



EUROPEAN COMMISSION  
DIRECTORATE-GENERAL  
TAXATION AND CUSTOMS UNION  
Digital Delivery of Customs and Taxation Policies  
**Customs Systems**

# ICS2 Release 1 Go-Live procedure

## ICS2 GLP

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# Table of contents

<b>1.</b>	<b>INTRODUCTION</b> .....	<b>5</b>
1.1.	Document Purpose .....	5
1.2.	Target Audience .....	5
1.3.	Scope .....	5
1.4.	Structure of this Document.....	5
1.5.	Abbreviations and Acronyms .....	6
1.6.	Definitions.....	6
1.7.	Reference and Applicable Documents .....	7
1.7.1.	Reference Documents.....	7
<b>2.</b>	<b>CHANGES IN APPLICABLE LEGAL PROVISIONS WITH THE DEPLOYMENT OF ICS2 RELEASE 1</b> .....	<b>8</b>
2.1.	Legal provisions becoming applicable .....	8
2.2.	Provisions that are no longer applicable.....	9
<b>3.</b>	<b>PROCEDURE TO GO-LIVE WITH ICS2 RELEASE 1</b> .....	<b>10</b>
3.1.	Pre-conditions to go-live with ICS2 Release 1 .....	10
3.2.	Preparatory work to be done by Member states .....	10
3.2.1.	Risk management readiness.....	10
3.2.2.	Organisational readiness of MS users.....	10
3.2.3.	Technical readiness of EO users.....	11
3.2.4.	Organisational readiness of EO users .....	11
3.3.	Preparatory work to be done by the Economic operators.....	12
3.3.1.	Technical readiness .....	12
3.3.2.	Organisational readiness.....	12
3.4.	Go-live with ICS2 Release 1 .....	12
<b>4.</b>	<b>PROCEDURE FOR MSS NOT GO-LIVE ON 15 MARCH 2021</b> .....	<b>13</b>
4.1.	MS which do not go-live on 15 March 2021 .....	13
4.1.1.	Communication with DG TAXUD.....	13
4.1.2.	Communication with EO(s).....	13
4.2.	MS which partially go-live on 15 March 2021.....	14
4.2.1.	Communication with DG TAXUD.....	14
4.2.2.	Communication with EO(s).....	14
<b>5.</b>	<b>PROCEDURE FOR EOS WHICH DO NOT GO-LIVE ON 15 MARCH 2021</b> .....	<b>15</b>
<b>6.</b>	<b>ANNEXES</b> .....	<b>16</b>
6.1.	Annex A: Deployment window.....	16
6.2.	Annex B: Transition plan for ICS2 Release 1 v1.40 .....	16

# List of tables

Table 1: List of acronyms and abbreviations ..... 6

Table 2: List of definitions ..... 6

Table 3: Reference Documents ..... 7

Table 4: MS risk management readiness..... 10

Table 5: MS organisational readiness ..... 11

Table 6: EO organisational readiness ..... 12

# 1. INTRODUCTION

## 1.1. DOCUMENT PURPOSE

This document (GLP) defines the Go-Live procedure that Member States (MSs), DG TAXUD ICS2 Project Team, relevant DG TAXUD units and its contractors (i.e. ITSM) and Economic Operators (EO) have to apply prior to launch of the Release 1 of ICS2 system on 15 March 2021.

The main purpose of this GLP is to set up all practical arrangements in preparation of the official exordium of ICS2 Release 1.

## 1.2. TARGET AUDIENCE

The GLP is intended to be used by EOs, any person or services in the MSs and the TAXUD ICS2 Project Team (including their contractors) involved in:

- The planning, organisation and co-ordination of go-live of ICS2 system for Release 1;
- Implementing and configuring the ICS2 production environment by the relevant DG TAXUD units its contractors (e.g. ITSM OPS, ITSM TES) and in conjunction with the respective MSs and EOs.

