## Administrative Sub-Processes (AD-SUB)

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| **BUC Code** | **BUC Name** | **Description** | **SEDS** |
| Ad\_BUC\_01\_Subprocess | Close Case | In a situation where a business process reaches a conclusion (i.e. all tasks have been successfully completed) or there is an expected reason to terminate a business process before all tasks have been successfully complete, this BUC provides a basic way for all participants to reach a common understanding in a controlled way that the process has ended and they can mark their internal systems accordingly. | X001  |
| Ad\_BUC\_02\_Subprocess | Reopen Case | In a situation where a case has reached its conclusion (i.e. all tasks have been successfully completed (or exceptionally it was closed before this) through the exchange of SED X001 there may be reasons where this closure was premature or events could unfold whereby one of the existing participants needs to formally reopen the case for an given reason. This BUC offers and agreed method whereby all participants are involved in a proposed re-opening negotiation. | X002, X003, X004  |
| Ad\_BUC\_03\_Subprocess | Add Participant | In a situation where a case is already established and a participant discovers, for some reason, that there is a need to add another participant to the case. | X005  |
| Ad\_BUC\_04\_Subprocess | Remove Participant | In a situation where a case is already established and a participant discovers, for some reason, that there is a need to remove an existing participant from the case. | X006  |
| Ad\_BUC\_05\_Subprocess | Forward Case | In the situation where the case has just begun, it is very possible that the sender of the first SED of the case, made an error when choosing the destination for the SED – this may be due then sender not fully understanding the competence of each institution within the MS they wanted to send a SED to. In the second situation the case may be progressing between the institutions however,  circumstances may change within a Member State and the institution currently handling the case may no longer be competent to do so (examples of such situations could be where an institution is closing or their competence changes due to a merger) | X007  |
| Ad\_BUC\_06\_Subprocess | Invalidate SED | In a situation where a SED has previously been exchanged between two or more institutions there is the possibility that the institution that originally sent SED needs to declare that the original SED is Invalid or had been withdrawn in accordance with Article 5 paragraph 1 of Reg. 987/09.  | X008 |
| Ad\_BUC\_07\_Subprocess | Reminder | There will be situations where a business case is progressing between two or more Institutions and for whatever reason an Institution is not sending the information needed by another Institution. In this situation, upon waiting for certain length of time the institution that is in need of the information will chose to Remind the other institution of the information they need. Upon receipt of the reminder the institution that is expected to send the information may choose to send the SED that is needed, send a reply to indicate why the requested information cannot be sent at this time and when it should be able to, or it may simply not respond at all.  | X009, X010 |
| Ad\_BUC\_08\_Subprocess | Clarify SED Content | Once a SED has been sent from one Institution to another Institution, a situation may arise where the institution that received the SED does not understand some or all of the content of the SED. In this situation it necessary for the receiving Institution to inform the Institution that created and sent the SED of the part/elements of the SED that they do not understand and require clarification. | X012, X013 |
| Ad\_BUC\_09\_Subprocess | Reject SED | When an Institution fills in a SED and sends to another Institution a situation may arise whereby the Institution that received the SED wishes or need to inform the sending institution that they fully reject the SED that they have received.  | X011  |
| Ad\_BUC\_10\_Subprocess | Update SED | In a situation where a SED has already been exchanged between 2 or more institution a need arises for the original sender of that SED to send an updated version of the SED which communicates corrected or additional information to the recipient.  |   |
| Ad\_BUC\_11\_Subprocess | Business Exception | In a situation where a national application receives an erroneous message (which causes an exception to occur), an exception message should be created and sent to the sender of the erroneous message to inform about the error(s) that has (have) occurred.  | X050 |
| Ad\_BUC\_12\_Subprocess | Change of Participant | In a situation where a case is being created, and a SED is sent to an institution in another MS it is possible to configure the receiving MS Access Point to route the message to an “Intelligent Routing Application”. The Intelligent Routing Application is responsible to analyse (automatically or manually) the SED to determine the correct institution to receive the SED and to handle the case.  | X100 |