



DG TAXUD

Business Continuity Plan

for the

UCC Automated Export System (AES)

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1. INTRODUCTION

1.1 Background

Until the end of the deployment window for all MSs, the Export Accompanying Document (EAD) referred to in Article 54 and Annex 9, Appendices H1, H2, I1, I2, J1, J2 of the Union Customs Code Transitional Delegated Act (TDA) can be used as a business continuity process (BCP) irrespective of the system in operation (ECS P2 or AES).

For the AES transitional period (TP), a **correlation table was prepared by DG TAXUD** to support the harmonised use of the EAD Forms set out in TDA by all MSs during the TP.

The correlation table is intended to be used as a printing guideline in MSs where AES is already in operation during the transitional period, if they need to use the Forms defined in the TDA, namely in the context of BCP.

The data of the declaration message (IE515) in AES is correlated with the existing Boxes of the EAD Forms (Appendix H1 and H2 of the TDA), which is still compliant with the ECS-P2 data requirements.

The correlation table is published in CIRCABC and can be accessed using the following link:

[EAD FORM – Printing Guidelines for TP \(export\)](#)

Several MSs voiced the need to have a BCP in place for AES after the end of TP, despite the high availability rates foreseen for AES. DG TAXUD prepared an internal Working Document where possible alternatives for the BCP for AES were analysed. In addition, an EU Survey was launched on 24th February 2023 on the “Business Continuity Plan for NCTS-P5 and AES” aiming to better understand the current practice in case of system unavailability, as well as the Customs Administration’s expectations about the Business Continuity Plan.

The main findings for export were the following:

- The usage of the current BCP for ECS-P2 (paper-based procedure laid down in TDA) in 2022 was very limited.
- In ECS-P2, the BCP is started after one up to four hours after the unavailability starts. The average time of unexpected unavailability is two hours.
- The large majority of MSs considers that a BCP for AES is still necessary, despite of the very high availability rates and short duration of a possible unavailability expected for AES.
- The large majority of MSs (82%) considered that the establishment of a common BCP for AES agreed between the MSs and the Commission is preferable than having different nationally determined BCP solutions.
- In terms of preferred solutions, the answers make it clear that MSs didn’t find it necessary to have an electronic BCP solution for AES. Several MSs consider waiting for the recovery of the system as a good solution on its own or combined with other solutions (as a first layer in case of a longer unavailability). In addition, even though no explicit question was posed on the continuation of the current practice based on the use of a paper form (EAD), several MSs considered it to be the best approach.

Following the above survey findings and the Member States’ request for an AES BCP, DG TAXUD and the Member States have agreed on the present BCP to be used in case of a temporary failure of the export electronic system after the TP, based on Article 105(4) of the Commission Implementing Regulation (EU) 2023/1070 of 1 June 2023, on technical arrangements for developing, maintaining, and employing electronic systems for the exchange and storage of information under Regulation (EU) No 952/2013 (IRTA).

1.2 Legal basis

As general provision, Article 6(1) of the UCC determines the mandatory use of electronic means for performing customs formalities. The legal situation regarding exceptions on a temporary basis is defined in Article 6(3)(b) of the Union Customs Code (UCC) which allows for other means in cases of temporary unavailability of the electronic system of either the customs authorities or the economic operators.

In Article 8(1)(b), the UCC confers the Commission implementing powers for the establishment of the procedural rules for the exchange of information by means other than the electronic data processing techniques referred to in Article 6(3).

These empowerments were not used for export. It should be noted that the main reason behind the absence of a BCP for AES in the UCC legislation is the very high availability rates expected for all TES, including AES. NCTS-P5 was the only exception to this principle, having a BCP laid down in the UCC legislation regarding the transit procedure, because of the involvement of several CTC countries, in which the availability of the systems is beyond Commission control.

From the end of the transitional period for AES, the legal basis for the BCP for AES is the Article 105 of the IRTA, concerning the temporary failure of the electronic systems.

Article 105(1) of the IRTA establishes, as a general principle, that the business continuity measures allowing the economic operators and other persons to fulfil the necessary customs formalities in case of a temporary unavailability of the UCC systems, including the AES, shall be determined by the concerned MSs. For this purpose, means other than electronic data processing techniques are admissible.

Article 105(4) provides for a derogation from the general principle laid down in Art 105(1), in case of temporary failure of the AES, by establishing that the business continuity plan determined by the Member States and the Commission will be applicable.

The concerned customs authorities shall make sure that the information submitted during the unavailability of the system using the business continuity measures determined by the given MS is made available in the respective electronic systems within seven days of the respective electronic systems becoming available again, as laid down in Article 105(2).

In addition, Article 105(3) determines that the Commission and the Member States shall inform each other of the unavailability of the electronic systems resulting from a temporary failure.

It is worth mentioning that the EU Member States and the Commission cooperate for the development, deployment, and maintenance of the electronic systems. To this end, the Commission has used the empowering provision of Article 17 UCC to define more specifically the technical requirements as laid down in Articles 3 (security of electronic systems), 4 (storage of data) and 5 (availability of electronic systems) of the UCC Implementing Act (UCC-IA).

This means that the practical requirements for the availability of each electronic system operated by a national customs administration and/or COM are to be defined in operational agreements or Service Level Agreements (SLAs) [Article 5(1) UCC-IA].

The availability requirements for the export system are described in DDNXA, DDCOM, CS/MIS2 and in the ToC & SLA package of documentation that contains the operational agreements between National Administrations and DG TAXUD governing the functioning of the Trans-European IT Systems and related Services. As regards the Service Level Agreement (SLA) for Availability and Continuity of Customs TES between National Administrations and DG TAXUD, the following principles are highlighted:

- The AES is classified as a Critical system with a “Silver” Availability Level, which means that the target availability rate (recommended value to be achieved on a monthly or annual basis) is 99,6% within NA Business Hours and 98% outside NA business hours. The lower limit that shall be strictly respected by all NAs on monthly basis is of 99% within NA business hours and of 97% outside NA business hours.
- In case of AES unavailability, all NAs should be in conditions to restore their NECA within 3 hours (targeted value) with a limit of 5 hours.
- In case of Scheduled unavailability (planned downtime for maintenance activities), each National Administration must register it in the system that supports the availability management (i.e., CS/MIS2 for AES), at least 48 hours in advance.
- In case of Unscheduled unavailability (downtime due to unforeseen circumstances), the unavailable National Administration must register it in CS/MIS2 (or using alternative means of communication if not possible to use CS/MIS2) within 2 hours period.
- Independently of whether the AES unavailability is scheduled or unscheduled, the fallback procedures might be applied to ensure the business continuity during the unavailability of the system.
- In case of a prolonged unscheduled unavailability – unavailability that exceeds the four NA Business Hours timeframe that might happen in case of a natural disaster (e.g., fire, earthquake), the involved

NA must request to its EOs to initiate fallback procedures, as agreed with them, where legislation supports.

The Business Continuity Plan for AES described in this document is agreed between the MSs and the Commission in accordance with the Article 105 (4) of the IRTA.

