

ApprovED



International Process Guidelines

UB\_BUC\_02 - Export of   
unemployment benefits

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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 Unemployment Benefits Ad Hoc group. |
| V0.2 | 31/08/2017 | Secretariat | Implement changes and updates following the AHG comments.  Version submitted for AC review. |
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| V1.0 | 27/10/2017 | Secretariat | **AC approved version.** |
| V4.1.0 | 24/08/2018 | Secretariat | Performed patch changes to reference the new CDM version 4.1.0. |

# UB\_BUC\_02 - Export of unemployment benefits

Description: The BUC allows institutions in various Member States (MS) to exchange information related to the export of unemployment benefits (UB) for unemployed persons (jobseekers) who seek work in a MS other than the competent one.

We consider that the petitioner/jobseeker meets the following conditions:

1. Is unemployed, is entitled to and was granted unemployment benefits by the competent MS;
2. He/she informed the institution of the competent MS of his/her decision to seek work in another Member State under the conditions laid down in Article 64 of Regulation 883/2004.

The petitioner/jobseeker can belong to one of the three different groups of migrant workers:

1. The main group are jobseekers who reside in the competent MS, are entitled to UB and want to seek work in another MS (Art. 64 Reg. 883/04).
2. Rare cases: The petitioner may belong to a special group of former crossborder workers as described in Art. 65 (5) (b) Reg. 883/2004. These crossborder workers return to the MS of residence after having received UB in the MS of last activity. If such a crossborder worker applies for UB in the country of residence, the State of residence has to verify whether the person concerned is entitled to export of UB from the MS of last activity in accordance with Art. 64 of Regulation 883/2004. This entitlement would have priority and the entitlement in the State of residence steps in only once the export is finished. The information whether such jobseeker has UB exported from the State of last activity should appear in SED U017, however, the MS of residence can also verify this by requesting the document on export from the MS of last activity. If there is no exported benefit from the MS of last activity, that MS notifies this information in a special section of SED U008 and the BUC ends.
3. Rare cases: The jobseeker could be covered by Art. 65a (3) of Regulation 883/2004 (frontier self-employed persons whose State of residence does not have any UB scheme for self-employed). In such case, the period of export can be extended up to the end of the whole period of entitlement to benefits in the State of last activity.

Description of possible situations covered by UB\_BUC\_02:

1. Normally, once the jobseeker takes a decision to look for work in a Member State different from the competent State (which grants and pays his/her unemployment benefits) and informs the competent institution thereof, he/she should be issued Portable document (PD) U2. With this form, the jobseeker should register with the employment services of the Member State where he/she goes to look for work (hereinafter called “assisting State”). However, it could happen that the jobseeker has lost his/her PD U2 on the way to the assisting State and for that or some other reason he/she cannot present PD U2 upon his/her registration with the institution of the assisting State (hereinafter called “assisting institution”).
2. The registration of the jobseeker in the assisting State is a step which initiates the electronic data exchange relevant for the export of unemployment benefits (UB\_BUC\_02) and this BUC covers two possible situations:
   1. Registration **with** an available Portable document (PD) U2 (normal case) –The competent MS issues PD U2 to the jobseeker prior to his/her departure. The jobseeker provides PD U2 and registers with the assisting institution in the assisting MS upon his arrival. In this case the assisting institution shall notify the competent MS without delay about the jobseeker’s registration date and his/her new address in the assisting State by sending SED U009. This is important for the competent institution to continue paying UB to the jobseeker.
   2. Registration **without** available PD U2 document (exceptional case) –In this case the jobseeker cannot provide PD U2 to the assisting institution. The assisting institution sends SED **U007** to request the document on export from the competent institution and indicates the date of registration. The competent institution sends the requested document SED **U008** to the assisting institution and continues to pay UB to the jobseeker.

