OpenPEPPOL AISBL
9th General Assembly
21 March 2018

High-level agenda and timeline

10:00 – 12:30 OpenPEPPOL General Assembly Part 1

1. Participation and agenda
2. Welcome and overview of OpenPEPPOL AISBL status
3. Approval of 2017 Accounts of the OpenPEPPOL AISBL (Vote 1)
4. Candidacies, appointments and election
5. Overall approval of the revised Governance Model of the Association

13:30 – 15:00 OpenPEPPOL General Assembly Part 2

6. Changes to the OpenPEPPOL Statutes

15:30 – 17:00 OpenPEPPOL General Assembly Part 3

7. OpenPEPPOL Budget and Operational Plan for 2018
8. AOB

1. Participation and agenda
   a. Approval of agenda
   b. Participation and validity of representation
   c. Appointment of scrutineer and minute taker

Agenda (I)

1. **Participation and agenda**
   a. Approval of agenda
   b. Participation and validity of representation
   c. Appointment of scrutineer and minute taker

2. **Welcome and overview of OpenPEPPOL AISBL status**
   a. 2017 activities in review
   b. Strategic vision for the future

3. **Approval of 2017 Accounts of the OpenPEPPOL AISBL (Vote 1)**

4. **Candidacies, appointments and election**
   a. Formal acceptance of Dismissal, Appointment and/or Re-appointment of Management Members. (Vote 2A)
   b. Candidacies, election and appointment of the OpenPEPPOL Treasurer (Vote 2B)
   c. Election of Managing Committee members (Vote 3)

5. **Overall approval of the revised Governance Model of the Association**
   a. Introduction
   b. Approval of the revised governance model (Vote 4)

Agenda (II)

6. Changes to the OpenPEPPOL Statutes

   a. Revised naming conversions (Vote 5)

   b. Editorial changes (Vote 6)

   c. Substantial changes implementing the proposed governance model (Vote 7)

7. OpenPEPPOL Budget and Operational Plan for 2018

   a. Presentation of the Association's objectives and planned activities for 2018

   b. Presentations of the Coordinating Communities operational plans for 2018

     i.   Pre-Award Coordinating Community

     ii. Post-Award Coordinating Community

     iii. Transport Infrastructure Coordinating Community

   c. Summary of operational plan and budget for 2018

   d. Questions and comments to the 2018 operational plan and budget

   e. Approval of 2018 operational plan and budget (Vote 8)

8. AOB

Decision 1 a

The 9th General Assembly approves the proposed agenda

Participation and validity of representation

Members **as of: 14-03-2018 EOB**

▶▶ **264** Members in total / **262** members with the right to vote

▶▶ Quorum needed for conduct an ordinary GA is 50% +1 of members with voting right (132)

▶▶ Quorum needed for voting on statutes change is two-third of members with voting right (175)

▶▶ **140** members validly represented at the GA 21-03-2018

  ▶▶ **47** members represented physically

  ▶▶ **93** represented by proxy

▶▶ **24** persons without voting rights for their Organisation are attending

  ▶▶ **2** Observer

  ▶▶ **22** from member organisations, partners or other organisations

▶▶ All members present are to sign the attendance log

Decision 1 b

The 9th General Assembly is held with a quorum exceeding the minimum required to handle the ordinary issues on the agenda

▸▸ Voting item 1: Approval of 2017 Accounts of the OpenPEPPOL AISBL

▸▸ Voting item 2 A: Formal acceptance of Dismissal, Appointment and/or Re-appointment of Management Members.

▸▸ Voting item 2B: Candidacies, election and appointment of the OpenPEPPOL Treasurer

▸▸ Voting item 3 : Election of Management Committee members

▸▸ Voting Item 4: Approval of the revised governance model

▸▸ Voting item 8: Approval of 2018 operational plan and budget (Vote 8)

The 9th General Assembly is not held with a quorum sufficient for approving changes to the Statutes (Voting item 5-7)

Appointment of scrutineer and minute taker

▶▶ Anna-Lis Berg is the Managing Committee's candidate for the role as scrutineer at the 9ᵗʰ General Assembly

▶▶ Helen Finesilver is the Managing Committee's candidate for the role as minute taker at the 9ᵗʰ General Assembly

▶▶ Alternative candidates?

Decision 1 c

▶▶ Anna-Lis Berg is appointed as scrutineer at the 9th General Assembly

▶▶ Helen Finesilver is appointed as minute taker at the 9th General Assembly

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2. Welcome and overview of OpenPEPPOL AISBL status
   a. 2017 activities in review
   b. Strategic vision for the future

OpenPEPPOL AISBL

Statutory purpose and mission

The primary purpose of OpenPEPPOL is to enable European businesses to easily deal electronically with any European public sector buyers in their procurement processes, thereby increasing opportunities for greater competition for government contracts and giving better value for tax payers' money, to encourage new and innovative ICT services and to simplify access to larger markets for suppliers (especially small or medium sized enterprises).

Statutory scope of activities

OpenPEPPOL will meet its main purpose by:

1. Striving to promote usage of widely accepted technology standards and specifications from established standards setting organisations (hereinafter referred to as "PEPPOL specifications") for dealing electronically with any European public sector buyers in their procurement processes.

