883/2004)** |
| **Art 58** |
| P12000 | **✓** |
| P13000 | **✓** |

**Request-reply SEDs:**

| REQUEST SED | REPLY SED(s) |
| --- | --- |
| P12000-Information on pension amount | P13000- Information on pension supplement |

**Glossary of relevant terms used in P\_BUC\_08:**

|  |  |
| --- | --- |
| **Term used** | **Description** |
| *Case Owner* | In this BUC the Case Owner is a Competent Institution that pays the pension. |
| *Counterparty* | In this BUC the Counterparty is the Competent Institution that pays the supplement. |

# How to start this BUC?

In order to help you understand the P\_BUC\_08 we have created a set of questions that will guide you through the main scenario of the process as well as possible sub-scenarios or options available at each step along the way. Ask yourself each question and click on one of the hyperlinks that will guide you to the answer. You will notice that in some of the steps, where it is allowed to use the additional horizontal and administrative sub-processes, they will be listed under the step description.

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| What is my role in the social security exchange of information I have to complete? |
| You are the Competent Institution of a Member State that is aware that another institution is paying a supplement and you inform that institution about your pension payment. Your role will be defined as the **Case Owner**.  [I am the Case Owner](#_CO.1_Who_do). (step CO.1) |
| You are the Competent Institution that receives information from another Member State, about the amount of pension to assist your institution in the processing of the supplement. Your role will be defined as the **Counterparty**.  [I am the Counterparty.](#first_step_CP)  (step CP.1) |

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| CO.1 **Who do I need to exchange information with?** |
| As the Case Owner, your first step in any new notification of information will be to identify the responsible Member State or Member States that you need to exchange information with. The second step is to identify the relevant institutions in these Member States that are responsible for the information you require. In this Business Use Case, the institution or institutions can be chosen only among the institutions responsible for the pension sector. This activity will define the Counterparty or the Counterparties you will be working with in the gathering of information.  [I need to identify the Counterparty or Counterparties.](#identify_institution) (step CO.2)  [I have identified the Counterparty or Counterparties I need to contact](#_CO.3_How_do). (step CO.3) |

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| CO.2 How do I identify the correct institution(s) to exchange information with? |
| In order to determine the relevant Competent Institution(s) from another Member State you will need to consult the Institution Repository (IR). The IR provides an electronic record of all current and previous Institutions by their roles including Liaison Bodies that have been responsible for the cross border coordination of social security information for each of the relevant Member States for P\_BUC\_08.  Please note that the Liaison Body (if attributed to this BUC) should be chosen only if it is impossible to identify the correct Competent Institution in the respective Member State or if the case is handled by the Liaison Body.  To access the IR please use the following [link](http://csn-ir-playground.westeurope.cloudapp.azure.com/CAI/CAI/SelectCountry?languageCode=en).  [I have now identified the Competent Institution(s) from the Member State(s) I need to contact. (step CO.3)](#first_step_CO) |

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| CO.3 How do I send ‘Information on pension amount’ – SED P12000? |
| As a Case Owner you have decided that there is a need to send information regarding pension amounts. For that you have to start the international process. The first step is to send the ‘Information on pension amount' – [SED P12000](../../../SEDs/P12000.docx) to the Counterparty.  The Counterparty will receive SED P12000, revise it and then fill out SED P13000, if you request it.  [I have received SED P13000](#CO4). (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:  I want to Invalidate SED P12000 ([AD\_BUC\_06)](file://net1.cec.eu.int/EMPL/R/R4/02%20IT%20Systems/EESSI/03%20Architecture/50.%20Business%20Architecture/Guidelines/Guidelines-V4/EESSI-BUC_Guidelines_V4/Administrative_Sub-Processes/AD_BUC_04_Subprocess.docx)  [I want to Update SED P12000\_([AD\_BUC\_10)](file://net1.cec.eu.int/EMPL/R/R4/02%20IT%20Systems/EESSI/03%20Architecture/50.%20Business%20Architecture/Guidelines/Guidelines-V4/EESSI-BUC_Guidelines_V4/Administrative_Sub-Processes/AD_BUC_04_Subprocess.docx)](../../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx) |