## 1.3. SCOPE

This GLP covers the all the necessary steps related to ICS2 Release 1 Go-Live procedure, which need to be arranged by the Member States, DG TAXUD units and relevant contractors, and the Economic Operators to prepare for the launch of the system on 15 March 2021. This document is owned and controlled by DG TAXUD. It is a document, presented to the MSs and EOs to give overall instructions, and facilitate collaboration, prior to and during the Go-Live procedure.

## 1.4. STRUCTURE OF THIS DOCUMENT

This document is structured as follows:

- [Chapter 1](#): An introduction, presenting the content of the document, the references (glossary of terms, acronyms, reference and applicable documents) and the terminology;
- [Chapter 2](#): List of legal provisions to be applicable as of 15 March 2021;
- [Chapter 3](#): Procedure for MSs and EOs being ready to go-live with ICS2 Release 1;
- [Chapter 4](#): Procedure for MSs not go-live with ICS2 Release 1 on 15 March 2021;
- [Chapter 5](#): Procedure for EOs not go-live with ICS2 Release 1 on 15 March 2021;
- [Chapter 6](#): Annexes including templates.

## 1.5. ABBREVIATIONS AND ACRONYMS

A list of acronyms and abbreviations used in this document follows in the table below.

Abbreviation or Acronym	Description
AVSEC	Aviation Security
CSD	Central Service Desk
DG TAXUD	Directorate General of Taxation and Customs Union
ENS	Entry Summary Declaration
EO	Economic Operator
ICS1	Import Control System 1
ICS2	Import Control System 2
ITSM	The DG TAXUD contractor responsible for the central operation in ICS2.
MS	Member State
NES	National Entry System
NPM	National Project Manager
NRM	National Risk Manager
NSD	National Service Desk
OMS	Other Member State
SLA	Service level agreement
UCC DA	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 IA	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

**Table 1: List of acronyms and abbreviations**

## 1.6. DEFINITIONS

Term	Description
EO system	System developed by EO or on behalf of EO for ICS2 purposes.
Member State	All European Union Member states and other countries and territories applying European Union customs legislation.

**Table 2: List of definitions**

## 1.7. REFERENCE AND APPLICABLE DOCUMENTS

### 1.7.1. Reference Documents

This section provides a list of references that were used for the creation of this document. Reference documents are those providing non-binding and supplementary information.

<b>Id</b>	<b>Title</b>	<b>Version</b>
[RD01]	TES Helpdesk organization processes Guidance for ICS2	v1.10
[RD02]	Guide to Helpdesk Support for ICS2 R1	v1.10
[RD03]	ICS2 Release 1 Transition Plan	v1.40
[RD04]	Service Level Agreement for the Service Desks of the Customs Trans-European Systems between National Administrations and DG TAXUD	v3.40

**Table 3: Reference Documents**

## 2. CHANGES IN APPLICABLE LEGAL PROVISIONS WITH THE DEPLOYMENT OF ICS2 RELEASE 1

This subsection provides an overview of the provisions of the UCC IA, which become applicable for the first time with the start of operations of ICS2 Release 1. Their application is limited to the cases that are covered by the scope of ICS2 Release 1 until the deployment of ICS2 Release 2. Within this scope they are applicable for all Member States and economic operators as from 15 March 2021, except where a deployment window in accordance with the UCC Work Programme [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] was granted to an economic operator. In the latter cases the provisions become applicable for the economic operator with the end of the granted deployment window.

### 2.1. LEGAL PROVISIONS BECOMING APPLICABLE

- **Article 183 (1) (b) 2. indent UCC IA:**

Express carriers shall lodge the minimum data set for all consignments regardless of their value (no 22 Euros threshold) with ICS2 Release 1.

- **Article 183 (1) (c) UCC IA:**

Postal operators shall lodge the minimum data set for all consignments having a Member State as final destination with ICS2 Release 1.

- **Article 183 (2) UCC IA:**

Where the ENS is submitted by a partial or minimum data set, the person submitting it shall do so to the customs office that, according to his/her best knowledge, should be the customs office of first entry. If that person does not know the place in the customs territory of the Union at which the means of transport carrying the goods is expect to arrive first, the customs office of first entry may be determined based on the place to which the goods are consigned.