2. Providing the authoritative point of reference for networks of interoperable, PEPPOL-compliant infrastructure and the organisations that use it.

3. Ensuring the Long term sustainability of the PEPPOL-infrastructure networks and user communities.

4. Ensuring the Long term sustainability of the PEPPOL specifications, building blocks and services.

5. Promoting and supporting the ever-wider use of the PEPPOL specifications, building blocks and services.

Statutory scope of activities – cont.

▶▶ Business to business use of the PEPPOL-compliant infrastructure and use of PEPPOL-components and services in other areas than procurement is also recognised as important and will be encouraged and supported by the Association. Use of these items outside of Europe should also be encouraged and supported.

▶▶ OpenPEPPOL is a not-for-profit Association, and any margin of profit generated will be re-invested in activities to further support the purposes of the Association.

▶▶ As an organisation, OpenPEPPOL will be allowed to become a Member, a partner, or otherwise participate to other organisations, associations and/or consortia, provided that the objectives of such initiatives are in line with its own Mission and Purposes as set forth in the present Article.

▶▶ OpenPEPPOL will be allowed to initiate or participate in any other type of lawful activity that can support the fulfilment of its Mission, provided that the objectives of such initiatives are in line with its own Purposes as set forth in Article 4 of the Statutes.

Membership to date

▶▶ Number of Members on 14.03.2018: **264**

  ▶▶ **9** PEPPOL Authorities + OpenPEPPOL

  ▶▶ **232** AP Providers (163 in production, 31 in test)

  ▶▶ **84** SMP Providers (61 in production, 9 in test)

  ▶▶ **9** Pre-Award Service Provider

  ▶▶ **4** eSignature Validation Service Providers

  ▶▶ **11** End Users

  ▶▶ **2** Observers

  ▶▶ **12** Others

Briefing from the Secretary General – 2017 retrospective

▶▶ Continued growth

    ▶▶ Increase of 55 members to 258 in 2017, including one PEPPOL Authority member; the Office of Government Procurement, under the Department of Public Expenditure and Reform in Ireland

▶▶ Continued co-operation with EC and increased co-operation with other stakeholders

    ▶▶ EC and OpenPEPPOL have cooperated on activities to meet the conditions and timeline for a transition from use of the AS2 message exchange protocol to use of the AS4 protocol in the PEPPOL eDelivery Network.

    ▶▶ OpenPEPPOL has supported its members and potential members with information on CEF Digital funding opportunities for implementation of new specifications and upgrades of their services in the domains of eDelivery, eInvoicing and eProcurement. So far, the setup of 26 PEPPOL APs and the upgrade of 13 PEPPOL AP from AS2 to AS4 has been funded by CEF

    ▶▶ OpenPEPPOL and its members have followed up with EC and National Standardisation Bodies on the challenges related to the European Norm on e-Invoicing and e-Procurement standardisation activities caused by CEN Intellectual Property Rights (IPR) policies and the CEN business model

    ▶▶ Memorandum of Understanding (MoU) signed with the with the European Association of Public e-Tendering Platform Providers (EUPLAT). The MoU signed with EESPA in 2016 has been followed up through joint meetings and efforts to standardise invoice response messages.

▶▶ The OpenPEPPOL Managing Committee has followed up on the mandate given by the General Assembly to consider revisions of the Statutes of the Association. The results of this work, that includes a revision of the OpenPEPPOL governance model, will be presented at this 2018 General Assembly.

Overall achievements in 2017

▶▶ The number of certified Access Points (AP) in the PEPPOL network increased from 136 to 163 in 2017, while the number of Service Metadata Publishers (SMP) services increased from 48 to 84 in the same period

▶▶ The PEPPOL Post Award usage of the PEPPOL eDelivery Network continuous to grow substantially; more than 60 million e-invoicing transactions in 2017

▶▶ The operational capability and capacity of the Association, ensuring day-to-day operations and support for the Coordinating Communities and PEPPOL Authorities has been strengthened and further developed

▶▶ The takeover of e-SENS eTendering specifications and artefacts has been ensured by initiating a successful transition from a piloting group to the OpenPEPPOL Pre-Award Coordinating Community

▶▶ Completed a pre-study on the European Norm on e-invoicing (EN 16931) and created a new billing BIS, thereby implementing support for the EN in PEPPOL.

▶▶ Publication of the PEPPOL AS4 profile and initiation of the PEPPOL PKI transition

OpenPEPPOL Work groups

Teams at organisational level

▶▶ **Agreement CMB** (Jostein Frømyr)

Work Groups at Organisational level

▶▶ **Agreement Revision (**Jostein Frømyr)

Taskforces at Organisational level

▶▶ **PKI migration** (Anna-Lis Berg)

▶▶ **Revised statutes** (Steve Graham)

▶▶ **AS4 convergence T3 evaluation** (Anna-Lis Berg)

▶▶ **Revised Governance model** (André Hoddevik)

▶▶ **Centralised eDelivery test facilities** (Anna-Lis Berg)

Work groups and taskforces in pipeline:

▶▶ **Revision of the financial model** (Steve Graham)

TICC Work groups

▶▶ **E-Delivery test requirements** (Olav Kristiansen)