1.3 Applicability

The business continuity measures described in this document shall be valid and applied in all MSs as from the moment all EU MSs have deployed the AES.

1.4 Scope

This document defines the general approach to business continuity and introduces common measures to be adopted in all MSs in case of a temporary failure of the AES system. The BCP defines the appropriate level of business continuity regarding the required customs formalities at export and exit allowing to take goods out of the customs territory of the Union during the unavailability of the AES.

The BCP for the AES addresses all business scenarios concerning the (re)export and exit of the goods, including situations where Centralised Clearance at Export (CCE) or Diversions are involved.

The BCP for the AES should be applied without prejudice of the Agreements between National Administrations and DG TAXUD on the functioning of the TES that are reflected in the ToC&SLA documentation package accepted by ECCG.

The business continuity measures proposed in this document are applicable to the following situations of unavailability:

- Unavailability of customs' system – This document establishes the business continuity measures that shall be adopted in all MSs in case of a temporary unavailability of NECA at OoExp; NECA at OoExt; NECA at SCO or NECA at PCO.
- Unavailability of the electronic connection between the customs' systems affecting the common domain communications.
- Unavailability of the EO's system – This document describes the recommended business continuity measures to be taken at national level in case of a temporary unavailability of the EO's system, to harmonise as much as possible, the BCP practices in the EU MSs. Nevertheless, it is up to each MS to determine the appropriated BCP measures to cover the external domain communication between the EO and the concerned customs office.

It should be stressed that it is the Economic Operator's responsibility to guarantee that their system is up and running in accordance with the agreements established with the concerned national authorities.

- Unavailability of the electronic connection between the EO's system and the customs' system affecting the external domain communications.
- Scheduled unavailability of an IT component of AES identified in Chapter 2

An IT component of the AES is not available due to planned downtime for maintenance activities and its unavailability is preventing the correct exchange of information (IE messages).

- Unscheduled unavailability of an IT component of AES identified in Chapter 2

An IT component of the AES is not available due to unforeseen circumstances and its unavailability is preventing the correct exchange of information (IE messages). This includes (but is not limited to) situations of prolonged unavailability due to a natural disaster (unscheduled unavailability exceeding four hours).

The following situations are out of the scope of the BCP measures defined in this document:

1. National Domain communication (interfaces with other national systems)

In case of temporary unavailability of the AES, the means for communication with the MSA of export (when export declaration includes excise goods under duty suspension arrangements) and/or for communication with the customs office of departure for transit (in case of export followed by transit) must be defined at national level to ensure legal compliance. Thus, the business continuity measures to replace the link between the AES and the EMCS and between the AES and the NCTS in case of unavailability of a concerned IT component are out of scope of this document.

2. Amendment and Invalidation of the (re)export declaration

Invalidation is not part of the present BCP document.

Amendment might be authorised in the BC-EAD form used during BCP.

3. Certification of Exit and other formalities that take place after the release for exit

Certification of Exit as well as any other customs formalities that should take place after the release of the goods for exit (IE525) are not concerned by this BCP document. In fact, these customs formalities should take place normally in the system, since once it is restored all the customs declarations accepted in BCP shall be replicated in AES within 7 days.

4. CCE – specific arrangements agreed between the involved customs authorities in the Annex A Authorisation for CCE

In case of CCE, in certain specific circumstances that should be evaluated at national level, it may be needed to foresee other BCP measures in the Authorization for Centralized Clearance, which are applicable to the customs declarations covered by the specific Authorization only. Thus, the BCP measures determined in this document for the situations where the SCO or the PCO are unavailable apply in case there are no other bilateral agreements in Annex A Authorisation for CCE between the involved customs offices.

5. Delays in the exchange of the IE messages not related with an IT problem

There are cases of a delay in sending or receiving messages in the External and/or Common Domain which are not related to a technical issue in the concerned IT component but rather to other problems (e.g., lack of human resources to complete certain customs controls in an appropriate timeframe). In this situation, the IT component is up and running, however the IE message is not received in the due timeframe.

The NSD of the affected Customs Office may contact the NSD of the Customs Office responsible for sending the missing message to identify the root causes for the delay and to agree on the appropriated solutions.

1.5 Target Audience

The intended audience for this document are:

- DG TAXUD Central service desk;
- National service desks of the Member States;
- Customs Offices in its different roles (OoExp, OoExt, SCO, PCO);
- Economic operators submitting export or re-export declarations;
- IT service providers;
- any person involved in the AES project.

1.6 Structure of this document

The document contains the following chapters:

- **Chapter 1 – Introduction:** describes the background, the legal basis, the applicability and the scope of this document.
- **Chapter 2 – Sources of system unavailability:** provides the system components of the AES and a brief description of its business capabilities.
- **Chapter 3 – Business continuity measures and communication:** provides the business continuity measures for the situations of unavailability of the different AES components. In addition, it provided the rules for communication of the unavailability, for the activation of the BCP and the recovery strategy containing the measures to be adopted when the system is up and running again.
- **Chapter 4 – BC-EAD Form – Usage and printing guidelines:** provides the common form to be used in BCP by all involved stakeholders (EOs and customs offices) in the cases specified under Chapter 3 and the instructions on its use.

1.7 Reference and applicable documents

Ref.	Title	Version
R01	Regulation (EU) No 952/2013 of the European Parliament and of the Council of 9 October 2013 laying down the Union Customs Code - UCC	
R02	Commission Delegated Regulation (EU) 2015/2446 of 28 July 2015 supplementing Regulation (EU) No 952/2013 of the European Parliament and of the Council as regards detailed rules concerning certain provisions of the Union Customs Code – UCC DA	
R03	Commission Implementing Regulation (EU) 2015/2447 of 24 November 2015 laying down detailed rules for implementing certain provisions of Regulation (EU) No 952/2013 of the European Parliament and of the Council laying down the Union Customs Code – UCC IA	
R04	Commission Delegated Regulation (EU) 2016/341 of 17 December 2015 supplementing Regulation (EU) No 952/2013 of the European Parliament and of the Council as regards transitional rules for certain provisions of the Union Customs Code where the relevant electronic systems are not yet operational and amending Delegated Regulation (EU) 2015/2446 - TDA	
R05	Commission Implementing Decision (EU) 2019/2151 of 13 December 2019 establishing the work programme relating to the development and deployment of the electronic systems provided for in the Union Customs Code – UCC WP	
R06	Commission Implementing Regulation (EU) 2023/1070 of 1 June 2023, on technical arrangements for developing, maintaining, and employing electronic systems for the exchange and storage of information under Regulation (EU) No 952/2013 of the European Parliament and of the Council - IRTA	
R07	Design Document for Common Operations and Methods - DDCOM	V21.2.0-v1.00
R08	Design Document for National Export Application for AES - DDNXA	V5.15.1-v1.00
R09	CD3-NCTS-P5-AES Architecture Overview	v2.60
R10	CSMIS2 - SBS - Specifications for Business Statistics	V1.80
R11	Terms of Collaboration and Service Level Agreement - TOC&SLA - Approved package by ECCG	