- **Article 185 (2) UCC IA:**

With Deployment of ICS2 Release 1 each submission of the minimum data set is to be registered by the customs authorities by allocating a MRN. The MRN and the date of registration are immediately to be communicated to the person that submitted.

- **Article 186 (1) second sub-paragraph UCC IA:**

A first (air pre-loading) risk analysis on goods to be brought into the customs territory of the Union by air shall be carried out as soon as possible upon receipt of the minimum data set of the ENS.

- **Article 186 (2) (a) UCC IA:**

RMS (COFE) shall share the ENS particulars immediately with IMSs and OMSs with matching parameters.

- **Article 186 (2) (b) UCC IA:**

IMSs and OMSs as referred to under (a) shall perform a safety and security risk analysis (e-screening) within the time limits and share identified risks with the RMS (COFE).

- **Article 186 (2) (c) UCC IA:**



RMS (COFE) shall take into account the information on e-screening results provided by IMSs and OMSs to complete the risk analysis.

- **Article 186 (2) (d) UCC IA:**

The RMS (COFE) shall make the risk analysis results available to IMSs and OMSs that contributed to the risk analysis and to those Member States that are potentially concerned by the movement of the goods (roles: MS of presentation, MS of control).

- **Article 186 (2) (e) (i) UCC IA:**

The RMS (COFE) shall notify the declarant or the representative of the completion of the risk analysis where these persons have requested to be notified (assessment complete).

- **Article 186 (3) UCC IA:**

RMS (COFE) can require further information from the person that lodged or submitted the ENS. Risk analysis will be completed after that information was received (Referral type RfI).

- **Article 186 (4) UCC IA:**

RMS (COFE) can require HRCM-screening (Referral type RfS). Declarant, representative or carrier have to provide the results of the screening to the requesting RMS.

- **Article 186 (5) UCC IA:**

'Do not load' now applicable also to air cargo.

- **Article 186 (7a) UCC IA:**

Customs authorities shall make the results of a (safety and security) control available to other customs authorities via ICS2 (control results message IE4S03).

- **Article 188 (1) UCC IA:**

ICS2 Release 1 shall be used for amendment and invalidation of ENS or ENS filings applicable that were lodged with ICS2 Release 1.

## **2.2. PROVISIONS THAT ARE NO LONGER APPLICABLE**

- **Article 104 (2) (a) UCC DA:**

The waiver from the obligation to lodge an ENS for postal consignments transported by air with final destination in the Union does not apply anymore.

- **Article 104 (4) (a) UCC DA:**

The waiver from the obligation to lodge an ENS for express consignments transported by air with an intrinsic value not exceeding 22 Euros is no longer applicable with regard to the obligation to lodge the (air pre-loading) minimum data set of the ENS.

- **Article 187 UCC IA:**

The provisions of that Article do not apply anymore in cases where the ENS was lodged with ICS2 Release 1.

### 3. PROCEDURE TO GO-LIVE WITH ICS2 RELEASE 1

#### 3.1. PRE-CONDITIONS TO GO-LIVE WITH ICS2 RELEASE 1

MSs and EOs will be allowed to go-live with ICS2, if they will pass ICS2 conformance testing for mode 1 & 2.

Those MSs not being able to finalise ICS2 conformance testing for mode 1 & 2 until 15 March 2021, should follow instructions provided in Section 4.

Those EOs not being able to finalise ICS2 conformance testing for mode 1 & 2 until 15 March 2021 or not able to go-live because MS, where EO is established or it has a main European hub, is not able to go-live as of 15 March 2021, should follow instructions provided in Section 5.

#### 3.2. PREPARATORY WORK TO BE DONE BY MEMBER STATES

There are several technical and organisational tasks to be done by MS before go-live. Technical tasks are described in ICS2 Release 1 Transition Plan, section 2.4.2.2 “At NA side” [RD03].