▶▶ **Revision of document identifiers** (Erlend Bergheim)

TICC Teams

▶▶ **TICC CMB**

PrACC Work groups

▶▶ **eTendering Transition in (**Kornelis Drijfhout)

▶▶ **eCatalogue** (Jan Mærøe)

PrACC Teams

▶▶ **PrACC CMB**

PoACC Work groups

▶▶ **BIS Invoice Message Response** (Ahti Allikas)

▶▶ **BIS European Norm Invoice Project** (Olav Kristiansen)

PoACC Teams

▶▶ **PEPPOL POACC CMB** (Sören Pedersen)

▶▶ **PEPPOL DEV TEAM** (Olav Kristiansen)

▶▶ **PEPPOL TEST TEAM** (Jan Mærøe)

2b

Strategic vision for the future

OpenPEPPOL strategic surroundings

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Connecting Europe Facility (CEF)
CEF eDelivery DSI
CEF eInvoicing DSI
CEF eProcurement DSI
Core Service Platforms
Generic Services

Public procurement directives

eInvoicing in public procurement directive

eIDAS regulation – ERDS

General Data Protection Regulation – GDPR

ISO20022-based payments
Banking sector

DG DIGIT

DG GROW

DG CNECT

Blockchain/DLT
Other emerging technologies

CEN TC 434
EN on eInvoicing (EN16931)
CEN TC 440

EMSFeI
EXEP

National MSFeIs

Markets outside Europe
Australia
North America
Singapore/Asia

EUPLAT

EESPA

GS1

Other industries

Strategic direction for growth

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2018

2021?

eInvoicing and PEPPOL Authorities

New industries/domains and use outside Europe
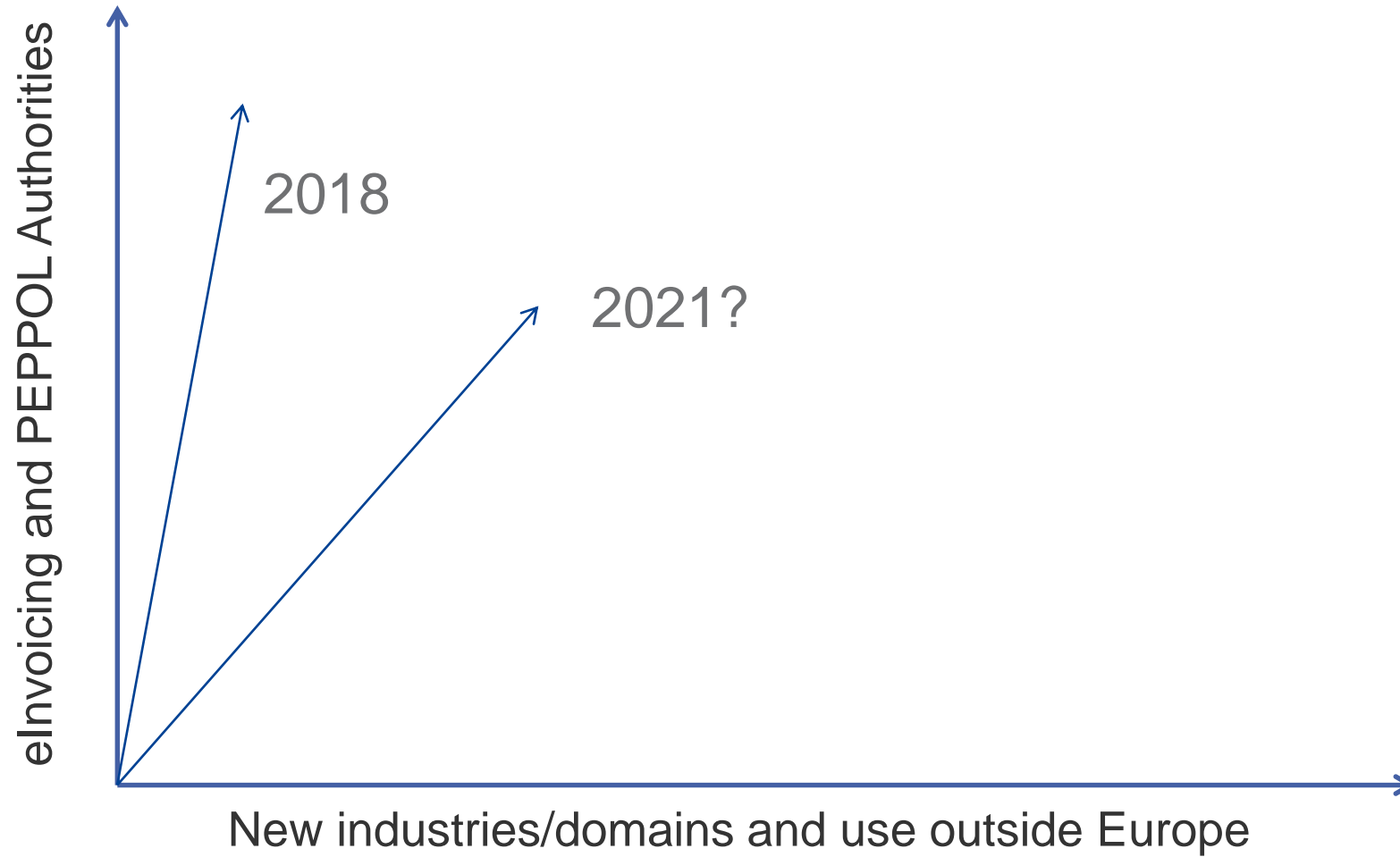
PEPPOL Authorities – mainly focused on eInvoicing

