

ADMINISTRATIVE COMMISSION FOR THE COORDINATION OF SOCIAL SECURITY SYSTEMS

DECISION No E2

of 3 March 2010

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)

(2010/C 187/04)

THE ADMINISTRATIVE COMMISSION FOR THE COORDINATION OF SOCIAL SECURITY SYSTEMS,

listed in this electronic directory are processed in a structured, consistent, auditable and timely way,

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,

HAS DECIDED AS FOLLOWS:

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

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.

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

2. The change management procedure applies to data that are listed in the Master Directory of the electronic directory, which is managed by the European Commission and to the local replicas that are hosted in the Member States.

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 which contains the details of the national bodies involved in the application of Regulations (EC) No 883/2004 and (EC) No 987/2009 (hereinafter: implementing Regulation).

3. Each Member State shall appoint a person, who is responsible for the introduction of changes in the master copy of the electronic directory and for updating the local replicas.

(2) The Member States are responsible for the input of their own national contact information into the electronic directory and for keeping this information up-to-date.

4. Each Member State shall also appoint a central point of contact for EESSI for each Access Point (AP Single Point Of Contact hereinafter: AP SPOC). This is the first contact point for institutions and bodies that are associated to that Access Point.

(3) Member States shall ensure that the data in their local replicas of the electronic directory is synchronized on a daily basis with the data listed in the master copy of the electronic directory, which is managed by the European Commission.

5. Each Member State shall notify the Administrative Commission of changes in data concerning its competent authorities, national institutions, liaison bodies or Access Points that is of a substantial nature, via the Secretariat, at least one calendar month before the change becomes effective. The notification can be addressed to the Secretariat. Minor changes can be introduced into the Master Directory of the electronic directory without giving prior notice.

(4) It is necessary to establish a change management procedure, which ensures that changes in the data

⁽¹⁾ OJ L 166, 30.4.2004, p. 1.

⁽²⁾ OJ L 284, 30.10.2009, p. 1.

6. For the purpose of this procedure, a substantive change is defined as a change that negatively 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.
- A substantial change includes, *inter alia*:
- (a) changes related to the identification code, the function or competence of a body or institution or an access point;
 - (b) closure of a body, institution or access point;
 - (c) merger of bodies or institutions or access points.
7. In case a substantial change concerns one of the changes listed under points (a), (b) or (c), the Member State shall indicate which body, institution or access point will take over the function or competence concerned on the date that the change becomes effective.
8. Upon receipt of the notification of a substantial change, the Secretariat shall inform the Administrative Commission and the AP SPOCs of the change and of the moment when the changes will become effective.
9. In accordance with Article 9 of the rules of procedure of the Administrative Commission, members of the Administrative Commission have the possibility to state that they object to the change or abstain from voting. In case an objection is raised, the change shall be discussed at the first upcoming meeting of the Administrative Commission.
10. Member States shall ensure that the local replicas of the Directory Services are synchronized on a daily basis with the master copy of the electronic directory. The synchronisation of the local replicas shall take place between 01:00 a.m. and 3:00 a.m. CET.
11. 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.
12. 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.

The Chairman of the Administrative Commission
José Maria MARCO GARCÍA
