

APPROVED

International Process Guidelines

Sickness

S\_BUC\_24 – Aggregation of Periods - Insurance Risk Type: Sickness, Paternity and Maternity

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**Document history:**

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| **Revision** | **Date** | **Created by** | **Short Description of Changes** |
| V0.1 | 17/07/2017 | Secretariat | First draft of the document submitted for review to the Sickness Ad Hoc group |
| V0.2 | 31/08/2017 | Secretariat | Comments received from AHG integrated.  Version submitted for AC review. |
| V0.99 | 05/10/2017 | Secretariat | Implemented changes and updates following the AC comments.  Version submitted for AC approval. |
| V1.0 | 11/12/2017 | Secretariat | **AC approved version.** |
| V4.1.0 | 11/09/2018 | Secretariat | **Performed patch changes to reference the new CDM version 4.1.0** |

# S\_BUC\_24 – Aggregation of Periods- Insurance Risk Type: Sickness, Paternity and Maternity

**Description:** This Business Use case reflects the exchanging information needed for the aggregation of periods of insurance, employment, self-employment or residence completed under the legislation of another Member State other than the Competent Member State according with Art. 6 of 883/04 and Art. 12 of 987/09. The Competent Institution of a Member State should take into account periods of insurance, employment, self-employment or residence completed under the legislation of any other Member States, as though they were periods completed under the legislation it applies. In this particular case, the Competent Institution of a Member State shall contact the institutions of Member States to whose legislation the person concerned has also been subject in order to determine all the periods completed under their legislation.

In accordance with the Regulations, information about relevant periods of insurance, employment, self-employment or residence can only be requested by the Competent Institution.

There is no portable document which could be issued directly to the person concerned.

**Legal Base:** This Business Use Case document's legal base is described in the following Regulations

* Basic Regulation (EC) No 883/2004
* 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 Regulation (883/04) | Implementing Regulation (987/09) |
| 6 | 12(1) |
| S040 – Request for Periods – Insurance Risk Type: Sickness, Maternity or Paternity | ✓ | ✓ |
| S041 – Reply to Request for Periods – Insurance Risk Type: Sickness, Maternity or Paternity | ✓ | ✓ |

**Request – Reply SEDs:**

| **REQUEST SED** | **REPLY SED(s)** |
| --- | --- |
| S040 - Request for Periods - Insurance Risk Type: Sickness, Maternity or Paternity | S041 - Reply to Request for Periods - Insurance Risk Type: Sickness, Maternity or Paternity |

**Glossary of relevant terms used in S\_BUC\_24:**

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| **Term used** | **Description** |
| *Case Owner* | In this BUC the Case Owner is the Competent Institution of a Member State where the person is insured. The Case Owner contacts the institution of another Member State to determine all the periods completed under its legislation. |
| *Counterp**arty* | In this BUC the Counterparty is the institution of the Member State whose legislation the person concerned has also been subject to (Competent Institution or former Competent Institution) and which is able to determine all the periods completed under their legislation or inform about lack of periods completed." |

# How to start this BUC?

In order to help you understand S\_BUC\_24 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 Competent Institution of a Member State where the person is insured and you need to contact the institution of another Member State to determine all the periods completed under its legislation, your role will be defined as the **Case Owner**.  [I am the Case Owner.](#choose_CP)  (step CO.1) |
| If you are the institution of a Member State to whose legislation the person concerned has also been subject and you were requested to determine all the periods completed under your legislation, your role will be defined as the **Counterparty**.  [I am the Counterparty.](#_CP.1_What_should)  (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 exchange of information will be to identify the responsible Member State where the person is insured: in case a person claims to have completed periods of insurance, employment, self-employment or residence in another Member State, this person shall indicate in which Member State. If possible, shall indicate where she was insured and which institution could confirm the completion of the alleged periods.  The second step is to identify the relevant institution in this Member State that you need to exchange information with. This activity will define the Counterparty you will be working with. There can be only one Counterparty.  [I need to identify the Counterparty.](#_CO.2_How_do) (step CO.2) |

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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.  [I have identified the Counterparty I need to contact](#CO3). (step CO.3) |

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| CO.3 How do I proceed after having identified the Counterparty? |
| Once the counterparty is identified, you will fill out the 'Request for Periods - Insurance Risk Type: Sickness, Maternity or Paternity' - [SED S040](../../SEDs/S040.docx), by entering the required information - one type of benefits, one category of benefits, one insured person, one Member State and one institution.  If you need to ask about the completed periods more than one institution in the receiving Members States of more than one institution in different Member State you will need to execute this case (S\_BUC\_24) multiple times to request all completed periods in different Member States  When SED S040 is completed, send it to the Counterparty.  The Counterparty will analyse it and will reply to you with 'Reply to Request for Periods - Insurance Risk Type: Sickness, Maternity or Paternity' – [SED S041](../../SEDs/S041.docx).  [I have received SED S041 from the Counterparty.](#CO4) (step CO.4) |
| Sub-process steps available to the Case Owner at this stage:  [I want to remind the Counterparty to send me the required information (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx) |