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Current PEPPOL Authorities

▶▶ Agency for Digital Italy (AgID) (Italy)

▶▶ BOSA (Belgium)

▶▶ Department of Health (UK)

▶▶ Department of Public Expenditure and Reform (Ireland)

▶▶ Difi (Norway)

▶▶ DIGST (Denmark)

▶▶ ESV (Sweden)

▶▶ Ministry of Economic Development (Poland)

▶▶ SimplerInvoicing (Netherlands)

▶▶ OpenPEPPOL AISBL

▶▶ Possible PEPPOL Authorities in 2018?
EU/EEA countries with PEPPOL Access Points without a PEPPOL Authority at national level

▶▶ Austria

▶▶ Croatia

▶▶ Cyprus

▶▶ Czech Republic

▶▶ Estonia

▶▶ Finland

▶▶ France

▶▶ Germany

▶▶ Greece

▶▶ Iceland

▶▶ Slovenia

▶▶ Spain

Outside Europe

▶▶ Canada

▶▶ Singapore

▶▶ USA

New industries/domains and use outside Europe

▶▶ eTendering as part of the pre-award domain (in progress)

▶▶ Payment instructions – ISO20022-based messaging between ERP-systems and banks (in progress)

▶▶ Revised framework for PEPPOL Transport Infrastructure Agreements

    ▶▶ Two-layer agreement structure

        ▶ PEPPOL eDelivery Network agreements on transport level

        ▶ Domain specific agreements on business process and payload level

    ▶▶ Policies for establishing support for new domains at European level and/or national/regional level

    ▶▶ Will constitute a framework for prioritisation and handling of the take-up of new industries/domains as users of the PEPPOL eDelivery Network

3. Approval of 2017 Accounts of the OpenPEPPOL AISBL (Vote 1)

Accounting 2017 – approved budget

As shown in page 2 in Background document for voting item 1

2017 Budget	Baseline	GA budget	
Income	315 428 €	407 056 €	Forecast growth
Membership Fees 2017	305 428 €	397 056 €	30 %
Income carried forward	18 000 €	18 000 €	
Allowance for doubtful Accts. (off-Boarding)	-8 000 €	-8000	
Expenses	297 446 €	389 075 €	Uplift used in%
Domiciliation	3 000 €	5 749 €	3 %
Fees/Accounting and Tax	40 500 €	49 663 €	10 %
Professional fees - Operations	150 000 €	186 651 €	40 %
Professional fees- Consumables	45 000 €	58 745 €	15 %
Fees & Subscriptions /memberships	1 050 €	2 883 €	2 %
Travel Cost	22 500 €	31 663 €	10 %
Annual fairs and Exhibitions	20 096 €	29 259 €	10 %
Marketing expense	15 000 €	24 163 €	10 %
Bank Charges	300 €	300 €	0 %
	17 982 €*	17 982 €*	

Accounting 2017 – year-end result

	Expected budget end December	2017 annual position end Dec €	Delta	Expected split of expense in budget in %	Actual split of expense to total expense in %
Income	407 056 €	404 279	-2 777		
Membership Fees 2017	397 056 €	396 191	-865		
Income carried forward	18 000 €	18 088	88		
Allowance for doubtful Accts. (off-Boarding)	-8000	-10 000	2 000		
Expenses	389 075 €	384 136	-4 939	389 075	384 136
Domiciliation	5 749 €	2 793	2 956	1,5 %	0,7 %
Fees/Accounting and Tax	49 663 €	28 155	21 508	12,8 %	7,3 %
Professional fees - Operations	186 651 €	250 609	-63 958	48,0 %	65,2 %
Professional fees- Consumables	58 745 €	56 752	1 993	15,1 %	14,8 %
Fees & Subscriptions /memberships	2 883 €	1 050	1 833	0,7 %	0,3 %
Travel Cost	31 663 €	19 918	11 745	8,1 %	5,2 %
Annual fairs and Exhibitions	29 259 €	15 284	13 975	7,5 %	4,0 %
Marketing expense	24 163 €	8 459	15 704	6,2 %	2,2 %
Bank Charges	300 €	1 116	-816	0,1 %	0,3 %
Surplus	17 982 €	20 143	2 161		

