|  |  |
| --- | --- |
|  | logo_ce-en-quadri |

ApprovED

EESSI Business Use Case

*H\_BUC\_10\_Subprocess Request for Administrative Check*





**Table of Contents**

[1. Introduction 4](#_Toc499641565)

[1.1. Purpose 4](#_Toc499641566)

[1.2. Scope 4](#_Toc499641567)

[1.3. Definitions, Acronyms and Abbreviations 4](#_Toc499641568)

[1.4. References 5](#_Toc499641569)

[1.5. Overview 5](#_Toc499641570)

[2. Description 6](#_Toc499641571)

[2.1 Business Scenario 6](#_Toc499641572)

[2.2 Legal Base 6](#_Toc499641573)

[3. Actors & Roles 7](#_Toc499641574)

[4. Use Case 8](#_Toc499641575)

[4.1. RUP Table Representation 8](#_Toc499641576)

[4.2. Request – Reply SEDs 11](#_Toc499641577)

[4.3. Attachments Allowed 11](#_Toc499641578)

[4.4. Versioning 11](#_Toc499641579)

[5. Business Processes 12](#_Toc499641580)

[6. Appendices 13](#_Toc499641581)

[6.1. Issues 13](#_Toc499641582)

**Document Control Information**

|  |  |
| --- | --- |
| **Settings** | **Value** |
| **Document Title:** | **Business Use Case****H\_BUC\_10\_Subprocess-Request for Administrative Check** |
| **Project Title:** | **EESSI (Electronic Exchange of Social Security Information) Project** |
| **Document Author:** | **European Commission, DG EMPL F5** |
| **System Owner:**  | **European Commission, DG EMPL D2** |
| **Doc. Version:**  | **v4.1.0** |
| **Sensitivity:**  | **Public** |
| **Date:**  | **17/07/2018** |

**Document history:**

The Document Author is authorized to make the following types of changes to the document without requiring that the document be re-approved:

* Editorial, formatting, and spelling
* Clarification

To request a change to this document, contact the Document Author or Owner.

| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
| --- | --- | --- | --- |
| v0.1.0 | 14/10/2016 | Anda Mirita | Initial Draft |
| v0.2.0 | 03/11/2016 | Anda Mirita | Changes after Horizontal AHG review |
| v0.3.0 | 17/02/2017 | Anda Mirita | Changes as per comments received from AC |
| v0.99.0 | 28/02/2017 | Anda Mirita | Candidate for AC Approval |
| v1.0.0 | 16/03/2017 | Anda Mirita | **AC Approved version** |
| v1.0.1 | 30/06/2017 | Gelu Mitu | - Updated BPMN diagram in "Section 5. Business Processes" to correspond to the described process.- Added version of the BPMN diagram used- Removed AD\_BUC\_01-SubProcess (branch 2)- Adapted reference to BUC confluence page in Configuration Management |
| v1.1.0 | 1/12/2017 | Heidi Warson | Updated section 4.1 RUP Table Representation: branch 1 - removed step 4: because it is related to the Admin BUC Reminder, which is related to the main process from which the BUC is called from;branch 1 - step 13 – updated because this scenario is alternative for main scenario and ends the case, instead of ending the branch;branch 6: aligned invalidate wording to the standard wording (including the related special requirement).Updated following Change Request for "H\_BUC\_10\_Subprocess – Add Invalidate SED, Remove Update SED & Reminder branches", see JIRA EESSI-2246":- Removed Branch 9 and 10: Update\_SED is not allowed in this BUC;- Removed Branch 13: Reminder Subprocess is triggered from a main BUC and not from a sub process BUC. Removed step 4 accordingly;- Added Branch 14 to include Invalidate SED for H130 SED;- Updated Special Requirement 1 and 2 accordingly. |
| v4.1.0 | 17/07/2018 | Novella Bacelli | - Rephrasing steps of main scenario for clarification - Section 4.4 merged 2 tables (for SED & for Subprocesses) into 1 BUC Artefact table."- Version adaptations to release 4.1.0 |

# Introduction

## 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.

## Scope

This document is limited to the external view on the horizontal sector process Request for Administrative Check. The different elements like use case description, actors, and business process as well as supporting UML diagrams and BPMN models pertaining to the ending of a process.

