

approvED

International Process Guidelines

Pension

**P\_BUC\_06 –** Notification of
Pension Information

Date: 02/10/2018

Version of guidelines document: v4.1.0

Based on: P\_BUC\_06 version 4.1.0

Common Data Model version 4.1.0

**TABLE OF CONTENTS**

[P\_BUC\_06 – Notification of pension information 4](#_Toc491706424)

[How to start this BUC? 5](#_Toc491706425)

[What is my role in the social security exchange of information I have to complete? 5](#_Toc491706426)

[CO.1 Who do I need to exchange information with? 5](#_Toc491706427)

[CO.2 How do I identify the correct institution(s) to exchange information with? 5](#_Toc491706428)

[CO.3 How do I start the international exchange as Case Owner? 6](#_Toc491706429)

[CP.1 What should I do if I receive the SEDs as a Counterparty? 6](#_Toc491706430)

[BPMN diagram for P\_BUC\_06 7](#_Toc491706431)

[Structured Electronic Documents (SEDs) used in the process 7](#_Toc491706432)

[Administrative sub-processes 7](#_Toc491706433)

**Document history:**

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| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
| v0.1 | 28/04/2017 | Secretariat  | First draft of the document submitted for review to the Pension Ad Hoc group |
| v0.2 | 24/05/2017 | Secretariat | Implement changes and updates following the AHG comments |
| v0.3 | 31/08/2017 | Secretariat | Implement changes and updates following the AHG comments, with minor formatting and clarification corrections.Version submitted for AC review. |
| v0.99 | 04/10/2017 | Secretariat | Implemented changes and updates following the AC review. Version submitted for AC approval. |
| v1.0 | 11/12/2017 | 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\_06 – Notification of pension information

**Description:** The P\_BUC\_06 covers the circumstances when a Member State must notify changes in pension information to other relevant Member States (e.g. Member States from where the person has claimed a pension or is receiving a pension). Changes in pension information might occur at any time outside the pension claim process. These changes might determine changes of pension information in another Member State. The following are such examples:

* A change/update to the Insurance/Residence Periods in a Member State (P5000);
* A change/update to the Amount of Pension being paid in each Member State (P6000);
* A change/update to the circumstances of the Insured Person / Claimant (P10000);
* A change/update to the Decision in a Member State (P6000, P7000).

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

|  |  |  |
| --- | --- | --- |
| **SED** | **Basic Regulation (883/2004)** | **Implementing Regulation (987/2009)** |
| 1 | 6 | 45 | 49 | 51 | 52 | 57 | 60 | 12(1) | 45(4) | 46(1) | 46(3) | 47(1) | 47(4) | 47(5) | 47(6) | 48 | 48(1) | 48(2) | 50(1) | 51(2) | 52(1)b |
| P5000 | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** | **✓** |  |  |  |  | **✓** | **✓** |  |  |  |  |  |  | **✓** |
| P6000 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **✓** |  | **✓** |  |  | **✓** |  |
| P7000 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | **✓** |  |  |  |  |  |
| P10000 |  |  |  |  |  |  |  |  |  |  |  | **✓** | **✓** | **✓** |  |  |  |  | **✓** |  |  |  |

**Glossary of relevant terms used in P\_BUC\_06:**

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| **Term used** | **Description** |
| *Case Owner* | A Competent Institution who needs to inform another institution(s) of a change of the citizen’s insurance record or a decision or some other change by using this BUC. |
| *Counterparty* | The Competent Institution(s) that receive the information sent by the Case Owner. Multiple counterparties are possible in this BUC. |
| *Participant(s)* | The generic name collectively including the Case Owner and all the counterparty(ies) involved in the BUC. |

# How to start this BUC?

In order to help you understand the BUC 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. Choose a 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?  |
| If you are the Competent Institution of a Member State that needs to notify other competent institutions in other Member States of changed pension information by launching this BUC, then your role will be defined as the **Case Owner**.[I am the Case Owner.](#_CO.1_Who_do)  (step CO.1)  |
| If you are the Competent Institution that receives notifications of changes in pension information, then your role is **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 sending/notifying 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 receiving your notification. 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, for notifying 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. (step CO.3)](#first_step_CO)  |

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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 other Member State(s) you will need to consult the Institution Repository (IR). The IR provides an electronic record of all current and previous Competent Institutions and Liaison Bodies that have been responsible for the cross border coordination of social security information for each of the relevant Member States.Please note that the Liaison Body 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 start the international exchange as Case Owner?  |
| You have to send pension information to all the Counterparties using one of the following four SEDs, depending on the nature of the information that changed and needs to be sent:* Send SED [P5000 - Insurance/residence periods](SEDs/P5000.docx);
* Alternatively, Send SED [P6000 - Pension Decision](SEDs/P6000.docx);
* Alternatively, Send SED [P7000 – Notification](SEDs/P7000.docx) of Summary note;
* Alternatively, Send SED [P10000 - Transfer of Additional Information](SEDs/P10000.docx).

SEDs [P1000 - Request for child raising periods](SEDs/P1000.docx) and [SED P1100 - Reply to request for child raising periods](SEDs/P1100.docx)  are always sent in a separate P\_BUC\_04\_BUC.This BUC is always used as a single SED BUC. |
| **Sub-processes** you can use at this step:[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 Competent Institution (AD\_BUC\_05)](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx);[I want to Update information contained in a sent SED (AD\_BUC\_10)](../../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx);[I want to invalidate a sent SED (AD\_BUC\_06)](../../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx);These sub-processes can be invoked multiple times.  |

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| CP.1 What should I do if I receive the SEDs as a Counterparty?  |
| You need to receive and process the SED sent by the Case Owner. You can receive one of the following SEDs:* [P5000 - Insurance/residence periods;](SEDs/P5000.docx)
* [P6000 - Pension Decision](../../../SEDs/P6000.docx);
* [P7000 – Notification](../../../SEDs/P7000.docx) of Summary note;
* [P10000 - Transfer of Additional Information](../../../SEDs/P10000.docx).

You cannot reply to these SEDs within this BUC, you only receive them from the Case Owner.If necessary, you can start another business use case: if you have questions you can start a 'Ad-hoc Request for Pension Information' [P\_BUC\_05](../P_BUC_05/P_BUC_05.docx) or if you need to send a notification, then you can start another P\_BUC\_06. |
| **Sub-processes** you can use at this step:[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 Competent Institution (AD\_BUC\_05)](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx); |

# BPMN diagram for P\_BUC\_06

Click [here](../../../BPMN_Diagrams/P_BUC_06_Diagram.pdf) to open the BPMN diagram(s) for the BUC.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in P\_BUC\_06:

* [P5000 – Insurance/residence periods](../../../SEDs/P5000.docx)
* [P6000 – Pension Decision](../../../SEDs/P6000.docx)
* [P7000 – Notification](../../../SEDs/P7000.docx) of Summary note
* [P10000 - Transfer of Additional Information](../../../SEDs/P10000.docx).

# Administrative sub-processes

The following administrative sub-processes are used in P\_BUC\_06:

* [AD\_BUC\_03\_Sub-process – Add Participant](../../../../Administrative_Sub-Processes/AD_BUC_03_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\_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\_Sub-process – Change of Participant](../../../../Administrative_Sub-Processes/AD_BUC_12_Subprocess.docx)