▶▶ As shown in page 3 in Background document for voting item 1

▶▶ Detailed explanations on page 4 and 5

Vote 1 – Approval of 2017 Accounts

	Expected budget end December	2017 annual position end Dec €	Delta	Expected split of expense in budget in %	Actual split of expense to total expense in %
Income	407 056 €	404 279	-2 777		
Membership Fees 2017	397 056 €	396 191	-865		
Income carried forward	18 000 €	18 088	88		
Allowance for doubtful Accts. (off-Boarding)	-8000	-10 000	2 000		
Expenses	389 075 €	384 136	-4 939	389 075	384 136
Domiciliation	5 749 €	2 793	2 956	1,5 %	0,7 %
Fees/Accounting and Tax	49 663 €	28 155	21 508	12,8 %	7,3 %
Professional fees - Operations	186 651 €	250 609	-63 958	48,0 %	65,2 %
Professional fees- Consumables	58 745 €	56 752	1 993	15,1 %	14,8 %
Fees & Subscriptions /memberships	2 883 €	1 050	1 833	0,7 %	0,3 %
Travel Cost	31 663 €	19 918	11 745	8,1 %	5,2 %
Annual fairs and Exhibitions	29 259 €	15 284	13 975	7,5 %	4,0 %
Marketing expense	24 163 €	8 459	15 704	6,2 %	2,2 %
Bank Charges	300 €	1 116	-816	0,1 %	0,3 %
Surplus	17 982 €	20 143	2 161		

Voting item 1

The 9th OpenPEPPOL General Assembly gathered 21st of March 2018 in Brussels, approves the 2017 Accounts of the Association, as shown in the table.

4. Candidacies, appointments and election

a. Formal acceptance of Dismissal, Appointment and/or Re-appointment of Management Members (Vote 2 A)
b. Candidacies, election and appointment of the OpenPEPPOL Treasurer (Vote 2 B)
c. Election of Managing Committee members (Vote 3)

Formal acceptance of Dismissal, Appointment and/or Re-appointment of Management Members (Vote 2 A)

According to Belgian Law it is the obligation of an AISBL to gain the General Assemblies official approval of dismissals, appointments and approval of management members of the association, and to publish the changes in the annexes of the Belgian Official Gazette.

The 9th OpenPEPPOL GA are therefore kindly asked to approve that the changes in management members made at and in conjunction to this year's GA is published in the annexes of the Belgian Official Gazette. Stating clearly who is leaving as management member and who is joining as such.

In 2018 this includes approving the publication of:

▶▶ The change of representation in the role as Post-Award Community leader and member of the Managing Committee as approved by the Managing Committee (made in conjunction to the GA)

  ▶ ESV replaces Sören Pedersen with Peter Norén as their representative, Sören Pedersen continues to handle the day-to-day management of the Post-Award Community as Peter Norén's deputy

▶▶ Result of the election of Pre-Award Community leader (made in conjunction to the GA)

▶▶ Result of the election of the Treasurer (made at the GA)

▶▶ Result of the election of Managing Committee members (made at the GA)

Vote 2A – Formal acceptance of Dismissal, Appointment and/or Re-appointment of Management Members

Voting item 2A:

The 9th OpenPEPPOL General Assembly gathered 21st of March 2017 in Brussels approve that the changes in management members made at and in conjunction to this year's General Assembly is published in the annexes of the Belgian Official Gazette.

In 2018 this includes approving the publication of:

▶▶ The change of representation in the role as Post-Award Community leader and member of the Managing Committee approved by the Managing Committee (made in conjunction to the GA)
▶▶ Result of the election of Pre-Award Community leader (made in conjunction to the GA)
▶▶ Result of the election of the Treasurer (made at the GA)
▶▶ Result of the election of Managing Committee members (made at the GA)

Candidacies, election and appointment of the OpenPEPPOL Treasurer (Vote 2B)

▶▶ According to the rules and regulations related to an AISBL established under Belgian law, the Treasurer is to be (re)appointed each year at the General Assembly. The organisation currently appointed as Treasurer is the Norwegian Agency for Public Management and eGovernment (Difi)

▶▶ The 9th OpenPEPPOL AISBL General Assembly gathered 21st of March 2018 in Brussels has the possibility to approve the re-election of the Norwegian Agency for Public Management and eGovernment (Difi) and the appointment of Anna-Lis Berg as Treasurer of the AISBL.

▶▶ Alternatively, the OpenPEPPOL AISBL General Assembly has the possibility to appoint any other Member organization to take responsibility as the Treasurer as long at this organisation provides a named person for the role.

Vote 2B – Candidacies, election and appointment of the OpenPEPPOL Treasurer

Voting item 2B:

The 9th OpenPEPPOL General Assembly gathered 21st of March 2017 in Brussels re-elect the Norwegian Agency for Public Management and eGovernment (Difi) and approve the appointment of Anna-Lis Berg as Treasurer of the AISBL.

Election of Managing Committee members (Vote 3)

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According to the provisions of art. 16 in the Statutes, the 9th OpenPEPPOL AISBL General Assembly gathered 21st of March 2018 in Brussels are invited to:

1. Approve that two members are to be elected to the Managing Committee for the term of two years.

2. Approve that these two members are representing respectively:

   a. Service Providers

   b. Public Administrations

3. Vote to elect the two Managing Committee members amongst the listed candidates – one for each category.

Election of Managing Committee members (Vote 3)

As a result of the call for candidates to the position as Managing Committee Member, two candidacies were submitted, one as representative for the service providers and one as representative for public administrations.

