C/2024/6842

12.11.2024

ADMINISTRATIVE COMMISSION FOR THE COORDINATION OF SOCIAL SECURITY SYSTEMS

DECISION No E8

of 14 March 2024

concerning the establishment of a change management procedure applying to details of the bodies defined in Article 1 of Regulation (EC) No 883/2004 of the European Parliament and of the Council which are listed in the electronic directory which is an inherent part of EESSI

(Text of relevance to the EEA and to the EU/Switzerland Agreement)

(C/2024/6842)

THE ADMINISTRATIVE COMMISSION FOR THE COORDINATION OF SOCIAL SECURITY SYSTEMS,

Having regard to Article 72(d) of Regulation (EC) No 883/2004 of the European Parliament and of the Council of 29 April 2004 on the coordination of social security systems ([1]), under which the Administrative Commission is responsible for the adoption of common structural rules for data processing services and for the development of provisions for the operation of the common part of those services,

Having regard to Article 88 of Regulation (EC) No 987/2009 of the European Parliament and of the Council ([2]) (hereinafter: implementing Regulation),

Acting in accordance with the conditions laid down in Article 71(2) of Regulation (EC) No 883/2004,

Whereas:

(1) One of the elements in the modernisation of the system of coordination between the national social security schemes is the setting up of an electronic directory (hereinafter: Institution Repository (IR)) which contains the details of the national bodies involved in the application of Regulations (EC) No 883/2004 and (EC) No 987/2009 as defined in Annex 4 point 1 of the implementing Regulation.

(2) The Member States are responsible for the accuracy and quality of the information introduced into the Institution Repository (IR) and for keeping it up to date.

(3) It is necessary to establish a change management procedure, which ensures that changes in this Institution Repository (IR) content are processed in a structured, consistent, auditable and timely way.

(4) Article 88 (1) of the implementing Regulation sets out the obligation for the Member States to notify the European Commission of the details of the bodies defined in Article 1(m), (q) and (r) of Regulation (EC) No 883/2004 and Article 1(2)(a) and (b) of the implementing Regulation, and of the institutions designated in accordance with the implementing Regulation.

(5) The European Commission accepted to forward this information to the Administrative Commission.

(6) According to Article 88 (3) of the implementing Regulation, the Administrative Commission shall establish the structure, content and detailed arrangements, including the common format and model, for notification,

([1]) OJ L 166, 30.4.2004, p. 1.
([2]) OJ L 284, 30.10.2009, p. 1.

HAS DECIDED AS FOLLOWS:

1. This Decision lays down the rules for a change management procedure with regard to the data of competent authorities, national institutions, liaison bodies and access points as defined in Article 1(m), (q) and (r) of Regulation (EC) No 883/2004 and Article 1(2)(a) and (b) of the implementing Regulation.

2. The change management procedure applies to the content of the electronic directory, called the Institution Repository (IR).

3. The Institution Repository (IR) shall contain the national bodies that:

   a) participate in the electronic exchange of information between the social security authorities and institutions of the Member States,

   b) are referenced inside the Structured Electronic Documents (as defined in Article 1(2)(d) of the implementing Regulation),

   c) provided services to citizens in the past and at present are closed.

4. The Institution Repository (IR) shall also contain the competences of these national bodies, as defined in point 9(c).

5. The Institution Repository (IR) shall be the only reliable source for setting out the competent authorities, national institutions, liaison bodies and access points.

6. Each Member State shall appoint responsible contacts for the initial introduction and later management of the business and technical information in the Institution Repository (IR) (i.e. IR Business Single Point Of Contact hereinafter: IR Business SPOC and IR Technical Single Point Of Contact hereinafter: IR Technical SPOC respectively). Each Member State shall also appoint a deputy for each of the IR SPOCs (i.e. IR Business SPOC and IR Technical SPOC respectively).

7. Each Member State shall appoint a central point of contact for EESSI for each Access Point (AP Single Point Of Contact hereinafter: AP SPOC). Each Member State shall also appoint a deputy for each of the AP SPOCs. They are the contact points for institutions and bodies that are associated to that Access Point.

8. For the purpose of this procedure, a substantial change is a change that affects the application of the Regulations and therefore the coordination, in that it may hamper the sending or routing of Structured Electronic Documents (SEDs) to the institution or body concerned.

9. A substantial change includes, inter alia:

   a) introduction of a body, institution, or Access Point (AP) in EESSI;

   b) changes related to the function of a body or an institution;

   c) changes related to the competence of a body or an institution, i.e. the ability to handle business use cases for any social security sector with the capacity as case initiator (Case Owner) and/or case receiver (Counterparty);

   d) setting the ‘intention to close’ date for a body, institution, or an Access Point (AP); which allows the body or institution to keep the competence for the management of on-going cases;

   e) setting the ‘actual closure’ date in EESSI for a body, institution, or an Access Point (AP);

   f) reinstatement in EESSI of a closed body, institution, or Access Point (AP);

   g) changes related to the identification information of an Access Point (AP).

10. Each Member State shall notify the European Commission of substantial changes in data concerning its competent authorities, national institutions, liaison bodies or Access Points that is of a substantial nature following the steps described in the Administrative Commission's note on *Process and notification periods to notify substantial changes*.

11. Member States shall notify the substantial changes before the change becomes effective and respect the notification period detailed in the Administrative Commission's note on *Process and notification periods to notify substantial changes*. This provides other Member States with sufficient time to process and communicate the information and prepare their institutions for the changes to come.

12. In case of closure of a body or institution or change of their function or competence, the Member State shall indicate the body or the institution that will take over the function or competence concerned and the date that the change becomes effective. In case of closure of an Access Point, the Member State shall indicate which Access Point is taking over.

13. Within one year after publication of the Decision in the Official Journal, the Administrative Commission shall evaluate the experiences of the Member States with the application of this decision.

14. This Decision shall be published in the *Official Journal of the European Union*. It shall apply from the first day of the second month after its publication.

15. This Decision replaces Decision No E2 of 3 March 2010 ([3]).

The Chair of the Administrative Commission
Marc MORSA

([3]) OJ C 187, 10.7.2010, p. 5.