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| CO.4 How should I do if I have received 'Information on pension supplement' - SED P13000? |
| You have received the 'Information on pension supplement' - [SED P13000](../../../SEDs/P13000.docx). There is no reply to SED P13000. This is the end of the Business Use Case. |
| Sub-process steps available to the Case Owner at this stage:  [I want to Notify of Death of a person in an ongoing case (H\_BUC\_07)](../../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx)  [I want to Remove participant from a multilateral case (AD\_BUC\_04)](../../../../Administrative_Sub-Processes/AD_BUC_04_Subprocess.docx)  [I want to Add participant to the case (AD\_BUC\_03)](../../../../Administrative_Sub-Processes/AD_BUC_03_Subprocess.docx)  [I want to Forward Case to another Institution in my Member State (AD\_BUC\_05).](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to send Reminder (AD\_BUC\_07)](../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx") |

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| CP.1 What should I do if I receive 'Information on pension amount '- SED P12000 as a Counterparty? |
| You have received the 'Information on pension amount '- SED [P12000](../../../SEDs/P12000.docx). You check, whether the pension amounts have an effect on the amount of supplement. . After that, you inform the Case Owner about the supplement, at their request, by filling out ‘Information on pension supplement’ [SED P13000](../../../SEDs/P13000.docx) and sending it to the Case Owner.  There is no reply to SED P13000. This is the end of the Business Use Case. |
| Sub-process steps available to the Counterparty at this stage:  [I want to Notify of Death of a person in an ongoing case (H\_BUC\_07)](../../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx)  [I want to Add participant to the case (AD\_BUC\_03)](../../../../Administrative_Sub-Processes/AD_BUC_03_Subprocess.docx)  [I want to Remove participant from a multilateral case (AD\_BUC\_04)](../Administrative_Sub-Processes/AD_BUC_04_Subprocess.docx)  [I want to Forward Case to another Competent Institution in my Member State (AD\_BUC\_05).](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to Update SED P13000 (AD\_BUC\_10)](../../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx) |

**BPMN diagram for P\_BUC\_08**

Click [here](../../../BPMN_Diagrams/P_BUC_08_Diagram.pdf) to open the BPMN diagram(s) for P\_BUC\_08.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in P\_BUC\_08:

* [P12000 – Information on pension amount](../../../SEDs/P4000.docx)
* [P13000 – Information on pension supplement](../../../SEDs/P5000.docx)

# Horizontal sub-processes

The following horizontal sub-processes are used in P\_BUC\_08:

* [H\_BUC\_07\_Sub-process – Notification of Death](../../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx)

# Administrative sub-processes

The following administrative sub-processes are used in P\_BUC\_08:

* [AD\_BUC\_03\_Sub-process – Add Participant](../../../../Administrative_Sub-Processes/AD_BUC_03_Subprocess.docx)
* [AD\_BUC\_04\_Sub-process – Remove Participant](../../../../Administrative_Sub-Processes/AD_BUC_04_Subprocess.docx)
* [AD\_BUC\_05\_Sub-process – Forward Case](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)
* [AD\_BUC\_06\_Sub-process – Invalidate SED](../../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)
* [AD\_BUC\_07\_Sub-process – Reminder](../../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)
* [AD\_BUC\_10\_Sub-process – Update SED](../../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)

The following sub-processes are used for the handling of exceptional business scenarios that arise due to the exchange of social security information in an electronic environment and can be used at any point in the process:

* [AD\_BUC\_11\_Sub-process – Business Exception](../../../../Administrative_Sub-Processes/AD_BUC_11_Subprocess.docx)
* [AD\_BUC\_12\_Subprocess – Change of Participant](../../../../Administrative_Sub-Processes/AD_BUC_12_Subprocess.docx)