Incoming candidates:

▶▶ Steve Graham from the National Department of Health, UK
Steve has been member of the Managing Committee for the last two years and is submitting his candidacy as availability for re-election as representative of the public administrations

▶▶ Ahti Allikas from OpusCapita, Estonia
Ahti has been an active participant and leader of Work Groups in the Post Award Community and is currently a member of the Post Award Coordinating Community. He is submitting his candidacy as representative of the service providers

Their motivation letters and CVs has been distributed as part of the Background document for voting item 3

Vote 3 – Election of Managing Committee members

Voting item 3:

The 9th OpenPEPPOL General Assembly gathered 21st of March 2018 in Brussels has decided the following:

1. The 9th General Assembly approve that two Managing Committee members shall be elected.

2. The 9th General Assembly approve that the following categories of members are represented:

   a) Service providers

   b) Public administrations

3. The 9th General Assembly elect the two candidates:

   a) Ahti Allikas as representative for Service providers

   b) Steve Graham as representative for Public administrations

5. Overall approval of the revised Governance Model of the Association

a. Introduction

b. Approval of the revised governance model (Vote 4)

Introduction – background and primary goals

Why change the governance structure?

▶▶ The first version of the Statutes was formed together with a governance structure filling the need and size of a small organisation

▶▶ With the existing growth rate and expected increased future growth rate, the need to establish a scalable governance structure and a stable financing model is vital

▶▶ It is time to change the governance structure and operational setup of OpenPEPPOL, and to adjust the statutory requirements and boundaries for governance

The primary goals for changing the definition of OpenPEPPOL Governance are

▶▶ **Scalability**: The new governance structure should support the need of the organisation to sustain fast growth, incorporate new communities and support a larger membership

▶▶ **Flexibility**: Details of governance functions should remain outside the Statutes, thereby allowing for necessary fine-tuning to fit evolving needs and day-to-day operations

▶▶ **Simplicity**: When, and to the degree possible, adopted procedures should aim to minimize administrative burden for the elected officials and hired personnel of the Association, as well as for the Members themselves

Introduction – scope

Simplification of the way the governance structure is described in the Statutes:

Leaving out

▶▶ Names and numbers of communities

▶▶ Details about coordinating boards and change management boards

▶▶ Details about functions covered in day-to-day Operations

▶▶ Details about how to prepare, plan and execute meetings in the Association

Adding in the possibility to

▶▶ Expand boards and committees with representatives from relevant entities or communities, if required

▶▶ Pre-elect substitute representatives to boards and committees

Establishing an unambiguous organisational structure by

▶▶ Unifying the way committee and board members are elected

▶▶ Establishing an unambiguous split between management activities, member activities and operational activities

▶▶ Requiring a common governance structure to be used in all communities

▶▶ Provide clear and unambiguous principles for delegations and escalations

The new governance model – 3 types of governance

1. Strategic governance; focusing on strategic dissemination, development of the association, business development and key stakeholder communication.

2. Governance of sustainability and development; focusing on sustainability, development and dissemination of specifications, policies and artefacts.

3. Operational governance: focusing on governance, administration and operation of the Association and the PEPPOL eDelivery Network

The new governance model – Strategic governance

The governance processes put in place in this area have the main purpose to ensure:

▶▶ The statutory requirements are followed,

▶▶ The decisions of the General Assembly are implemented and followed

▶▶ The business model of the association is in line with the needs and requirements of the Association and its members.

▶▶ The strategic stakeholder management is aligned with the strategy, requirements and scope of the association.

▶▶ Initiation, validation and quality assurance of elections in the Association, including ensuring availability of eligible and qualified candidates.

Strategic governance is handled by members of the Managing Committee as elected by the General Assembly, supported by the Election Committee in inviting and assessing candidates for the positions.

All strategic governing bodies refer to and are held accountable to the General Assembly, they are led by the Secretary General and can escalate unresolved issues to the General Assembly.

The new governance model – Governance of sustainability and development (I)

The focus for the governance of sustainability and development is to manage, monitor and lead development and maintenance of the PEPPOL specifications, policies and artefacts. The activities are member driven, as is the governance. The core principle for development is collaboration and consensus where possible, and efficient decision making through majority voting when required.

The governance processes put in place in this area have the main purpose to ensure:

▶▶ Specifications are developed, maintained and implemented to support business process interoperability, both domestic, cross-sectors and cross-border

▶▶ Policies are developed and implemented to ensure compliance in the PEPPOL eDelivery Network and agreement framework

▶▶ Requirements to centralised operations and administration cater for the common use of the PEPPOL eDelivery Network

▶▶ Representation of and collaboration on behalf of OpenPEPPOL in standardisation bodies and service provider communities.

▶▶ Knowledge sharing, coordination and alignment related to national participation in standardisation activities

Governance of sustainability and development are member driven activities, carried out in the Communities of the Association.

The new governance model – Governance of sustainability and development (II)

Going forward, the Association will have two community types:

1. Domain specific communities, organised per the business process area or domain covered and focused on development and sustainability of specifications, requirements and policies.

2. Stakeholder communities, organised per member category or membership type and focused on development and sustainability of the PEPPOL Agreement Framework and alignment of the members' interests across the domain specific communities.

Population of boards and coordinating committees is made by use of community-based elections, where all voting members of coordinating governing bodies are elected as representatives of a distinct community, and the voting members of the change management boards are recruited from and elected by the respective community.