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| **CO.4 How do I proceed after having received the 'Reply to Request for Periods - Insurance Risk Type: Sickness, Maternity or Paternity' – SED S041?** |
| After you have received the [SED S041](../../SEDs/S041.docx) from the Counterparty, you are informed that the person concerned did not complete any periods or, that the person concerned completed the requested periods under legislation of the counterparty’s Member State.  You are bound to take into account the stated insurance periods when deciding on entitlement to insurance or benefits of the person at stake. Informed. If the insured person has completed the requested periods, they can be aggregated.  Unless you want to ask for additional information, the Business Use Case ends here. |
| Sub-process steps available to the Case Owner at this stage:  [I want to request ad-hoc Information from the Counterparty (H\_BUC\_01).](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx) |

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| CP.1 What should I do if I have received the 'Request for Periods - Insurance Risk Type: Sickness, Maternity or Paternity'- SED S040? |
| You have received a [SED S040](../../SEDs/S040.docx) from the Case Owner, first check if if you are responsible to process the received request.  [I am responsible for the business process (CP.2)](#_CP.2_What_should)  [I am not responsible for the business process (CP.3)](#_CP.3_What_should) |

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| CP.2 What should I do if I am responsible for the business process? |
| If you have confirmed that you are responsible for handling this case you need to review the request and provide a reply on 'Reply to Request for Periods – Insurance Risk Type: Sickness, Paternity and Maternity' - [SED S041](../../SEDs/S041.docx).  By filling out the S041 you can confirm the requested periods completed by the person concerned under your legislation or you can inform the Competent Institution that the person concerned did not complete any periods under your legislation.  Before you send a reply on S041 you can ask for any additional information which are necessary for you to provide a reply.  Unless you want to request for additional information, this business use case ends here. |
| Sub-process steps available to the Counterparty at this stage:  [I want to request ad-hoc Information from the Case Owner (H\_BUC\_01).](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)  [I want to remind the Case Owner of previously requested ad-hoc information that I expected, but did not yet receive (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx) |

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| CP.3 What should I do if I am not responsible for the business process? |
| You have two options:   * If you are not responsible to handle the received SED but another institution in your country is, you forward the case to the competent Institution in your Member State using the 'Forward Case' sub-process AD\_BUC\_05. This can be used only once and it interrupts the main process. * If you are not competent to confirm the insurance risk or type requested by the Competent Institution, please inform about it by indicating the correct answer from the list on S041 and give additional information about the lack of competence.   Before you forward the case you can ask for any additional information which is required to provide a reply.  The business use case ends here. |
| Sub-process steps available to the Counterparty at this stage:  [I want to forward the case to another Competent Institution in my Member State because I am not or no longer competent to treat it (AD\_BUC\_05).](../../../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)  [I want to request ad-hoc Information from the Case Owner (H\_BUC\_01).](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)  [I want to remind the Case Owner of previously requested ad-hoc information that I expected, but did not yet receive (AD\_BUC\_07).](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx)  You can Forward the Case only once, the rest you can perform multiple times. |

# BPMN diagram for S\_BUC\_24

Click [here](../../BPMN_Diagrams/S_BUC_24_Diagram.pdf) to open the BPMN diagram(s) for S\_BUC\_24.

# Structured Electronic Documents (SEDs) used in the process

The following SEDs are used in S\_BUC\_24:

* [SED S040 – Request for Periods – Insurance Risk Type: Sickness, Maternity or Paternity](SEDs/S040.docx)
* [SED S041 – Reply to Request for Periods – Insurance Risk Type: Sickness, Maternity or Paternity](SEDs/S041.docx)

**Administrative sub-processes**

The following administrative sub-processes are used in S\_BUC\_24:

* [AD\_BUC\_05\_Subprocess – Forward Case](../Administrative_Sub-Processes/AD_BUC_05_Subprocess.docx)
* [AD\_BUC\_07\_Subprocess –](../../../Administrative_Sub-Processes/AD_BUC_07_Subprocess.docx) Reminder

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

The following horizontal sub-process is used in S\_BUC\_24:

* [H\_BUC\_01\_Subprocess – Ad-hoc Exchange of Information](../../../Horizontal_Sub-Processes/H_BUC_01_Subprocess.docx)