Table 1: Reference and applicable documents

1.8 Abbreviations and Acronyms

Abbreviation/Acronym	Definition
AER	Anticipated Export Record
AES	Automated Export System - Phase 1
ARC	Administrative Reference Code
BC-EAD	Business Continuity – Export Accompanying Document
BCP	Business Continuity Plan
CSD	Central Service Desk
CCE	Centralised Clearance for Export
CTU	Customs Territory of the Union
EAD	Export Accompanying Document
ECS-P2	Export Control System – Phase 2
EO	Economic Operator

EU	European Union
EXS	Exit Summary Declaration
MRN	Master Reference Number
MS	Member State
MSA of Export	Member State Administration of Export
NA	National Administration
NECA	National Export Control Application
NSD	National Service Desk
PCO	Presentation Customs Office
OoExp	Customs Office of Export
OoExt	Customs Office of Exit
SCO	Supervising Customs Office
TES	Trans-European System
TP	Transitional Period
TraExt	Trader at Exit
UBR	Body Record Unique Reference

Table 2: Abbreviations and acronyms

2. SOURCES OF SYSTEM UNAVAILABILITY

The unavailability of the AES may result from the unavailability of one of the following AES components:

1. Electronic systems of the economic operator: application of the EO or the interface between the EO's and the Customs system.
2. AES national customs applications:
 - NECA at OoExp, NECA at OoExt, NECA at SCO or NECA at PCO or
 - national supporting systems: National Reference Data Application, National EO Management Application, National Risk Management Application, National Tariff Application, etc.
3. Common central services (CCN; UUM&DS; CRS; CSRD; TARIC; EOS; etc.)

The normal business capabilities of the referred AES components when they are up and running might be summarised as follows:

1. Electronic systems of the economic operator

EO system:

- ✓ **Lodgement of customs declaration/presentation notification** – The EO submits an Export Declaration or Export Presentation Notification via an IE515 or IE511 message to the OoExp.
- ✓ **Amendment request** – A declaration amendment request can be sent via an IE513 message to the OoExp (before the movement is released for export).
- ✓ **Invalidation request** – The EO submits an invalidation request via an IE514 message.
- ✓ **Arrival at Exit** – Upon the arrival of the consignment at the OoExt, the TraExt sends an arrival notification via an IE507 message to the OoExt.
- ✓ **Exit Notification** – The TraExt notifies the OoExt via an IE590 message that the goods have exited.
- ✓ **Provide alternative evidence** – The OoExp requests from the EO information regarding the non-exited export operation via an IE582 message. The EO replies with an IE583 message indicating a confirmation of exit by alternative evidence. The OoExp informs the OoExt via an IE588 message that the exit of goods has been certified based on alternative evidence.

2. AES national customs applications

NECA – OoExp:

- ✓ **Customs declaration-validation/registration/MRN Allocation** – After a successful validation of the Export Declaration, the OoExp informs the EO with an IE528 message of the Export Declaration acceptance and the MRN assignment.
- ✓ **Handling of amendment** – Once the request is validated and accepted, the OoExp sends an IE504 message to the EO. In case of rejection, the OoExp sends an IE556 message to the EO.
- ✓ **Handling of invalidation** – The OoExp verifies that the invalidation request is valid and sends an IE510 message to the OoExt. The OoExp informs the EO about the declaration invalidation via an IE509 message. In case of rejection, the OoExp sends an IE556 message to the EO.
- ✓ **Control decision/control results OoExp** – If the OoExp decides to perform controls for the goods, the OoExp will inform the EO via an IE560 message.
- ✓ **Interface AES-EMCS** – After the successful validation of the Export Declaration, there is a cross-check between AES and EMCS for the IE515 messages that contain Excise Goods (ARC and UBR are provided). The following messages are relevant during the cross-check: IE532, IE801
- ✓ **Release for export** – The OoExp communicates the release for export to the EO via an IE529 message and to the OoExt via an IE501 message.
- ✓ **Handling the Exit Results** – The OoExp receives the exit results from the OoExt via the IE518 message.
- ✓ **Exit certification** – The OoExp notifies the EO via an IE599 message that the movement has successfully exited the EU Customs Territory providing all the export details.

NECA- OoExt:

- ✓ **Handling of AER** – After receiving the IE501 message, the OoExt validates the received message and may request the national risk analysis systems for Risk Analysis feedback.

- ✓ **Handling of Arrival Notifications** – The OoExt verifies that the arrival notification (IE507) is valid and that the AER is available at the OoExt.
- ✓ **Control decision/control results OoExt** – If the OoExt decides to perform controls on the goods, the OoExt will inform the TraExt via an IE561 message. If no or minor discrepancies are found, the positive control results will be registered at the OoExt. Both positive and negative control results are communicated to the OoExp via an IE518 message.
- ✓ **Release for exit** – The OoExt verifies that the TraExt had requested the immediate release of the goods and sends an IE525 message to the TraExt informing them of the release.
- ✓ **Handling of exit notification** – The OoExt receives an IE590 message sent by the TraExt. After then the OoExt sends the IE518 exit confirmation to the OoExp.
- ✓ **Handling of diversions** – After the arrival notification has been received (IE507) the OoExt submits a declaration request via an IE502 message to the OoExp. In case the OoExp accepts an international diversion, the OoExp responds with an IE503 message containing the export movement declaration data.
- ✓ **Sending the Exit Results** – The OoExt sends to the OoExp the 'Exit Results' (IE518 message), in order to confirm the exit of the consignment.

NECA – SCO:

- ✓ **Sending of pre-release/control notification** – The SCO informs the PCO via an IE540 message recommending pre-release that the declared goods are ready to be released for export or sends a request about the control of the goods. The PCO sends back the pre-release control acknowledgement message (IE545).
- ✓ **Handling of control decision notification from PCO** – The SCO receives an IE563 message from the PCO.
- ✓ **Handling control result from PCO** – The SCO receives an IE541 message from the PCO.
- ✓ **Release information** – The SCO informs the PCO that the goods have been released for export via an IE543 message.
- ✓ **Sending the Exit Results to PCO (SCO)** - The SCO notifies the PCO about the goods exit, via a IE592 message.
- ✓ **Notification of Invalidation to PCO** - The SCO communicates the declaration invalidation to the PCO via a IE510 message.

NECA-PCO:

- ✓ **Handling of pre-release/control notification** – After receiving the IE540 message from the SCO recommending pre-release/requesting the control of the goods, the PCO automatically sends an IE545 message to the SCO.
- ✓ **Sending control decision notification** – The PCO sends an IE563 message to the SCO.
- ✓ **Sending control result of PCO** – The PCO sends an IE541 message to the SCO.
- ✓ **Handling of release information** – The PCO receives the IE543 message from the SCO.
- ✓ **Handling of invalidation** – After the communication of the declaration invalidation to the OoExt and the positive reply to the invalidation notification from the OoExt, the SCO communicates the declaration invalidation to the PCO via an IE510 message. No additional confirmation from the PCO via an IE591 message is expected.