## Definitions, Acronyms and Abbreviations

Please see the [EESSI Project Glossary.](https://webgate.ec.europa.eu/CITnet/confluence/display/EESSI/Project%2BInformation%2Bfor%2BStakeholders)

## References

|  |  |  |
| --- | --- | --- |
| **#** | **Description** |  |
| 1 | EC Regulation 883/2004 | [Regulation EC No 883- 2004.pdf](file:///C%3A/Users/phil_000/AppData/Local/Microsoft/Windows/amadere/AppData/Local/3.Specifications/1-Legal%20Base/Regulation%20EC%20No%20883-%202004.pdf) |
| 2 | EC Regulation 987/2009 | [Regulation EC No 987-2009.pdf](file:///C%3A/Users/phil_000/AppData/Local/Microsoft/Windows/amadere/AppData/Local/3.Specifications/1-Legal%20Base/Regulation%20EC%20No%20987-2009.pdf) |
| 3 | UML 2.x | <http://www.omg.org/spec/UML/> |
| 4 | BPMN 2.0 | <http://www.omg.org/spec/BPMN/index.htm> |
| 5 | UML 2.0 In Action | Henriette Baumann, Patrick Grassle & Philippe Baumann, 2005, ISBN 1904811558 |
| 6 | RUP@EC standard 5.0 | <http://www.cc.cec/RUPatEC_Standard/> |
| 7 | RUP op maat | <http://www.rupopmaat.nl/> |

## 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 Request for Administrative Check 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 Administrative Check business process.

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

Chapter 5 describes the Request for Administrative Check business process using business process modelling notation (BPMN).

# Description

## Business Scenario

H\_BUC\_10\_Subprocess is a subprocess that is used to request the institution of the place of residence or stay to carry out an administrative check of the person concerned in accordance with the procedures laid down by the legislation of the Member State of Stay or Residence.

## Legal Base

This Business Use Case document's legal base is described in the following Regulations

1. Basic Regulation (EC) No 883/2004
2. Implementing Regulation (EC) No 987/2009

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)** |
| **76(2)** | **36 (3)**  | **21** | **82** | **33(1)**  | **27(5)(10)** | **87(1)(3)** | **28(6)** |
| H130 | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** |
| H131 | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** |

Table : SED – Legal base relationship matrix

# 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 represents the other active participant in the main process. This will be one Institution as determined by the main process. |

Table : Actors & Roles

# Use Case

## RUP Table Representation

|  |  |
| --- | --- |
| **Use Case ID:** | **H\_BUC\_10\_Subprocess** |
| **Use Case Name:** | Request for Administrative Check |
| **Created By:** | Anda Mirita | **Last Updated By:** | Novella Bacelli |
| **Date Created:** | 14/10/2016 | **Last Revision Date:** | 17/07/2018 |
| **Actors:** | Triggering ParticipantOther Participant |
| **Description:** | H\_BUC\_10\_Subprocess is a subprocess that is used to request the institution of the place of residence or stay to carry out an administrative check of the person concerned in accordance with the procedures laid down by the legislation of the Member State of Stay or Residence.  |
| **Trigger:** | An Institution in the competent Member State wishes to :- either request the institution of the place of stay or residence to perform an administrative check - ask the institution of the Member State of Stay or Residence for information about estimated costs or the required administrative check |
| **Preconditions:** | A case exists and triggers this BUC. |
| **Post conditions:** | - An estimation of costs has been requested but was not approved (consequently the process stops here).- An estimation of costs has been requested and was approved.- An administrative check has been requested, and the reply has not been provided by the counterparty. |
| **Main Scenario:** | 1. The Triggering Participant fills in a Request for Estimation on Costs / Request for Administrative Check (H130) by entering all the required information specifying that it wishes to request an administrative check;
2. The Triggering Participant sends the H130 including any attachments if appropriate , to other Participant;
3. The Other Participant receives the Request for Administrative Check (H130);
4. The Other Participant fills in a Reply to Request for Administrative check (H131) by entering all required information and, if appropriate, any attachments;
5. The other Participant sends the H131 to triggering participant;
6. The Triggering Participant receives H131.

