

PROCEDURE	REF: [REMOVED]
DELIVERY OF ARTEFACTS	

OWNER: CUST-DEV2	ISSUE DATE: 16/08/2011	VERSION: 1.00
<p>TAXATION AND CUSTOMS UNION DG</p> <p>SUBJECT:</p> <p>[Removed]_Delivery of Artefacts</p>		
<p>CUST-DEV2</p> <p>[REMOVED]</p>		

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DOCUMENT HISTORY	

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Version	Date	Description	Action (*)	Pages
0.01	04/07/2011	Initial Review	I	All
0.10	07/07//2011	Submitted for Review to DG TAXUD	/	/
1.00	16/08/2011	Submitted for Acceptance to DG TAXUD	I/R	All

(*) Action: I = Insert R = Replace

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1 INTRODUCTION

1.1 Scope

Apart from the scheduled delivery of artefacts, CUST-DEV2 has to re-deliver to DG TAXUD, at the end of each quarter, all artefacts Submitted for Acceptance from the past quarter on a DVD-ROM.

This document details the process of the quarterly re-delivery of artefacts.

1.2 Acronyms and Abbreviations

Acronym or Abbreviation	Definition
	See Annex 19 for the full list of Acronyms and Abbreviations. These below are the relevant abbreviations for the Delivery of Artefacts process.
DG TAXUD	Directorate General - Taxation and Customs Union
DTM	Deliverable Tracking Matrix
DVD-ROM	Digital Versatile Disc - Read Only Memory
QTM	Quated Time and Means
QTMA	Quated Time and Means Action
Re-SfA	Re-Submitted for Acceptance
RFA	Request for Action
SC	Specific Contract
SfA	Submitted for Acceptance

Table 1-1: Acronyms and Abbreviations

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2 PROCESS OVERVIEW

At the end of each quarter, CUST-DEV2 has to assemble and re-deliver to DG TAXUD all artefacts Submitted for Acceptance in the last quarter. The carrier for this data will be a DVD-ROM.

2.1 Roles and Responsibilities

Role	Responsibility
CUST-DEV2 Dispatching Services	<ul style="list-style-type: none"> • Store each SfA version of the deliverable in the defined folder structure; • Ensure that only the final version of the deliverable is stored in the defined re-delivery folder structure; • At the end of each quarter check completeness of the re-delivery folder structure; • Burn the zipped structure in a DVD-ROM; • SfA Delivery note to DG TAXUD via e-mail; • Ensure the quarterly DVD-ROM is physically delivered to DG TAXUD.
QA/QC Team	<ul style="list-style-type: none"> • Control that quarterly re-delivery is performed in accordance with process; • Perform periodic and selective controls to ensure that only the final versions of the deliverables are stored in the defined folder structure and the content of the quarterly DVD-ROM is in accordance with the DTM.

2.2 Structure of the quarterly delivery

Re-delivery of Artefacts will be provided in the following folder structure:

Main folder: Q#_mmyyyy-mmmyyy

Sub folder: SC##

Sub folder: General_Deliverables_NON_QTM

Sub folder: [DTM Seq nr]

Sub folder: QTMA# [or RFA#]

Sub folder: [DTM Seq nr]

Example:

[Removed]

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2.3 Trigger Event

Trigger event of the procedure is the end of quarter.

2.4 Procedure Input

Input of the procedure is a deliverable Submitted for Acceptance to DG TAXUD and stored in the defined folder structure on CUST-DEV2 SharePoint (in case of Re-SfA, the previous SfA versions are replaced to ensure that only the final version of the deliverable is stored in the defined re-delivery folder structure).

2.5 Delivery of Artefacts

2.5.1 Process Details

1	Check completeness and burn the quarterly DVD-ROM
	<ul style="list-style-type: none"> At the end of each quarter, check if all deliverables of the particular quarter are stored in the defined folder structure according to the DTM (all deliveries registered in the DTM with last SfA date in the quarter). If a re-SfA would fall in the next quarter then the deliverable will also be copied on the DVD-ROM for that quarter. Zip the re-delivery folder structure of the particular quarter and burn the zipped structure in a DVD-ROM.
2	Deliver quarterly DVD-ROM - CUST-DEV2 Dispatching Services
	<ul style="list-style-type: none"> Prepare a Delivery Note; Submit the Delivery Note to the following recipients: <ul style="list-style-type: none"> [Removed] Ensure the quarterly DVD-ROM is delivered to DG TAXUD together with the Delivery Note in a closed envelope with the following label: <p style="text-align: center;"> QUARTERLY RE-DELIVERY Q#: dd/mm/yyyy- dd/mm/yyyy (CUST-DEV2-SCxx-DLV-x.x-x-QUARTERLY RE-DELIVERY OF ALL DELIVERABLES TO ELECTRONIC REPOSITORY OF THE COMMISSION Q#-DTM SEQ NR: xx.xxx) </p>

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	<ul style="list-style-type: none"> • Ensure the quarterly DVD-ROM is delivered to DG TAXUD in one of these ways: <ul style="list-style-type: none"> ○ Given in hands of the DG TAXUD administration; ○ Given at the reception of DG TAXUD administration; ○ Sent to the postal adress of DG TAXUD.
3	Control Process - QA/QC Team
	<ul style="list-style-type: none"> • Control that quarterly re-delivery is performed in accordance with this process; • Perform monthly and selective controls to ensure that only the final versions of the deliverables are stored in the defined folder structure; • Control that the content of the quarterly DVD-ROM matches with the list of deliverables recorded in the DTM for the referred quarter.

2.6 Output

The procedure produces the following outputs:

- The quarterly DVD-ROM containing all artefacts Submitted for Acceptance from the past quarter;
- Delivery Note.

2.7 Exit Criteria

The exit criteria for Artefact delivery are:

- The quarterly DVD-ROM delivered to DG TAXUD;
- Delivery Note Submitted for Acceptance (SfA) via CUST-DEV2 functional mailbox.