3. Common central services

CCN:

- ✓ **Communication in common domain** between NECA at OoExp and NECA at OoExt and between NECA at SCO and NECA at PCO in case of CCE

Other Central Applications/Systems:

- ✓ **Providing reference data/other info (CD)**

In case one of the components of AES is unavailable, its business capabilities cannot be performed in a normal way, which might require the need to activate the BCP to ensure the business continuity of operations when the circumstances so require, e.g., in case it is urgent to take the goods out of the CTU.

3. BUSINESS CONTINUITY MEASURES AND COMMUNICATION

The aim of this chapter is to establish the business continuity measures to be applied by all MSs in case of a temporary failure in one of the IT components of the AES, as listed in Chapter 2, to ensure the business continuity of operations and the release of the goods during the unavailability of the system(s).

In addition, this chapter establishes common principles as regards the unavailability identification and notification, the activation of the BCP, and the measures to be adopted after the system is up and running again (recovery measures).

In general, the **first layer** of business continuity measures, once the unavailability has been detected and notified to the competent customs services (NSDs or customs offices), is to wait for the recovery of the system. Considering the results of the EU Survey referred to in Chapter 1.1 (Background), the recommendation to settle the average waiting period is 60 minutes (one hour).

After the waiting period has expired, if the system has not been restored, the Business Continuity Plan may be activated, upon decision of the competent customs authorities, after considering the specific circumstances, namely the level of urgency in the release of the goods.

In case the decision is taken to activate the BCP, a **second layer** of business continuity measures may be applied to ensure business continuity. The applicable BCP measures depend on the status of the (re)export process when the BCP is activated. Different measures shall be adopted in the following scenarios:

1. **Lodgement of (re)export customs declarations at OoExp**

This scenario includes the cases where

- 1.1 no (re)export declaration existed in the system yet when the unavailability started;
- 1.2 a customs declaration has already been lodged and accepted in the AES (MRN attributed) but the goods were not released for export until the moment when the unavailability started (IE501/IE529 were not sent).

In such cases, the BCP measures are based on the use of a common form of BC-EAD that might be printed out. It should be used in a similar way as it has been the long-standing practice at export with the EAD Form existing in the TDA.

In brief, the following main advantages have been identified regarding the use of the BC-EAD:

- Most export business scenarios can be dealt with, including the diversions at exit;
- The practical procedure is already known to all stakeholders (EOs and customs officers);
- Harmonization of the BCP in all MSs;
- Covers both the external and the common domain communication.

It shall be mentioned that when the (re)export declaration has already been submitted and the goods have already been released for export (IE529 and IE501 have already been sent), no BCP is needed to be activated if the NECA unavailability at export occurred after the release for export.

2. **Presentation and release of goods at OoExt**

This scenario includes the cases where

- 2.1 the export declaration was lodged on paper using the BC-EAD at OoExp and the BC-EAD follows the consignment until the exit of the goods;
- 2.2 the goods released for export were carried out electronically in NECA at OoExp, the IE501 was sent to OoExt but the exit formalities could not be executed electronically at OoExt.

In such cases, the presentation of goods and release of the goods for exit might happen by using the printed version of BC-EAD or other alternative means (e.g., readable electronic copy on a tablet).

In the following sections the implementation of the proposed solution will be further detailed, considering separately the situations of unavailability of the different AES components.

3.1 Economic operator system is unavailable

It should be stressed that the BCP measures referred to in this document for the scenarios of the EO's system unavailability (at export and at exit) are not mandatory for the MSs and are provided in the text as recommended practices.

The Economic Operators are responsible to take the necessary measures to ensure the availability of their systems in accordance with the agreements established with the respective national customs authorities.

The need to activate the BCP and the measures to be applied when the EO system is unavailable should be evaluated and determined at national level, depending on the nationally available alternative solutions for the connection between the EOs system and the AES.

In the below tables, the consequences of the unavailability of the EO system on the export process are described and the relevant BCP measures are indicated.

Unavailable component		
Economic Operator`s System		
Component unavailability description		
<p>The system of an Economic Operator is unavailable when it cannot send and/or receive messages due to technical issues. If alternative solutions can be used in case of EO system unavailability, the BCP does not have to be used.</p> <p>The EO`s system can be unavailable on the export side or on the exit side. The necessary business continuity measures will depend on which of the EO`s system capabilities are affected.</p>		
Unavailability identification and notification		
Relevant EO	<p>When the EO has detected an unavailability in its system or system components that leads to the need to activate BCP, the unavailability should be notified to the NSD and/or to the Customs Office of the MS to which the EO is submitting the Customs declaration/presenting the goods at exit.</p> <p>The notification of the unavailability shall be sent 30 minutes after the EO has detected the issue/failure in their system.</p>	30 minutes
Activation of Business continuity plan		
Relevant Customs office	<p>If the EO system is not restored, the NSD or the relevant Customs office of the MS can decide to activate the BCP 60 minutes (one hour) after the unavailability has been notified.</p> <p>The NSD or relevant Customs Office notifies:</p> <ul style="list-style-type: none"> • the EO that submits the export or re-export declaration/the Trader at Exit and/or • the relevant Customs Office of the MS to which the EO is submitting the Customs declaration/the arrival at exit <p>about the activation of the business continuity plan and applicable measures</p>	60 min
Business continuity measures		
Unavailability of the EO`s system at Export		
<u>Lodgement of (re)export declarations</u>		
<p>NAs should evaluate and decide on the possible solution(s) available at national level to ensure the transmission of customs declaration data (IE515) to the NECA at OoExp. Possible solutions might be as follows:</p> <ul style="list-style-type: none"> • Encrypted email or USB stick containing an XML file with the extracted IE515 data (in case the concerned NECA at OoExp has the necessary functionality to upload the XML file); • nationally developed Web services (Web-applications); • submission of the customs declaration through the system of another customs agent; • declarant to use the BC-EAD form as defined in Chapter 4. 		

Regarding the first 3 bullet points, from the moment the export declaration is uploaded in the AES, the customs formalities can be completed in the system, since both OoExp and OoExt are up and running. The form of communications with the declarant at export (IE560, IE529) is determined nationally by each MS. There is no impact in the communications with the Trader at Exit since its system is operational.

In case of the 4th bullet point, the NA might authorise the EOs to present the export declaration by using the BC-EAD. The required customs formalities are completed by the involved stakeholders (declarant and customs offices) in the Form until the exit of the consignment. In other words, if BC-EAD is used from the beginning of the export procedure, it shall be used until the goods are exited at OoExt.

More details about the usage of printed version of BC-EAD can be found in Chapter 4.

Unavailability of the EO’s system at Office of Exit

If the OoExt has received the export declaration (IE501) after the release of the goods for export but the Trader at Exit cannot present the goods at exit in AES by sending the IE507 because his/her system is not available, the following solutions might be followed:

- the presentation of the goods at exit is carried out using the MRN that might be presented in the form of a 2D barcode. Customs administrations shall accept this barcode if it is provided in a readable form, irrespectively of the means of presentation (e.g., mobile phone, tablet etc.).
- Trader at Exit provides the information to OoExt by using the BC-EAD form (printed or electronic copy).

