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**

International Process Guidelines

Pensions

P\_BUC\_04

Request for Child Raising Periods

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Common Data Model version 4.1.0

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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 | 06/11/2017 | Secretariat | Comments received from the AHG integrated. |
| 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\_04 – Request for Child Raising Periods

**Description:** This case deals with situations where two or more EU/EFTA Member State must determine whether another EU/EFTA Member State other than the competent one must provide Child Raising Periods.

The definition of a ‘child-raising period’ means any period that is credited under the pension legislation of a Member State or which provides a supplement to a pension explicitly for the reason that a person (hereinafter Insured Person) has raised a child, irrespective of the method used to calculate those periods and whether they accrue during the time of child-raising or are acknowledged retroactively.

The responsibility for taking into account child-raising periods is primarily vested in the Member State that is competent under the provisions on applicable legislation according to Title II of the basic EU Regulation (EC) No 883/2004.

The role of this Business Use Case is to allow an institution in the EU/EFTA Member States to ask a competent institution in another Member States if the latter institution assumes responsibility for providing child raising periods.

**Legal base:** The legal basis of the P\_BUC\_04 lies 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:

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| **SED** | **Implementing Regulation (987/2009)** |
| **Art 44** |
| P1000  | **✓** |
| P1100  | **✓** |

**Request-reply SEDs:**

| REQUEST SED | REPLY SED(s) |
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| P1000 Request for child raising periods | P1100 Reply to request for child raising periods |

**Glossary of relevant terms used in P\_BUC\_04:**

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| **Term used** | **Description** |
| ***Case Owner*** | In this BUC the Case Owner is a Competent Institution as described in EU Regulation that is requesting information about Child Raising Periods in another Member State |
| ***Counterparty*** | In this BUC the Counterparty(ies) are Competent Institutions as described in EU Regulation that are requested to provide information about Child Raising Periods in their Member State.  |
| ***Insured Person*** | In this BUC the Insured Person is the person to whom the Child Raising Periods are provided. |
| ***Child*** | In this BUC the Child is the person [reason] for which the Child Raising Periods are provided to the Insured Person |

**How to start this BUC?**

In order to help you understand the P\_BUC\_04 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?  |
| If you are the Institution in the Member State that is requesting information about Child Raising Periods in another Member State 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 Institution in the Member State that is requested to provide information about Child Raising Periods in their Member State who 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 will be to identify one or more responsible Member States that you wish to submit the request to. Then you must identify the relevant Institution in each of those Member States that are responsible for handling P\_BUC\_01, P\_BUC\_02 or P\_BUC\_03. The institution can be chosen only among the institutions responsible for the Pensions sector. This activity will define the Counterparties you will be working with in the exchange of information.[I need to identify the Counterparty](#identify_institution) step CO.2)[I have identified the Counterparty I need to contact](#CO3)  (step CO.3) |

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| CO.2 How do I identify the correct institution to exchange information with? |
| In order to determine the relevant Competent Institution 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\_04.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.[I have now identified the Institutions from the Member States I need to contact](#CO3) (step CO.3).  |

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| CO.3 How do I send ‘Request for Child Raising Periods’ – SED P1000? |
| Fill out the ‘Request for Child Raising Periods’ [SED P1000](../../../SEDs/P1000.docx) by entering all the required information. Afterwards, you send the [SED P1000](../../../SEDs/P1000.docx) to the Counterparty(ies)The [SED P1000](../../../SEDs/P1000.docx) is a Request for information concerning Child Raising Periods.**Please note**: The SED P1000 has to be sent for each child separately. In one SED P1000 may be indicated alleged periods of child raising in two (or more) Member States referring to one child. If there is more than one child, you must repeat this step for each Child.The next step in this process is you should Receive a P1100 reply. [Reply to Request for Child Raising Periods (P1100) from a counterparty](#_CO.5_What_should) (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:[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 Institution (AD\_BUC\_05)](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)[I want to invalidate a sent SED (AD\_BUC\_06)](../../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx);[I want to send Reminder (AD\_BUC\_07)](../../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)[I want to Update information contained in a sent SED (AD\_BUC\_10)](../../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx) |

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| CO.4 What should I do if I have received ‘Reply to Request for Child Raising Periods’ - SED P1100? |
| You have received the ‘Reply to Request for Child Raising Periods’ [SED P1100](../../../SEDs/P1100.docx) from a Counterparty. This information should support you in determining whether you should provide Child Raising Periods.There is no reply to the SED P1100 and typically the Business Use Cases ends here. |
| Sub-process steps available to the Case Owner at this stage:[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 Institution (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)[I want to Update information contained in a sent SED (AD\_BUC\_10)](../../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx) |

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| CP.1 What should I do if I received ‘Request for Child Raising Periods’ - SED P1000? |
| The process is initiated by receiving the ‘Request for Child Raising Periods’ [SED P1000](../../../SEDs/P1000.docx) from theCase Owner. The [SED P1000](../../../SEDs/P1000.docx) is a request for information regarding Child Raising Periods.First, you check if you are responsible for the business process in accordance with your national procedures.[I am responsible for the business process](#CP2) (step CP.2) |
| Sub-process steps available to the Counterparty at this stage:[I want to Forward Case to another Competent Institution in my Member State (AD\_BUC\_05).](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  |

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| CP.2 What should I do if I am responsible for the business process?  |
| I received the ‘Request for Child Raising Periods’ [SED P1000](../../../SEDs/p1000.docx) from theCase Owner and I am responsible for the business process.You must reply to the Received SED P1000 by [sending a 'Reply to Request for Child Raising Periods' SED P1100](#_CP.3_How_do) (step CP.3) |
| Sub-process steps available to the Counterparty at this stage:[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 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) |

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| CP.3 How do I send ‘Reply to Request for Child Raising Periods’ – SED P1100? |
| Fill out the ‘Reply to Request for Child Raising Periods’ [SED P1100](../../../SEDs/P1100.docx) by entering all the required information. Afterwards, you send the [SED P1100](../../../SEDs/P1100.docx) to the Case Owner and all the Counterparties. The [SED P1100](../../../SEDs/P1100.docx) is your reply stating the position regarding Child Raising Periods.**Please note**: You may receive more than one SED P1000 if there are multiple children. You must return one SED P1100 for each SED P1000 you receive (by repeating this step for each Child.)This ends the Business Use Case. |
| Sub-process steps available to the Counterparty at this stage:[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 Institution (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)[I want to Update information contained in a sent SED (AD\_BUC\_10)](../../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx) |

# BPMN diagram for P\_BUC\_04

Click [here](../../../BPMN_Diagrams/P_BUC_04_Diagram.pdf) to open the BPMN diagram(s) for P\_BUC\_04.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in P\_BUC\_04:

* [SED P1000 - Request for Child Raising Periods](../../../SEDs/P1000.docx)
* [SED P1100 – Reply to Request for Child Raising Periods](../../../SEDs/P1100.docx)

# Administrative sub-processes

The following administrative sub-processes are used in P\_BUC\_04:

* [AD\_BUC\_03\_Subprocess - Add Participant](../Administrative_Sub-Processes/AD_BUC_03_Subprocess.docx)
* [AD\_BUC\_04\_Subprocess - Remove Participant](../../../../Administrative_Sub-Processes/AD_BUC_04_Subprocess.docx)
* [AD\_BUC\_05\_Subprocess – Forward Case](../../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)
* [AD\_BUC\_06\_Subprocess – Invalidate SED](../../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)

* [AD\_BUC\_07\_Subprocess - Reminder](../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)
* [AD\_BUC\_10\_Subprocess – 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\_Subprocess – 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)