Once the jobseeker registers with the employment services of the assisting State, he/she is subject to the control procedure organised there and to the same conditions and regime as local jobseekers. It is for the assisting institution to follow the situation of the jobseeker and, if necessary, report relevant information to the competent institution. The BUC recognises the following optional data exchanges which may take place, depending on the circumstances of each particular case, after the registration of the jobseeker during the export period:

1. **Monthly follow-up -** The competent institution may request a monthly follow up from the assisting institution. This can be done either directly on Portable Document U2 (point 3.2) or subsequently with SED **U012**. If the monthly follow up is requested, the assisting institution has to reply with SED **U013** each month to confirm that the jobseeker still complies with the procedures of the assisting institution – i.e. after the registration with PD U2 requesting the monthly follow-up or after the receipt of SED U012, the assisting institution should on monthly basis send SED U013 to the competent institution. After the first issue of SED U013 the assisting institution has to send a new U013 SED each month.
2. **Occurrence of circumstances affecting UB entitlement** - If any such circumstances occur which could affect the entitlement to UB (the relevant circumstances are specified in PD U2 or SED U008), the assisting institution has to inform the competent institution thereof with SED U010 without delay. Using SED **U010** the assisting institution can require information on the consequences of the communicated circumstances on the entitlement. In such a case, the competent institution should provide the information on the effect on entitlement via SED **U011**. If this situation occurs more than once, a new SED U010 needs to be sent to the competent institution.

Note: Any time the assisting institution sends SED U010, it must in addition send Portable Document U3 to the jobseeker in order to inform him/her about the circumstances which it passed to the competent institution.

1. **Return before the end of the granted export period.** If the jobseeker returns to the competent state before the export period runs out and the competent institution has come to know that the jobseeker did not inform the assisting institution about his/her return, the competent institution should inform the assisting institution about the jobseeker’s return with SED **U014**.
2. **Extension** of the export period - If the competent institution extends the export period it has to inform the assisting institution about the extension with SED **U015**. If this occurs more than once, a new SED U015 needs to be sent.
3. **Termination** of the UB entitlement during export period - If the entitlement to UB terminates during the export period and the termination date is different from the previously certified date in **PD U2** /**SED U008**, the competent institution has to inform the assisting institution with SED **U016** about the new termination date.
4. **Resumption** of the export period - If the export period is interrupted (e.g. because the jobseeker returns to the competent state before the granted export period ends, stays there for some time and then applies again for export of his/her UB for the rest of the originally granted export period) and consequently the export is awarded again for the rest of the (originally) granted export period, a new **PD U2** should be provided to the jobseeker and a new BUC should be created.

The BUC (i. e. electronic exchange) can start either with SED U007 or with SED U009. For SED U007 it is required that SED U008 is sent as a reply. The BUC can end without invoking any further SEDs.

There is only one Counterparty in this BUC.

Once the export period expires or the national entitlement to unemployment benefits under the legislation of the competent State terminates, the BUC comes to its end.

The export of unemployment benefits is a specific situation where the jobseeker is in receipt of unemployment benefits from the competent institution while being physically present in the territory of another Member State where he/she is registered with the employment services and is looking for work (assisting State). This means that while it is the competent institution who pays the benefits, it is for the assisting institution to oversee the jobseeker and make him/her subject to the local control procedure. It is therefore of upmost importance that the date of registration of the jobseeker with the assisting institution or any subsequent relevant change in the circumstances of the jobseeker are communicated to the competent State by the assisting institution without delay since that information may have direct effect on the jobseeker’s entitlement to unemployment benefits.

**Legal basis:** The legal basis of the BUC lies in the Basic Regulation (EC) No. 883/2004 and 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:

| * **SED** | **Basic Regulation (883/04)** | | | **Implementing Regulation (987/09)** | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **64** | **65(5)b** | **65a(3)** | **55(1)** | **55(2)** | **55(4)** | **55(5)** | **56(3)** | **55** |
| U007 | **✓** | **✓** | **✓** | **✓** | **✓** |  |  | **✓** |  |
| U008 | **✓** | **✓** | **✓** | **✓** | **✓** |  |  | **✓** |  |
| U009 | **✓** | **✓** | **✓** |  |  | **✓** |  |  |  |
| U010 | **✓** | **✓** | **✓** |  |  | **✓** | **✓** |  |  |
| U011 | **✓** | **✓** | **✓** |  |  | **✓** |  |  |  |
| U012 | **✓** | **✓** | **✓** |  |  | **✓** |  |  |  |
| U013 | **✓** | **✓** | **✓** |  |  | **✓** |  |  |  |
| U014 | **✓** | **✓** | **✓** |  |  |  |  |  | **✓** |
| U015 | **✓** | **✓** | **✓** |  |  |  |  |  | **✓** |
| U016 | **✓** | **✓** | **✓** |  |  |  |  |  | **✓** |