Based on the received information, the exit formalities can be carried out and shall be registered manually by the customs officer in NECA at OoExt (IE518 is sent back to the OoExp).

The external domain communications between the OoExt and the Trader at exit that are necessary to ensure the release of the goods for exit (IE561, IE525) may be determined nationally by each MS.

Recovery strategy

Recovery communication

Relevant EO	Once the EO system has been restored, the EO must notify the NSD and/or the Customs Office.	asap
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Recovery measures

Relevant EO	<p>In accordance with the IRTA, the information submitted during the unavailability of the AES using business continuity measures shall be made available in the AES within 7 days of the respective AES component becoming available again.</p> <p>Therefore, in case the BC-EAD has been used to fulfil the customs formalities at OoExp during the unavailability of the EO’s system, the declarant shall submit the export declaration (IE515) in the AES within 7 days of their system being up and running again.</p> <p>One IE515 message shall be submitted per each export declaration lodged by using the BC-EAD. The exact same data as declared and accepted in the BC-EAD shall be submitted in the IE515.</p> <p>Depending on the nationally determined practice, the (re)export declaration might be registered electronically in the AES in different ways, e.g.:</p> <ul style="list-style-type: none"> • using the BCP ID and design a special process for such `BCP` declarations at OoExp or • issuing a new MRN for the IE515 that discharges/closes the BCP ID. The D.G. Previous document might be used to reflect the BCP ID. <p>For VAT purposes, the exporter shall use the Export Notification (IE599) received electronically in the system following the completion of customs formalities in NECA at OoExp.</p>
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NECA at OoExp	<p>The intervention of NECA at OoExp should happen after the following actions by OoExt and by declarant:</p> <ul style="list-style-type: none"> • The export procedure was covered by BC-EAD from the release of the goods for export until the exit, the competent customs office of exit shall return the copy of BC-EAD to the OoExp. The BC-EAD contains the exit control result and confirmation of exit of the goods. • The declarant has submitted the export declaration electronically within 7 days. <p>After lodgement of the export declaration, the OoExp shall use the BC-EAD to reconcile the content of the IE515. Then the missing export formalities shall be completed in the system. The export movement shall be closed at the OoExp based on the information registered on the copy of the BC-EAD by the OoExt. The export movement is closed without sending out the IE501 message to the OoExt.</p> <p>The Export Notification message (IE599) with the certification of exit is sent by NECA at OoExp to the declarant electronically.</p>
NECA at OoExt	The OoExt does not receive any IE501 message. No action is needed at OoExt.

3.2 National AES application at Office of Export is unavailable

Unavailable component		
NECA at OoExp		
Component unavailability description		
<p>The NECA at OoExp is unavailable when it cannot send and/or receive messages due to technical issues. If the National AES application at OoExp is unavailable, then the impact on the export operations is on high risk and there is a reason to activate the BCP.</p> <p>The unavailability of other national supporting applications (e.g., National Reference Data Application; National EO Management Application; National Risk Management Application; National Tariff Application) is also considered as an unavailability of the NECA at OoExp.</p>		
Unavailability identification and notification		
OoExp	<p>When the OoExp detects an unavailability of the NECA, it notifies the NSD of the MS in which the OoExp is located.</p> <p>The notification of the unavailability shall be sent 30 minutes after the NECA at OoExp has detected the issue/failure in its system.</p>	30 minutes
NSD	<p>The NSD notifies:</p> <ul style="list-style-type: none"> • All the EOs which submitted their customs declarations to the OoExp • CSD 	asap
CSD	<p>The CSD notifies:</p> <ul style="list-style-type: none"> • All NSDs 	asap
Activation of Business continuity plan		

NSD or relevant Customs Office	If the NECA at OoExp is not restored, BCP is activated by the NSD or the relevant Customs Office 60 minutes (one hour) after the unavailability has been notified. The NSD of the MS in which the OoExp is located notifies the activation of the business continuity plan and applicable measures to: <ul style="list-style-type: none"> • OoExp • EOs that are submitting their customs declarations for export under AES • CSD 	60 minutes
CSD	CSD notifies all NSDs about the activation of the business continuity plan.	
Business continuity measures		
<u>Lodgement of (re)export declarations</u>		
2 scenarios may occur: <ul style="list-style-type: none"> • OoExp cannot receive and process the IE515 messages because NECA at OoExp is unavailable; • OoExp has accepted the IE515 but during the processing of the declaration data NECA at OoExp becomes unavailable and the goods cannot be released for export in the IT system. No messages (IE560, IE529, IE501) can be sent to the EO and OoExt. <p>BCP shall be activated and therefore, the export declaration may be submitted by the declarant using the printed version of BC-EAD. More details about the usage of printed version of the BC-EAD can be found in Chapter 4.</p> <p>The printed version of the BC-EAD follows the consignment from the beginning of the export procedure until the goods are exited at OoExt.</p>		
<u>Diversions at exit</u>		
In case of diversion at exit (the actual office of exit is different from the office of exit declared), since the OoExp is unavailable, the actual OoExt cannot receive back the IE503 message after sending out the IE502, even though its system is in operation. Therefore, the Trader at Exit might provide an BC-EAD in printed version at the OoExt (Actual). The way how the OoExt handles the BC-EAD shall be defined at national level.		
After the OoExt receives back finally the IE503 from the OoExp (meaning that NECA at OoExp is up and running again), the closure of the movement shall be carried out electronically by the OoExt using the BC-EAD information.		
Recovery strategy		
Recovery communication		
OoExp	Once the National AES application at OoExp has been restored it has to be notified to the NSD of the MS where the OoExp is located.	asap
NSD	The NSD of the of the MS where the OoExp is located notifies: <ul style="list-style-type: none"> • CSD • EOs that are submitting their customs declarations for export under the AES 	asap
CSD	The CSD notifies: <ul style="list-style-type: none"> • All NSDs 	asap
Recovery measures		
Relevant EO	The same measures mentioned under chapter 3.1 (Economic Operator system is unavailable) shall apply.	
NECA at OoExp	The same measures mentioned under chapter 3.1 (Economic Operator system is unavailable) shall apply.	

NECA at OoExit	The same measures mentioned under chapter 3.1 (Economic Operator system is unavailable) shall apply.
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3.3 National AES application at Office of Exit is unavailable

In the following scenario, it is assumed that the export declaration is lodged electronically in NECA at OoExp by the economic operator, the OoExp processes the declaration data and sends the IE501 to the OoExt but, as the NECA at OoExt is not available, it is not possible to process either the IE501 sent by the OoExp, or the arrival notification (IE507) sent by the Trader at Exit.