##### 3.2.1. Risk management readiness

The following activities should be taken by MSs:

Activities	Time line
Distribute contact details of AVSEC competent authorities to NRM.	26 October 2020
Configure common risk criteria for aviation security (AVSEC-CRC);	1 March 2021
Configure OMS parameters (if necessary);	1 March 2021
Distribute contact details of NRM to DG TAXUD ICS2 project team for distribution of a common list between customs authorities;	1 March 2021

Table 4: MS risk management readiness

##### 3.2.2. Organisational readiness of MS users

The following deployment activities should be taken by MSs:

Activities	Time line
Set up NSD as described in [RD04];	1 March 2021
Distribute centrally developed guidance:	1 March 2021
o Operational guidance to customs officials;	1 March 2021
o ICS2 helpdesk guidelines [RD01], [RD02] to NSD;	1 March 2021
Distribute Business continuity plan;	1 March 2021

Distribute nationally developed procedures and guidance to customs officials;	1 March 2021
Distribute contact details and working hours of NSD to customs officials. You can also provide information on working hours of CSD and this information can be found in SLA.	1 March 2021
Instruct customs officials:	1 March 2021
<ul style="list-style-type: none"> <li>o on lodgement of ENS filings and in particular where ENS filings should be lodged by express carriers (if any);</li> </ul>	1 March 2021
<ul style="list-style-type: none"> <li>o how presentation will be organised in particular MS including presentation of consignments being dispatch before go-live with ICS2</li> </ul>	1 March 2021
Provide customs officials with the list of MS not go-live with ICS2 Release 1 as of 15 March 2021	14 March 2021
Grant EO with deployment window, if requested by EO (for more details see Annex A: Deployment window)	14 March 2021

**Table 5: MS organisational readiness**

### 3.2.3. Technical readiness of EO users

There are several technical and organisational tasks to be done by EO before go-live. Technical tasks are described in ICS2 Release 1 Transition Plan [RD03], section 2.4.2.3 “At EO side”.

As the deviation from the overall MS and TAXUD roles and responsibilities, TAXUD ICS2 project team is proposing to takeover direct coordination of those technical actions with the EOs, and manage it in the similar way as the Conformance testing with EOs.

It is proposed that such model is applicable until 15 March 2021.

### 3.2.4. Organisational readiness of EO users

The following deployment activities should be taken by MSs with regard to the economic operators:

Activities	Time line
Distribute centrally developed guidance:	1 March 2021
<ul style="list-style-type: none"> <li>o Operational guidance for the EOs (postal and express)</li> </ul>	1 March 2021
Distribute Business continuity plan for the EOs	1 March 2021
Distribute nationally developed procedures and guidance to the EOs (if applicable)	1 March 2021
Publish contact details and working hours of NSD to EO(s) established in your country.	1 March 2021
Publish to EOs established in your country:	1 March 2021

○ Instructions on lodgement of ENS filings and in particular:	1 March 2021
▪ Express carriers should lodge ENS filings in ICS2 (pre-loading phase) and in ICS1 (pre-arrival phase)	1 March 2021
▪ what are the time limits to lodge ENS filings	1 March 2021
▪ where air pre-loading ENS filings should be lodged by express carriers	1 March 2021
○ instructions how presentation will be organised in particular MS including presentation of consignments being dispatch before go-live with ICS2	1 March 2021
Notify EO that it can request deployment window if necessary (for more details see Annex A: Deployment window)	1 March 2021

**Table 6: EO organisational readiness**

### **3.3. PREPARATORY WORK TO BE DONE BY THE ECONOMIC OPERATORS**

#### **3.3.1. Technical readiness**

The deployment activities to be taken by EOs are described in ICS2 Release 1 Transition Plan [RD03], section 2.4.2.3 “At EO side”.

#### **3.3.2. Organisational readiness**

EOs can request the Member state where EO is established for deployment window (for more details please see Annex A: Deployment window) if necessary.

EOs should follow instructions provided by MS where EO is established.

### **3.4. GO-LIVE WITH ICS2 RELEASE 1**

ICS2 Release 1 go-live on 15 March 2021 at 12:00 (CET).