**Glossary of relevant terms used in this BUC:**

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| **Term used** | **Description** |
| ***Case Owner*** | The institution in a Member State to which an unemployed person goes and where he/she registers with the employment services and looks for work (i.e. the Member State to which the UB is exported). |
| ***Counterparty*** | The institution in the competent Member State which granted and pays unemployment benefits. |
| ***Petitioner*** | An unemployed person – jobseeker - applying for export of unemployment benefits in order to look for work in another Member State than the one which pays his/her unemployment benefits. |

**Request-reply SEDs:**

| REQUEST SED(s) | REPLY SED(s) |
| --- | --- |
| U007 - Request Document on Export | U008 - Document on Export |
| U010 - Circumstances likely to affect Entitlement - Export | U011 - Effect on Entitlement - Export |
| U012 - Request for monthly Follow-up - Export | U013 - Monthly Follow-up |

# 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. 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 it is allowed to use the additional horizontal and administrative sub-processes, links to these sub-processes are 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 represent the Institution of a Member State to which an unemployed person goes and where he/she registers with the employment services, and to which the UB is exported, your role will be defined as the **Case Owner** in this BUC.  [I am the Case Owner.](#_CO.1_Who_do) (step CO.1) |
| If you represent the institution of a Member State which granted and pays unemployment benefits, then your role will be defined as the **Counterparty**.  [I am the Counterparty.](#_CP._1_) (step CP.1) |

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| CO.1 Who do I need to exchange information with/notify? |
| As the Case Owner, your next step in any new exchange of information/notification will be to identify the responsible Member State that you need to communicate with. The second step is to identify the relevant institution in this Member State that is responsible for the case in question. In this Business Use Case (BUC), the institution can be chosen only among the institutions responsible for the unemployment sector. This activity will define the Counterparty you will be working with during the data exchange/notification.  [I need to identify the Counterparty.](#_CO.2_How_do) (step CO.2)  [I have identified the Counterparty I need to contact.](#_CO.3__) (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 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.  In case the petitioner presented Portable Document (PD) U2, the Counterparty will normally be the institution which issued it and which is specified in the last section of PD U2.  [I have now identified the Competent Institution in the Member State I need to contact.](#_CO.3__) (step CO.3) |