Unavailable component		
National AES at OoExt		
Component unavailability description		
The system of OoExt is unavailable when it cannot send and/or receive messages due to technical issues. If the National AES at Office of Exit is unavailable, then the impact on the operations continuity is on high risk and there is reason to activate the BCP.		
Unavailability identification and notification		
OoExt	When the OoExt detects an unavailability of the NECA, it notifies the NSD of the MS in which the OoExt is located.	30 minutes
NSD	The NSD notifies: <ul style="list-style-type: none"> All the EOs that communicates via user interface with the OoExt CSD 	asap
CSD	The CSD notifies: All NSDs	asap
Activation of Business continuity plan		
NSD or relevant Customs Office	If the NECA at OoExt is not restored, the business continuity plan is activated by the NSD or the relevant Customs Office. The NSD of the MS in which the OoExt is located notifies the activation of the business continuity plan and applicable measures to: <ul style="list-style-type: none"> OoExt All the EOs that communicate via user interface with the OoExt CSD 	60 min
CSD	CSD notifies all NSDs about the activation of the BCP.	asap
Business continuity measures		
If the NECA at OoExt is not available ¹ and customs officer cannot access the export declaration (IE501), Trader at Exit may provide the declaration information to the OoExt using either the printed version of BC-EAD or using other		

¹ In such case:

- the OoExt has even not received the IE501 messages from the OoExp because the NECA at OoExt is not available: The incoming IE501 messages are waiting in the CCN queue and can be process only after the NECA at OoExt is available again;
- the OoExt has already received the IE501 message from the OoExp previously, but the declaration cannot be processed electronically because of unavailability of the NECA at OoExt.

alternative means (e.g., tablet, smartphone). The way how the OoExt handles the BC-EAD shall be defined at national level.

Remark: if the export procedure was started under BCP at OoExp (means printed version of BC-EAD was filled in), the BC-EAD follows the consignment until the exit of the goods. In other words, the OoExt shall handle the printed version of the BC-EAD provided by the Trader at Exit. This case is not dependent on whether the NECA at OoExt is available or not.

Diversions at exit – In case of diversion at exit (the actual office of exit is different from the office of exit declared) and the OoExt (Actual) is unavailable, it means that the actual OoExt cannot communicate with the OoExp to send the IE502 (Declaration Request Export) and receive the IE503 (AER Response) in AES, even though the NECA at OoExp is in operation. Therefore, the Trader at Exit may present the goods at the OoExt (Actual) using the printed version of BC-EAD or using other alternative means (e.g., tablet) at the OoExt (Actual). The way how the OoExt handles the BC-EAD shall be defined at national level.

Recovery strategy

Recovery communication

OoExt	Once the National AES application at OoExt has been restored it has to be notified to the NSD of the MS where the OoExt is located.	asap
NSD	The NSD of the of the MS where the OoExt is located notifies: <ul style="list-style-type: none"> • CSD • all traders who communicate via user interface with the OoExt 	asap
CSD	The CSD notifies: <ul style="list-style-type: none"> • All NSDs 	asap

Recovery measures

Relevant EO	There is no impact on Trader at Exit after NECA at OoExt became available. After the OoExt closes the export movement electronically in the system (IE518 is sent back to OoExp), the declarant at export side receives the certification of the goods for exit (IE599). For VAT purposes, the exporter shall use the Export Notification (IE599) received electronically in the system following the completion of all customs formalities in AES.
NECA at OoExp	The BCP activated at the exit side do not impact the operations at export. All the required customs formalities at export are completed electronically in AES after NECA at OoExt resumes (e.g., the IE518 is received and the IE599 is sent to the exporter/declarant).
NECA at OoExit	When NECA at OoExt is available again, the process of the incoming IE501 message can be started based on BC-EAD information kept at OoExt. Exit formalities performed under BCP shall be completed in the NECA at OoExt after the system is in operation again. The exit control result (IE518) message shall be sent to the OoExp. In case of diversion, after NECA at OoExt is available, the OoExt sends the IE502 message to the OoExp. After receiving back the IE503 from the OoExp, the closure of the movement shall be carried out electronically by the OoExt using the BC-EAD information.

3.4 CCE - National AES application at SCO or at PCO are unavailable

The aim of this chapter is to present the business continuity measures in case when the export declaration is submitted under CCE but the information exchanges between SCO and PCO cannot take place because of unavailability of the system either at SCO or PCO side. More specifically, this point addresses the replacement of the **common domain communication between the SCO and the PCO** in terms of the following CD messages:

- IE540 (Pre-release/control notification) - from NECA at SCO to NECA at PCO
- IE563 (Control Decision from PCO) – from NECA at PCO to NECA at SCO

- IE543 (Release Notification to PCO) – from NECA at SCO to NECA at PCO

Unavailability of NECA at SCO

The SCO is considered as the office of export, thus, the same BCP measures referred in Chapter 3.2 are valid as well regarding the lodgement of the customs declaration and communication with the OoExt.

Unavailability of NECA at PCO

The PCO has no external domain communication with the declarant. It receives the customs declaration from the SCO electronically via the common domain. If the NECA at PCO is not available, the SCO shall use other alternative means to exchange information with the PCO.

Unavailable component		
NECA at SCO or NECA at PCO		
Component unavailability description		
The NECA at SCO/PCO is unavailable when it cannot interact with the PCO/SCO (send and/or receive Common Domain messages) due to technical issues.		
Unavailability identification and notification		
SCO/PCO	When the SCO/PCO has detected an unavailability in NECA at SCO/PCO, the unavailability needs to be notified by the SCO/PCO to the NSD of the MS in which the SCO/PCO is located. The notification of the unavailability shall be sent 30 minutes after the NECA at SCO/PCO has detected the issue/failure in its system.	30 minutes
NSD	The NSD notifies: <ul style="list-style-type: none"> • CSD 	asap
CSD	The CSD notifies: <ul style="list-style-type: none"> • All NSDs 	asap
Activation of Business continuity plan		
NSD or relevant Customs Office	If the NECA at SCO/PCO is not restored, the business continuity plan is activated by the NSD or the relevant Customs Office. The NSD of the MS in which the SCO/PCO is located notifies the activation of the business continuity plan and applicable measures to: <ul style="list-style-type: none"> • CSD • EOs that are submitting their Customs declarations to the SCO/presenting the goods to the PCO • SCO/PCO 	60 minutes
CSD	CSD notifies all NSDs about the activation of the business continuity plan by the affected SCO/PCO.	
Business continuity measures		
In case of unavailability of the NECA at SCO or of the NECA at PCO, the common domain message exchanges shall be replaced with sending the BC-EAD using other alternative means. It might be ensured by one of the following ways: <ol style="list-style-type: none"> 1. In accordance with the means agreed bilaterally between the involved customs offices as reflected in the Annex A Authorisation for CCE. The contact points might be also defined during the consultation procedure. 2. In case there are no alternative means established in the CCE Authorisation, the communication might be based on email exchanges between SCO and PCO. In such case, the National Help Desk Services might be involved when BCP information exchange is needed. 		