## **4. PROCEDURE FOR MSS NOT GO-LIVE ON 15 MARCH 2021**

MS not go-live (or go-live partially) with ICS2 Release 1 as of 15 March 2021 should communicate this information to:

- DG TAXUD;
- EO(s) established in particular MS.

MS should communicate exactly which ICS2 functionality is / is not implemented in case of go-live with partial functionality.

### **4.1. MS WHICH DO NOT GO-LIVE ON 15 MARCH 2021**

#### **4.1.1. Communication with DG TAXUD**

MSs knowing that it won't be possible to go-live with ICS2 Release 1 on 15 March 2021 should officially notify DG TAXUD on this as indicated above. If this is already done prior to approval of this document there is no need to repeat this.

DG TAXUD:

- will provide assistance to speed up MS readiness to go-live with ICS2 Release 1 (if possible);
- will remove MS from code list CL717 of CFSS so that they are not involved in risk analysis process.

Before 15 March 2021 MSs should notify scheduled unavailability of MS NES and EO system to CSD. This should be done via ICS2 monitoring user interface or via e-mail to CSD in case MON UI is not available in advance.

Once the MS is ready to go live it should:

- notify CSD and DG TAXUD of go-live with ICS2 at least two weeks in advance so that ICS2 production environment could be configured accordingly;
- set up NSD as described in [RD04];
- exclusively manage and operate their own UUMDS IAM systems infrastructure, services and procedures;
- ensure EO readiness for go-live.

#### **4.1.2. Communication with EO(s)**

MS knowing that it won't be possible to go-live with ICS2 Release 1 should officially grant EOs with the deployment window for duration of MS unavailability (for more details please see Annex A: Deployment window). If EO is not ready before MS is ready to go-live EO should request additional deployment window for this period of time.

MS should notify EOs of:

- go-live with ICS2 at least two weeks in advance so that EO can prepare accordingly;
- contact details and working hours of NSD.

## **4.2. MS WHICH PARTIALLY GO-LIVE ON 15 MARCH 2021**

### **4.2.1. Communication with DG TAXUD**

MSs which go-live with ICS2 Release 1 on 15 March 2021 with partial ICS2 functionality should officially notify DG TAXUD on this and should specify exactly which ICS2 functionality won't be supported by particular MS as indicated above. If this is already done prior to approval of this document there is no need to repeat this.

DG TAXUD will evaluate impact and will support MS to be able to go-live with ICS2 Release 1.

MS should:

- notify CSD and DG TAXUD of readiness to go-live with full ICS2 Release 1 functionality at least two weeks in advance so that CSD and DG TAXUD could prepare for this accordingly;
- set up NSD as described in [RD04];
- exclusively manage and operate their own UUMDS IAM systems infrastructure, services and procedures;
- ensure EO readiness for go-live.

### **4.2.2. Communication with EO(s)**

MS knowing that it won't be possible to go-live with full ICS2 Release 1 on 15 March 2021 functionality should evaluate the impact for EOs and grant them with the deployment window for duration of MS partial unavailability (for more details please see Annex A: Deployment window). If EO is not ready before MS is ready to go-live EO should request additional deployment window for this period of time.

Once MS is ready to go live it should notify EOs on:

- go-live with full ICS2 Release 1 at least two weeks in advance so that EO can prepare accordingly;
- contact details and working hours of NSD.

## **5. PROCEDURE FOR EOs WHICH DO NOT GO-LIVE ON 15 MARCH 2021**

There are two possible scenarios for EOs not to go-live with ICS2 as of 15 March 2021:

- MS, where EO is established, is not ready to go-live with ICS2 Release 1 on that date;
- EO is not ready to go-live with ICS2 Release 1 on that date.

In both cases EO should get in contact with particular MS as soon as possible for further instructions how to proceed in this case and to be granted with deployment window (see also Annex A: Deployment window).

## 6. ANNEXES

### 6.1. ANNEX A: DEPLOYMENT WINDOW



Annex A.docx

### 6.2. ANNEX B: TRANSITION PLAN FOR ICS2 RELEASE 1 V1.40



TES-OTH-Transition  
Plan-ICS2 R1-v1.40.doc

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