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| CO.3 How do I initiate the exchange of data related to export? |
| You need to determine whether the petitioner (a) provided Portable Document (PD) U2 or not (b):  a. If the petitioner registers with your employment services and presents valid PD U2, you have to fill out SED [U009 - Notification of Registration - Export](../../SEDs/Description/U009/U009.docx) (by entering the registration date and other required information) and send it to the Counterparty. This step ends here.  b. If the petitioner does not have PD U2 or it is not valid, you have to request the confirmation of the entitlement to export by filling out SED [U007 – Request Document on Export](../../SEDs/Description/U007/U007.docx) and sending it to the Counterparty. You will receive the reply from the Counterparty in SED [U008 - Document on Export](../../SEDs/Description/U008/U008.docx).  In both cases, the notification of registration of the petitioner with the employment services of the assisting State has to be sent to the Counterparty without delay so that the payment of unemployment benefits can continue without any suspension.  The outcome of this step can be:  1. The petitioner is registered and his/her eligibility to the export of unemployment benefits is verified (based on the above information). In the guidelines, these petitioners are called “eligible for the export of unemployment benefits”. This situation continues unless events occur that affect the export, eventually ending the export (thus ending this BUC).  or  2. The petitioner is not entitled to export of unemployment benefits from the competent MS. The BUC ends if the petitioner is not found eligible for export – it should be closed by the Case Owner.  [I have to close the business use case.](#_CO._10_What) (step CO.10)  [The petitioner is eligible for the export of unemployment benefits.](#_CO.4__) (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U008 I received from the Counterparty (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to remind the Counterparty of SED U008 that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to invalidate the SED U007 or U009 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U007 or U009 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CO.4 How do I process various events during the period of export as a Case Owner? |
| The following can happen during the export period (not necessarily in the given sequence):   * [Some circumstances occur that could affect the entitlement for UB](#_CO._5_); (step CO.5) * [The Counterparty requests to receive monthly follow-up](#_CO._6_How); (step CO.6) * [The Counterparty notifies you the unemployed person returned](#_CO._7_What); (step CO.7) * [The Counterparty notifies you of an extension of entitlement; (step CO.8)](#_CO.8_What_do) * [The Counterparty notifies you of an unforeseen end of entitlement;](#_CO._9_What) (step CO.9)   It may be that none of these incidents happen during the export period, but there could also be one or more of such events occurring once or multiple times. The Case Owner must always without delay follow the process according to these Guidelines. Once the export of unemployment benefits comes to an end (either by expiration of the export period or by occurrence of an event which makes it pointless to carry on with the BUC), the Case Owner should close the case.  [I have to close the business use case.](#_CO._10_What) (step CO.10) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SEDs I received from the Counterparty (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to remind the Counterparty of a SED or information that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to invalidate a SED I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in a SED I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CO. 5 How do I notify circumstances likely to affect the entitlement to unemployment benefits? |
| The circumstances which are likely to affect the entitlement to exported unemployment benefits are listed either in PD U2 or in SED U008. If any of these circumstances occurs, you have to immediately notify the Counterparty by filling out and sending SED [U010 - Circumstances likely to affect Entitlement - Export](../../SEDs/Description/U010/U010.docx).  You can optionally indicate that you require to be informed about the effects on entitlement, by marking "Yes" in the "Follow-up requested" section of the SED.  Only if you requested this follow-up, you expect a reply from the Counterparty in SED [U011 - Effect to Entitlement – Export](../../SEDs/Description/U011/U011.docx). SED U011 is only a reply to the request for follow-up information in SED U010.  The circumstances likely to affect the entitlement to exported unemployment benefits have to be reported every time they occur without delay to the Counterparty and SED U010 has to include all relevant circumstances which took place. If the petitioner at the same time is no longer registered and/or does not comply with checking procedures organised by the Case Owner institution, this has to be also reflected in SED U013 (Monthly follow-up), provided that such follow-up is required.  