If there is no agreement about any alternative way of communication between SCO and PCO, declarant might lodge the (re)export declaration directly at the customs office where the goods are located (PCO). It means that CCE facilitation would not be used in BCP.		
Recovery strategy		
Recovery communication		
SCO/PCO	Once the NECA at SCO/PCO has been restored it has to be notified to the NSD of the MS where the SCO/PCO is located.	asap
NSD	The NSD of the MS where the SCO/PCO is located notifies: <ul style="list-style-type: none"> • CSD • EOs that are submitting their customs declarations to the SCO/presenting the goods to the PCO. 	asap
CSD	The CSD notifies: <ul style="list-style-type: none"> • All NSDs 	asap
Recovery measures		
Relevant EO	No impact in terms of common domain communication between SCO and PCO. Otherwise, the same measures mentioned under chapter 3.1 (Economic Operator system is unavailable) might apply.	
NECA at SCO	<p>In case the SCO system was previously unavailable and that is why the electronic communication to PCO was not carried out, after the recovery of the system the measures mentioned under Chapter 3.2 might be applied. The specificity under CCE is that no need to send the IE540 or any other CD messages to PCO after the system is in operation again.</p> <p>Second case is when the PCO system was previously unavailable and that is why the SCO could not communicate electronically to PCO. The recovery of the PCO system has no impact on SCO because the goods were released for export electronically at NECA at SCO and the IE501 was sent to OoExt.</p> <p>Otherwise, it should be highlighted that the recovery measures in context of BCP (including how to share the data between SCO and PCO for statistical purposes) might be agreed between the involved customs authorities in the consultation procedure referred to in UCC IA, Article 229(1) that takes place prior to the Authorisation for CCE.</p>	
NECA at PCO	PCO receives the MRN numbers from SCO that was handled during unavailability of the system. Then, PCO can request the declaration data from SCO via IE527/IE538 message exchanges to provide statistics to NSA.	
NECA at OoExt	No impact in terms of common domain communication between SCO and PCO.	

3.5 CCN is Unavailable

The CCN ensures the Common Domain communication and business continuity between the Office of Export and Office of Exit, in addition between the SCO and the PCO in case of CCE.

It shall be highlighted that **no practical case of unavailability of CCN was registered until the moment**. The content under this point is provided for a matter of a comprehensive coverage of all business scenarios, although no unavailability of CCN is to be expected.

Unavailable component
CCN
Component unavailability description

The messages between OoExp and OoExt and between the SCO and PCO in case of CCE are exchanged via the CCN network. In case of its unavailability, common domain communication is not possible at all and business continuity is at risk. The OoExp/SCO cannot forward/receive messages to/from the OoExt and the SCO cannot forward/receive messages to/from the PCO.		
Unavailability identification and notification		
CSD	The CSD notifies all NSDs about detected unavailability	asap
Activation of Business continuity plan		
CSD	If the component is not restored, the CSD activates the Business continuity plan.	30 min
NSDs	The NSDs notifies the Customs Offices and the EOs that submit the Customs declarations for export/CCE in the given MS about the activation of the business continuity plan and applicable measures.	60 min
Business continuity measures		
The BCP measures should be based on the use of the BC-EAD, in accordance with the descriptions provided in the previous points of this Chapter 3.		
Recovery strategy		
Recovery communication		
CSD	The CSD notifies all NSDs about the recovery.	asap
NSD	The NSDs notifies the Customs Offices and the EOs	asap
Recovery measures		
Relevant EO	The same measures mentioned under chapter 3.1 (Economic Operator system is unavailable) shall apply.	
NECA at OoExp/SCO	The same measures mentioned under chapter 3.2 (Economic Operator system is unavailable) and Chapter 3.4 (CCE - National AES application at SCO or at PCO are unavailable) shall apply.	
NECA at PCO	The same measures mentioned under chapter 3.4 (CCE - National AES application at SCO or at PCO are unavailable) shall apply.	
NECA at OoExt	The same measures mentioned under chapter 3.3 (National AES application at Office of Exit is unavailable) shall apply.	

3.6 Central Applications/Services unavailability

NECA at OoExp and OoExt or at SCO and PCO in case of CCE have interfaces with central applications and services provided by DG TAXUD for the validation of data provided in the customs declaration. The NECA can interact with the following central applications and services:

- Economic Operator System (EORI/AEO)
- UUM&DS
- Customer Reference Services (CRS)
- EU Customs Single Window (optional link)
- TARIC
- Common Risk Management System (CRMS2)
- Common Services / Reference Data 2 (CS/RD2)
- ieCA

MSs can create and maintain National Applications replicating the data stored in the Central Applications. In case Central Applications/Services are down, the customs declaration data can be validated against the corresponding National Application (e.g., National EO Management Application; UUM&DS National Application; National TARIFF Application; National Reference Data Application).

Unavailable component		
Central Applications/Services		
Component unavailability description		
The Central Applications/Services provide the reference data and services to the NECAs for validation purposes during the export and exit formalities, including CCE.		
Unavailability identification and notification		
CSD	The CSD notifies all NSDs about detected unavailability	asap
Activation of Business continuity plan		
CSD	If the component is not restored, the CSD activates the Business continuity plan.	30 min
Business continuity measures		
<p>In case a Central Application/Service is down, the following measures should apply:</p> <ul style="list-style-type: none"> • The concerned customs declarations data are validated against the National Applications replicating the given Central Application. • In the absence of a National Application replicating the Central Application, the concerned customs declarations might be manually validated. • If none of the previous solutions are feasible, the BC-EAD might be used to allow the release of the goods. In this case, the descriptions in the previous points of this Chapter 3 might apply, depending on the specific circumstances in presence. 		
Recovery strategy		
Recovery communication		
CSD	The CSD notifies all NSDs about the recovery.	asap

4. BC-EAD FORM – USAGE AND PRINTING GUIDELINES

In case the BCP for AES is activated, the BC-EAD Form provided in Chapter 4.2 in an embedded excel file might be used. It shall be mentioned that if the export procedure was started using the BC-EAD, it shall follow the consignment until the goods are exited.

The BC-EAD shall be recognisable by all parties involved in the export operation to avoid problems at the customs office of exit or Presentation Customs Office (in case of CCE). For this reason, the used documents are limited to the Business Continuity - Export Accompanying Document (BC-EAD) and BC-EAD List of items (LoI).

The BC-EAD form and BC-EAD LoI contains all data necessary for export and exit (UCC DA/IA Annex B Column B1 dataset), including the data necessary for Safety and Security purposes (UCC DA/IA Annex B Columns A1/A2 dataset), allowing its use where export and security data are provided together.

The BC-EAD form includes information at Declaration (D) and Goods Shipment (GS) levels. The BC-EAD List of Items contains information at Goods Item level. The BC-EAD LoI form(s) is(are) an integral part of the declaration. The forms were designed to be used in the context of the BCP only.

Where permitted by the competent customs authorities, the information in the forms might be amended by the declarant/representative and it might be verified by the customs office of export, as needed. The particulars in the BC-EAD and BC-EAD LoI shall be filled in in accordance with the provisions in UCC DA/IA Annex B.

4.1 End-to-end usage of the BC-EAD

Referring to the scenarios mentioned in Chapter 3, the following steps shall be carried out when the BCP is activated. The customs authorities shall monitor the use of the business continuity process to avoid its misuse.