**The use case ends here.** |
| **Alternative Scenarios:** | ***Branch 1****:* ***At [Step 1] of main scenario, the Triggering Participant*** ***requests information about estimated costs. Upon receiving the reply about the estimated costs, the Triggering Participant will send back an approval of the estimated costs to the other Participant.***1. The Triggering Participant fills in SED **H130**, specifying that it wishes to ask for information about estimated costs of the required administrative check;
2. The Triggering Participant sends SED **H130** to the Other Participant;
3. The Other Participant receives SED **H130**;
4. The Other Participant fills in SED **H131** to provide information about the estimated costs of administrative check.
5. The Other Participant sends the SED **H131** to the Triggering Participant;
6. The Triggering Participant receives the estimated costs within SED **H131;**
7. The Triggering Participant takes the decision to approve the estimated costs of the required administrative check and confirms the request to have it performed by the institution of place of residence or stay. This is inserted in the reply SED **H130**;
8. The Triggering Participant sends SED **H130** to the Counterparty;
9. The Other Participant receives the approval within SED **H130**;
10. The Other Participant fills in the reply to the request for administrative check **H131**;
11. The Other Participant sends SED **H131** to the Triggering Participant;
12. The Triggering Participant receives the Reply to Request for Administrative Check (H131).
13. [This Use Case] Ends.
 |
| ***The Following Branches Determine the use of Administrative Processes within this Business Process*** |
| ***Branch 6: at any step after step [5], the other Participant chooses to advise all recipients of their H131 that it is Invalid under Art 5 of 987/09***1. The Other Participant executes business use case ***AD\_BUC\_06\_ subProcess Invalidate SED;***
2. Optionally, the other Participant fills in a Reply to Request for Administrative check (H131) by entering all required data;
3. Optionally, the other Participant sends the H131, including any attachments, to the Triggering Participant;
4. [This Branch] Ends.
 |
| ***Branch 9: [Removed]*** |
| **Branch 10: *[Removed]*** |
|  | ***Branch 13:* *[Removed]*** |
|  | **Branch 14: *at any step after [step 2], the Triggering Participant may choose to advise all recipients of their H130 that it is Invalid under Art 5 of 987/09*** 1. The Triggering Participantexecutes business use case **AD\_BUC\_06\_Subprocess - Invalidate\_SED**;
2. Optionally, the Triggering Participant fills in a Request for Estimation on Costs / Request for Administrative Check (H130 by entering all the required data;
3. Optionally, the Triggering Participant sends the H130, including any attachments, to the other Participant;
4. [This Branch] Ends.
 |
| **Exceptions:** |  |
| **Includes:** | This BUC is exclusively used as an <<include>> in other sectorial business processes. |
| **Special Requirements:** | **SR1**: Rules about the invoking of Branches:[Branch 1] – May be invoked more than once[Branch 6] – May be invoked more than once (provided a new SED H131 has been created after the invalidation)[Branch 9]- Removed [Branch 10] – Removed [Branch 13] – Removed[Branch 14] – May be invoked more than once (provided a new SED H130 has been created after the invalidation)**SR2**: Alternative Branches 1, 6, 14 are non-interrupting Branches.  |
| **Assumptions:** |  |
| **Notes and Issues:** |   |

## 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)** |
| H131 | H131 |

## Attachments Allowed

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

|  |  |
| --- | --- |
| **SED** | **Attachments** |
| **H130** | Allowed |
| **H131** | Allowed |

## Artefacts used

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

|  |  |
| --- | --- |
| **Artefact name** | **Artefact type** |
| **H130** | **SED** |
| **H131** | **SED** |

# Business Processes

The following model describes the subprocess "Request for Administrative Check" using BPMN 2.0.



# Appendices

## Issues

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **#** | **Issue date** | **Description** | **Replies** | **Action/Resolution** | **Close date** |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |
| 4 |  |  |  |  |  |
| 5 |  |  |  |  |  |
| 6 |  |  |  |  |  |
| 7 |  |  |  |  |  |
| 8 |  |  |  |  |  |
| 9 |  |  |  |  |  |