Besides reporting the circumstances likely to affect the entitlement to unemployment benefits to the Counterparty in SED U010, the Case Owner also has to notify the jobseeker concerned by providing him with [Portable document U3](../../PDs/Description/PDU3/PDU3.docx) in order to inform him/her about the circumstances which it passed to the competent institution.  If the Counterparty replies in SED U011 that the entitlement to unemployment benefits is terminated, you should close the BUC.  [I have to close the business use case.](#_CO._10_What) (step CO.10)  [Otherwise the petitioner is still eligible for the export of unemployment benefits.](#_CO.4__) (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U011 I received from the Counterparty (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to remind the Counterparty of SED U010 that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to invalidate the SED U010 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U010 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CO. 6 How do I process a request for monthly follow-up? |
| If a monthly follow-up was expressly requested either in the respective field of PD U2 or by receiving SED [U012 - Request for monthly follow-up - Export](../../SEDs/Description/U012/U012.docx) sent by the Counterparty, you need to provide monthly follow-up by filling out and sending SED [U013 - Monthly follow-up - Export](../../SEDs/Description/U013/U013.docx) (i.e. a new U013 has to be sent to the Counterparty each month until the end of the export period or a close of the BUC).  Normally, if for some reason the information provided in SED U013 is that the petitioner is **not** registered and/or does **not** comply with organised checking procedure, there should have been a previous SED [U010 – 'Circumstances likely to affect Entitlement - Export](../../SEDs/Description/U010/U010.docx)' sent to the Counterparty in order to notify that some circumstance occurred which can affect the entitlement to benefits and a corresponding [PD U3](../../PDs/Description/PDU3/PDU3.docx) should have been provided to the petitioner.  [The petitioner is still eligible for the export of unemployment benefits.](#_CO.4__) (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U012 I received from the Counterparty (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to invalidate the SED U013 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U013 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CO. 7 What do I do if I received SED U014 – Notification Return - Export? |
| You need to take account of the information about the return of the unemployed person to the competent State received in SED [U014 - Notification return - Export](../../SEDs/Description/U014/U014.docx) from the Counterparty. You do not need to send anything in reply.  **The export of unemployment benefits thereby ends and the use case comes to a close.** You should close the BUC.  [I have to close the business use case.](#_CO._10_What) (step CO.10) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U014 I received from the Counterparty (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CO.8 What do I do if I received SED U015 Extension Period of Export? |
| You need to take account of the information on the extension of the export period, received in SED [U015 - Extension Period of Export](../../SEDs/Description/U015/U015.docx) from the Counterparty. This means that the export of unemployment benefits will continue until the new end date indicated in SED U015. You do not need to send anything in reply.  [The petitioner is still eligible for the export of unemployment benefits.](#_CO.4__) (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U015 I received from the Counterparty (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CO. 9 What do I do if I received SED U016 – End of Entitlement - Export? |
| You need to take account of the information about the new end date of entitlement to unemployment benefits, received in SED [U016 - End of Entitlement - Export](../../SEDs/Description/U016/U016.docx) from the Counterparty. You do not need to send anything in reply.  The export of unemployment benefits will end on the date which was communicated in this SED. If the new end of entitlement date already passed, the case ends immediately. In such case, you should close the BUC.  [I have to close the business use case.](#_CO._10_What) (step CO.10) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U016 I received from the Counterparty (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CO. 10 What do I do if the business use case ends |
| When during the execution of the Business Use Case (after the first SED has already been exchanged)   * unexpected circumstances occur which make it pointless to carry on with the BUC (e.g. the jobseeker dies) or * the case has reached a conclusion (e.g. export period expired),   you **have to** close the case using the sub-process 'Close Case' [AD\_BUC\_01](../../../Administrative_Sub-Processes/AD_BUC_01_Subprocess.docx).  If a need arises to open it again and resume with the data exchange, both you and the Counterparty can initiate reopening of the case using the sub-process 'Reopen Case' [AD\_BUC\_02](../../../Administrative_Sub-Processes/AD_BUC_02_Subprocess.docx).  When the reopening is accepted by both parties, the business use case returns to the point before the close of the BUC:   * [The petitioner is still eligible for the export of unemployment benefits.](#_CO.4__) (step CO.4) |