All bodies governing sustainability activities refer to the Managing Committee and have the possibility to escalate to the Managing Committee, then the Secretary General and ultimately to the General Assembly on issues of strategic or principle interest.

The new governance model – Operational governance

The focus for the operational governance is to manage, monitor and lead the operations.
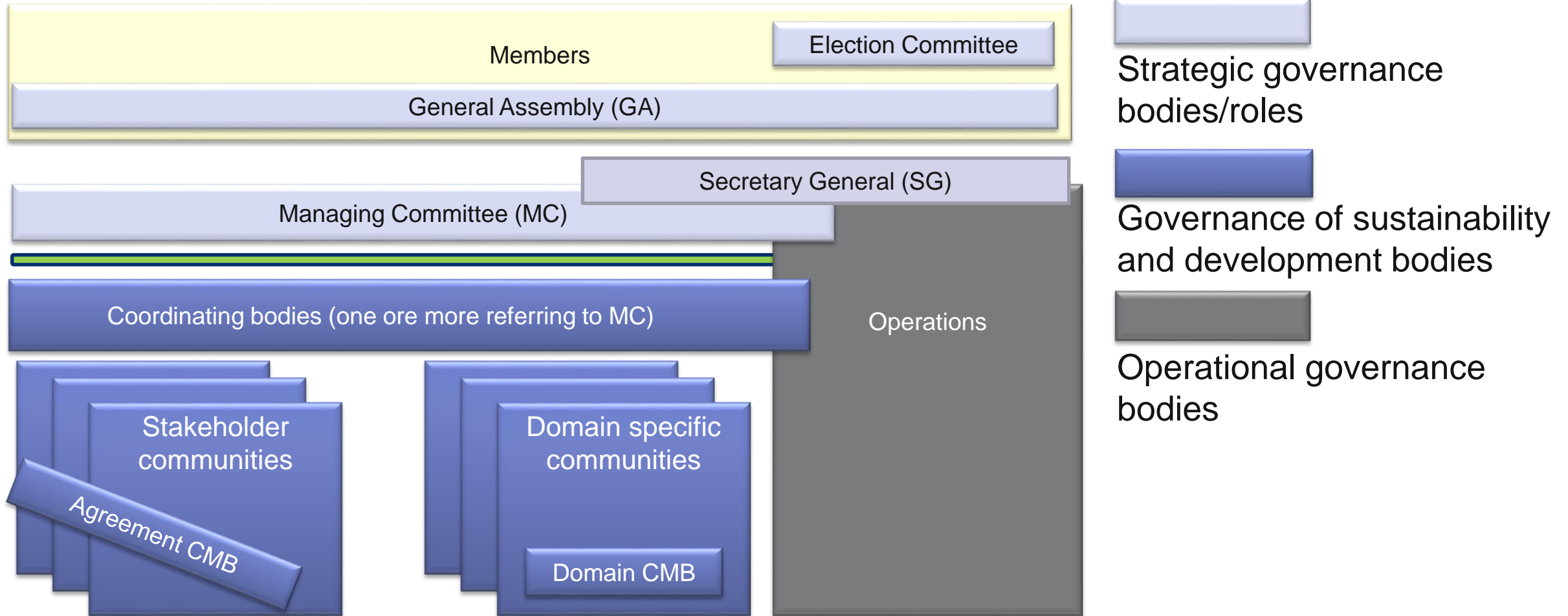
The governance processes put in place in this area have the main purpose to ensure:

▸▸ The operation of the Association is in line with the approved budget and operational workplan.

▸▸ The operational support to the Association and its members, is in line with the statutory requirements, and follows the rules laid down in the Internal Regulations.

▸▸ Operation of the PEPPOL eDelivery Network is in line with the requirements and policies put in place by the Communities, and supports the focus areas set out by the Managing Committee.

▸▸ Member support and management is aligned with the strategy, requirements and scope of the Association.

Operational governance is led by the Operations Manager, who refers to the Secretary General and is held accountable to the Managing Committee. The operational governance is organised according to functional areas and is populated with resources or consultants assigned by the association or provided by member organisations as dedicated in-kind contributions.

All resources in operations refer to the Operations Manager regardless of the scope of their activities, even if they are provided as In-kind resources. All resources in operations have the possibility to escalate to the Secretary General.

High-level model of the governance setup

Members

Election Committee

General Assembly (GA)

Secretary General (SG)

Managing Committee (MC)

Coordinating bodies (one ore more referring to MC)

Operations

Stakeholder communities

Agreement CMB

Domain specific communities

Domain CMB

Strategic governance bodies/roles

Governance of sustainability and development bodies

Operational governance bodies

Strategic governance bodies

▶▶ General Assembly; highest Authority in the Association and decision body for the member community

▶▶ Election Committee; elected at the General Assembly with responsibility to ensure the availability of eligible and qualified candidates for elections to the Managing Committee.

▶▶ Secretary General; highest authority in-between General Assemblies, elected at the General Assembly.

▶▶ Managing Committee; elected by the General Assembly. Populated with 5 to 9 members including the Secretary General. Holds the overall responsibility for overseeing activities carried out by the Association.