Operation of the process:

1. The BC-EAD and BC-EAD LoI shall be completed by the exporter/declarant and submitted to the customs office of export;
2. The customs office of export shall allocate a BCP identification number and shall register it in the BC-EAD and BC-EAD LoI forms using the 'BCP MRN' BOX;
3. Where the findings of the verification are consistent with the declaration, the customs office of export shall release the goods and record the result of verification, the seals used (if any) and date of release for export in Box 'Control by Office of Export' on the BC-EAD;
4. The BC-EAD shall be stamped by the customs office of export, using the nationally applicable customs stamp;
5. Goods declared for (re)export using the BC-EAD shall be carried under cover of the BC-EAD and BC-EAD LoI. A copy of the BC-EAD and BC-EAD LoI (in paper or in any electronic format) should be kept at the customs office of export.
6. The customs office of exit shall handle the BC-EAD and the BC-EAD LoI, using Box 'Control by Office of Exit' to record the date of arrival, to enter the details of controls carried out, including for seals, if needed and to register the date of release for exit.

Remark concerning diversions at exit: the export operation may end at an office of exit other than the customs office of exit declared in the export declaration. That office shall then become the actual customs office of exit. Where the actual customs office of exit comes under the jurisdiction of a Member State other than the one having jurisdiction over the customs office of exit declared, the

actual customs office of exit shall enter in box 'Control by office of exit' the following endorsement in addition to the usual observations it is required to make: *Differences: customs office where goods were presented (customs office reference number).....*

7. The competent customs authority of the Member State of exit shall return the BC-EAD and BC-EAD Lol to the customs authority in the Member State of export without delay for the purposes of exchange of information between customs offices as referred to in Article 333(2) of the UCC IA .
8. The Trader at Exit and the customs office of exit might keep a copy of the BC-EAD and BC-EAD Lol (in paper or in any electronic format).
9. The declarant shall submit the export declaration (IE515) in AES within 7 days.
10. The BC-EAD and BC-EAD Lol are used as alternative evidence about the exit of the goods. Based on the returned BC-EAD and BC-EAD Lol, the office of export closes the export declaration without sending out the IE501 message to the office of exit.

Remark: Where the BC-EAD and BC-EAD Lol are not returned to the customs office of export within 90 days after the goods were released for export, enquiry procedure may be initiated by the customs office of export and the declarant may be requested to furnish proof that the procedure has ended correctly.

4.2 BC-EAD and BC-EAD List of Items (Lol) - Printing Guidelines

This chapter contains the guidelines for the printout of the BC-EAD and BC-EAD Lol, that shall be read together with the embedded XLS file, where the templates to be used and the printing guidelines in relation to each box can be found.

Layout

The layout of the **BC-EAD** is rigid, i.e., **each box** presents a **pre-defined area** (not expandable). When the available space in the BC-EAD box(es) is not sufficient to fill in all data, the BC-EAD form may be supplemented by one or more BC-EAD continuation sheets. The continuation sheets shall be an integral part of the BC-EAD form to which they relate.

The **boxes** of the **BC-EAD Lol** must be considered as **vertically expandable**, to allow the printing of all the information stored in the system. When this case occurs, **each line** following the one containing one or more boxes which have been expanded, will therefore be **accordingly shifted** down.

In case of multiple occurrences of data elements which don't all fit in one box, "(...)" will be printed after the last information that fits in the box. When several occurrences are printed in one box of the BC-EAD, they shall be separated by semi-colon (;). In the BC-EAD Lol each set of information shall be printed in one line.

Box references

In most cases, the box name refers to the whole data group of the information that shall contain (e.g., Consignee [13 03]). In principle, all information available for the specific Data Group shall be printed. Please refer to the XLS Printing Guidelines document, which provides further information on the data that each box must contain (last sheet).

Printing of the BCP ID

The BCP ID must be printed in the "BCP MRN" BOX.

Size and forms

The forms shall measure 210 × 297 mm with a maximum tolerance as to length of 5 mm less and 8 mm more. The boxes are based on a unit of measurement of one tenth of an inch horizontally (= 2.54 mm) and one sixth of an inch vertically (= 4.23 mm).

The models of the forms are surrounded by an outside frame that represents the edges of a typical A4 sheet of paper, reduced by a certain ratio, identical in height and in width. The models of the forms themselves are also reduced by the same ratio in all their components.

Printing of “Seals ID”

When more seals are used and each of them is identified with a serial number, only the first and the last numbers of the seals sequence should be printed. It is important to note that in this case the seals used must be in sequence, without interruption of numbering.

Fonts to be used

BC-EAD

The following fonts (available in MS Windows environment) should be used:

Font	Size	Style
Arial Narrow	7	Normal
Impact	7	Normal
Haettenschweiler	7	Normal
Helvetica	7	Normal

In principle, the layout should be printed according to the format provided in the forms in the Excel file (the general font size is 5). The following table provides information on specific items:

Item	Size	Style
Text 'EUROPEAN UNION'	10	Capital letters + Bold
Text 'BUSINESS CONTINUITY - EXPORT ACCOMPANYING DOCUMENT'	7	Capital letters + Bold
Box lines of field 'BUSINESS CONTINUITY - EXPORT ACCOMPANYING DOCUMENT'	-	Thick border
Text 'DECLARATION TYPE'	5	Capital letters + Bold
Box lines of field 'DECLARATION TYPE'	-	Thick border
Text 'BCP MRN'	5	Capital letters + Bold
Box lines of field 'BCP MRN'	-	Thick border
Box lines of field 'Security'	-	Thick border
Lines above the fields for the controls by offices of Export and Exit	-	Thick border
Text 'CUSTOMS OFFICE OF EXPORT' [17 02]	5	Capital letters
Text 'CUSTOMS OFFICE OF EXIT' [17 01]	5	Capital letters
Box lines of field 'CUSTOMS OFFICE OF EXIT' [17 01]		Thick border
Text 'SUPERVISING CUSTOMS OFFICE' [17 10]		Capital letters
Box lines of field 'SUPERVISING CUSTOMS OFFICE' [17 10]		Thick border
Text 'PRESENTATION CUSTOMS OFFICE' [17 09]		Capital letters
Box lines of field 'PRESENTATION CUSTOMS OFFICE' [17 09]		Thick border
Text 'CONTROL BY CUSTOMS OFFICE OF EXPORT	5	Capital letters
Text 'CONTROL BY CUSTOMS OFFICE OF EXIT	5	Capital letters

BC-EAD Lol

The boxes of the BC-EAD Lol are vertically expandable. Only the fonts mentioned in the previous point should be used.

The following table provides information on specific items:

Item	Size	Style
Text 'BUSINESS CONTINUITY - EXPORT ACCOMPANYING DOCUMENT LIST OF ITEMS'	10	Capital letters + Bold
Text 'BCP MRN'	5	Capital letters + Bold
Box lines of field 'BCP MRN'		Thick border
Outside box of each goods item	-	Thick border
Box lines of field Decl.goods it. Nr. [11 11]	-	Thick border

4.3 BC-EAD Printing Guidelines XLS table

The below embedded table provides further information on what and how to print the content of a (re)export declaration using the BC-EAD Form and BC-EAD Lol.



Updated BC-EAD
Form_SfA_V2.02.xls