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| CP. 1 How do I reply to the initial export SEDs U007 or U009? |
| You need to determine which type of SED you received. You have the two following alternative options:  a. In case you received SED [U009 - Notification of Registration - Export](../../SEDs/Description/U009/U009.docx), you process it without replying anything to the Case Owner.  b. In case you received SED [U007 – Request Document on Export](../../SEDs/Description/U007/U007.docx), you have to reply to the Case Owner with information on entitlement and export, by filling out and sending SED [U008 – Document on Export](../../SEDs/Description/U008/U008.docx).  The outcome of this step can be:  1. The petitioner is entitled to export UB from the competent MS and is registered with the employment services of the assisting MS (based on the above information). The payment of the exported unemployment benefits is to be continued or resumed (if it was suspended due to the fact that the deadline for registration under Article 64(1)(b) of Regulation 883/2004 was exceeded). In the guidelines, these petitioners are called “eligible for the export of unemployment benefits”. This situation continues unless events occur that affect the export, eventually ending the export (thus ending this BUC).  or  2. The petitioner is not entitled to export of unemployment benefits from the competent MS. The BUC ends if the petitioner is not found eligible for export – it should be closed by the Case Owner.  [I receive a close of the business use case.](#_CP._9_What) (step CP.9)  [Otherwise the petitioner is eligible for the export of unemployment benefits.](#_CP.2__) (step CP.2) |
| Sub-process steps available to the Case Owner at this stage:  [I want to Reject the SED U007 or U009 I received (AD\_BUC\_09)](../../../Administrative_Sub-Processes/AD_BUC_09_Subprocess.docx) provided that I haven't already reacted to the SED.  [I want to resolve uncertainties about information in SED U007 or SED U009 I received from the Case Owner (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to invalidate the SED U008 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U008 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP.2 How do I process various events during the period of export as a Counterparty? |
| The following can happen for you as a Counterparty during the period of export (not necessarily in the given sequence):   * [Some circumstances are reported by the Case Owner that could affect the entitlement for UB](#_CP.3__How); (step CP.3) * [You want to request monthly follow-up from the Case Owner](#_CP._4_How); (step CP.4) * [You have to process the monthly follow-up from the Case Owner'](#_CP._4_What); (step CP.5) * [You have to notify the Case Owner the unemployed person returned](#_CP._5_What); (step CP.6) * [You have to notify the Case Owner of an extension of entitlement](#_CP._7_How); (step CP.7) * [You have to notify the Case Owner of a new end of entitlement](#_CP._8_What); (step CP.8) * [I receive a close of the business use case.](#_CP._9_What) (step CP.9) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in a SED I received from the Case Owner (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to remind the Case Owner of a SED or information that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to invalidate a SED I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in a SED I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP.3 How do I process the notification of circumstances likely to affect the entitlement to UB? |
| In case you received SED [U010 - Circumstances likely to affect Entitlement - Export](../../SEDs/Description/U010/U010.docx) you need to determine what effect does the circumstance have on the jobseeker’s entitlement to unemployment benefits under your legislation. You also need to check whether the Case Owner requested to be informed about the effects on entitlement (a "Yes" in the "Follow-up requested" section of SED U010). If that is the case, you have to fill out and send SED [U011 - Effect to Entitlement – Export](../../SEDs/Description/U011/U011.docx) back to the Case Owner. The information provided in SED U010 could alter the end date of entitlement, potentially ending the entitlement and bringing this BUC to an end. If the entitlement to unemployment benefits is terminated and this was notified to the Case Owner in SED U011, it is not necessary to send SED [U016 (End of Entitlement - Export](../../SEDs/Description/U016/U016.docx)) in parallel. The BUC should then be closed by the Case Owner.  [I receive a close of the business use case.](#_CP._9_What) (step CP.9)  [Otherwise the petitioner is still eligible for the export of unemployment benefits.](#_CP.2__) (step CP.2) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U010 I received from the Case Owner (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to invalidate the SED U011 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U011 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP. 4 How do I request a monthly follow-up from the Case Owner? |
| In case you have not indicated a request for monthly follow-up already in PD U2 (or the petitioner was not able to present PD U2 to the Case Owner) but you wish to receive monthly follow-up on the petitioner’s situation, you need to send a request by filling out and sending SED [U012 - Request for monthly follow-up - Export](../../SEDs/Description/U012/U012.docx) to the Case Owner. Following this, the Case Owner is supposed to send back follow-up information every month in SED [U013 - Monthly follow-up - Export](../../SEDs/Description/U013/U013.docx) until the export comes to an end.  [The petitioner is still eligible for the export of unemployment benefits.](#_CP.2__) (step CP.2) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U013 I received from the Case Owner (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to remind the Case Owner of SED U013 that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to invalidate the SED U012 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U012 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP. 5 What do I do if I received SED U013 – Monthly follow-up - Export? |
| You need to process the follow-up information received in SED [U013 - Monthly follow-up - Export](../../SEDs/Description/U013/U013.docx) from the Case Owner. You do not need to send any reply to this notification. If, as a result of the information received from the Case Owner, you take a decision terminating the entitlement to unemployment benefits or changing the end date of the entitlement to unemployment benefits, the new end date has to be communicated to the Case Owner with SED U016 ([see section CP.7](#_CP._7_What)).  [The petitioner is still eligible for the export of unemployment benefits.](#_CP.2__) (step CP.2) |
| Sub-process steps available to the Case Owner at this stage:  [I want to resolve uncertainties about information in SED U013 I received from the Case Owner (AD\_BUC\_08).](../../../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)  [I want to remind the Case Owner of SED U013 that it needs to send to me (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP. 6 What do I do if an unemployed person returns? |
| If the petitioner returns to the competent State before the export period comes to an end and you came to know that he or she did not inform the Case Owner about his or her return, you need to notify the Case Owner by filling out and sending SED [U014 - Notification return - Export](../../SEDs/Description/U014/U014.docx). This ends the export and brings this BUC to an end.  The BUC should then be closed by the Case Owner.  [I receive a close of the business use case.](#_CP._9_What) (step CP.9) |
| Sub-process steps available to the Case Owner at this stage:  [I want to invalidate the SED U014 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U014 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP. 7 How do I notify the Case Owner of an extension period of export? |
| In case you decide to extend the period of export of unemployment benefits for the petitioner, you need to notify the Case Owner by sending information on the extension of the period of export in SED [U015 - Extension Period of Export](../../SEDs/Description/U015/U015.docx). The Case Owner will not reply to the notification.  [The petitioner is still eligible for the export of unemployment benefits.](#_CP.2__) (step CP.2) |
| Sub-process steps available to the Case Owner at this stage:  [I want to invalidate the SED U015 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U015 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP. 8 What do I do in case of a change of the end date of entitlement? |
| In case you determine that the end date of entitlement to unemployment benefits is different from the date previously certified in PD U2 or SED U008 - Document on Export, you need to notify the new end of entitlement by filling out and sending SED [U016 - End of Entitlement - Export](../../SEDs/Description/U016/U016.docx) to the Case Owner. The Case Owner will not reply to the notification. The export of unemployment benefits will end on the date which was communicated in this SED. If the new end of entitlement date already passed, the case ends immediately. The BUC should then be closed by the Case Owner.  [I receive a close of the business use case.](#_CP._9_What) (step CP.9) |
| Sub-process steps available to the Case Owner at this stage:  [I want to invalidate the SED U016 I sent (AD\_BUC\_06).](../../../Administrative_Sub-Processes/AD_BUC_06_Subprocess.docx)  [I want to update the information contained in SED U016 I sent (AD\_BUC\_10).](../../../Administrative_Sub-Processes/AD_BUC_10_Subprocess.docx)  [I want to forward the case to another Competent Institution in my Member State because I am no longer competent to handle it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to exchange additional information not foreseen in the case-specific SEDs already sent (H\_BUC\_01)](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx).  [I want to send a Notification of Death (H\_BUC\_07)](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx); |

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| CP. 9 What do I do after the Case Owner closed the case? |
| The Case Owner **has** closed the case by using the sub-process 'Close Case' [AD\_BUC\_01](../../../Administrative_Sub-Processes/AD_BUC_01_Subprocess.docx).  If a need arises to open it again and resume with the data exchange, both you and the Case Owner can initiate reopening of the case using the sub-process 'Reopen Case' [AD\_BUC\_02](../../../Administrative_Sub-Processes/AD_BUC_02_Subprocess.docx).  When the reopening is accepted by both parties, the business use case returns to the point before the close of the BUC:   * [The petitioner is still eligible for the export of unemployment benefits.](#_CP.2__) (step CP.2) |

# BPMN diagram for the BUC

Click [here](../../BPMN_Diagrams/UB_BUC_02_Diagram.pdf) to open the BPMN diagram(s) for UB\_BUC\_02.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in this BUC:

* [U007 – Request Document on Export](SEDs/U007.docx)
* [U008 – Document on Export](../../%20SEDs/U008.docx)
* [U009 - Notification Registration - Export](../../SEDs/Description/U009/U009.docx)
* [U010 - Circumstances likely to affect Entitlement - Export](../../SEDs/Description/U010/U010.docx)
* [U011 - Effect to Entitlement – Export](../../SEDs/Description/U011/U011.docx)
* [U012 - Request for monthly follow-up - Export](../../SEDs/Description/U012/U012.docx)
* [U013 - Monthly follow-up - Export](../../SEDs/Description/U013/U013.docx)
* [U014 - Notification return - Export](../../SEDs/Description/U014/U014.docx)
* [U015 - Extension Period of Export](../../SEDs/Description/U015/U015.docx)
* [U016 - End of Entitlement - Export](../../SEDs/Description/U016/U016.docx)

# Portable Documents

The following Portable Document (PD) is used in UB\_BUC\_02:

* [PD U2 – Retention of unemployment benefit entitlement](PDs/PDU2.docx)
* [PD U3 - Circumstances likely to affect the entitlement to unemployment benefits](../../PDs/Description/PDU3/PDU3.docx)

# Administrative sub-processes

The following administrative sub-processes are used in UB\_BUC\_02:

* [AD\_BUC\_01\_Subprocess – Close Case](../Administrative_Sub-Processes/AD_BUC_01_Subprocess.docx)

* [AD\_BUC\_02\_Subprocess – Reopen Case](../Administrative_Sub-Processes/AD_BUC_02_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\_08\_Subprocess – Clarify Content](../Administrative_Sub-Processes/AD_BUC_08_Subprocess.docx)
* [AD\_BUC\_09\_Subprocess – Reject SED](../../../Administrative_Sub-Processes/AD_BUC_09_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)

# [Horizontal sub-processes](#Horizontal_SEDs" \o "To return press ALT + left arrow key)

The following horizontal sub-processes are used in UB\_BUC\_02:

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| * [H\_BUC\_01\_Subprocess Ad hoc exchange of information](../Horizontal_Sub-Processes\\H_BUC_01_Subprocess.docx) * [H\_BUC\_07\_Subprocess Notification of Death](../../../Horizontal_Sub-Processes/H_BUC_07_Subprocess.docx) |