Bodies for governance of sustainability and development

▶▶ Coordinating bodies; bodies established to cater for cross-community collaboration and alignment. Each body is populated with leaders or formally elected representatives of each of the relevant communities, and chaired by a person elected by the members of the body or appointed by the Managing Committee.

▶▶ Stakeholder communities; organised according to member type/category. Each community elects its own leader, as well as any representative needed to join the Agreement Change Management Board and other cross-community bodies.

▶▶ Domain-specific communities; organised according to domain focus. Each community elects its own leader, and its own Change Management Board as well as any representative needed to join any cross-community bodies.

Operational governance bodies

▶▶ There are no formal operational governance bodies required in the statutes, only the requirement for operations to support the daily operation and administration as well as the implementation of the decisions of the General Assembly and other strategic bodies.

The person in charge of the operations function refers to the Secretary General, and the function is organised according to the operational needs and requirements of the Association.

Election principles

▶▶ The core principles for elections are that the Managing Committee and Secretary General are elected directly by the General Assembly, supported by the advice of the Election Committee, whereas any members elected for a position related to community work are elected by the community itself.

▶▶ There are no election processes relevant in operations, as this is handled by assigned or dedicated resources only.

Collaboration, delegation, escalation and elections (I)

General

▶▶ All communities are obliged to appoint a community leader to organise and lead the work of the community; formally represent the community; and participate in collaboration bodies on behalf of the community.

▶▶ All community leaders shall participate proactively in cross-community coordination.

▶▶ All communities are obliged to follow the unified rules of the Association, including the processes methods and tools for governance in the association.

Domain-specific communities

▶▶ Domain-specific communities are governing bodies for sustainability and development of profiles and policies.

▶▶ The domain-specific communities are open for any member to join as observers, but full membership with voting rights will be subject to a community-specific fee.

▶▶ All activities in a domain-specific community are open for all members of that community

▶▶ All members are expected to be a member in at least one domain-specific community

▶▶ All service providers are obliged to participate in the domain-specific community governing specifications relevant for the service they provide

Collaboration, delegation, escalation and elections (II)

Stakeholder communities

▶▶ Stakeholder communities are established as an arena for specific member types across domain-specific communities for knowledge sharing and collaboration.

▶▶ Stakeholder communities are open for members of a specific member type or category.

▶▶ All members are obliged to join one stakeholder community. Membership in more than one stakeholder community is possible, if the member holds different roles.

▶▶ Sustainability, development and change management of the PEPPOL Agreement Framework is the collective responsibility of the stakeholder communities.

Collaboration, **delegation, escalation** and elections (III)

The highest authority of the OpenPEPPOL AISBL is the General Assembly.

In-between two General Assemblies, the General Assembly, by default delegates:

▶▶ The Power of Attorney to the Secretary General, being the highest authority

▶▶ The responsibility for overseeing activities carried out by the Association, to the Managing Committee

▶▶ The responsibility for maintaining and developing specifications and policies of the PEPPOL eDelivery Network and business process interoperability, to the domain-specific communities.

▶▶ The responsibility for maintaining and adjusting the PEPPOL Agreement Framework, to the stakeholder communities.

▶▶ The responsibility to handle operations and the day-to-day administration of the Association, to the operations function

All the above mentioned governing bodies have the right to:

▶▶ Delegate specific tasks within their jurisdiction to Work Groups or dedicated taskforces.

▶▶ Escalate disputes or open issues according to the common escalation path in the Association.

The escalation path in the organisation follows the line of delegation upwards, defining the highest authority for escalation according to the default General Assembly delegation described above. Only unresolved issues of a strategic or principle nature can be escalated to the General Assembly. Other types of issues will need to be settled at a lower level in the Association.

Collaboration, delegation, escalation and **elections** (II)

Election procedures are aligned as follows;

▶▶ All election processes follow the same logic and procedure.

▶▶ All elections to PEPPOL governance bodies are made at or in conjunction with the General Assembly.

▶▶ All elections are initiated with a Call for Participants.

▶▶ All voting members in governing bodies (boards, committees) are elected by and representing members (except Observers).

▶▶ Observers have no voting rights and cannot be elected for any position in the Association.

▶▶ All governing bodies have the possibility of pre-electing substitutes.

▶▶ All governing bodies have the possibility to allow appointed experts or elected community representatives to join as observers with no voting rights.

Approval of the revised governance model (Vote 4)

Voting item 4 (I)

The 9th OpenPEPPOL General Assembly gathered 21st of March 2018 in Brussels approves the following principles for a revised Governance Model:

1. The following fundamental principles will be used as basis for the change of the governance model and the statutes:

    a. Scalability: The new governance structure should support the need of the organisation to sustain fast growth, incorporate new communities and support a larger membership.

    b. Flexibility: Details of governance functions should remain outside the Statutes, thereby allowing for necessary fine-tuning to fit evolving needs and day-to-day operations.

    c. Simplicity: When, and to the degree possible, adopted procedures should aim to minimize administrative burden for the elected officials and hired personnel of the Association, as well as for the Members themselves.

Approval of the revised governance model (Vote 4)

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Voting item 4 (II)

2. The primary scope of the proposed changes is to simplify the way we describe the governance structure in the Statutes as follows:

Leaving out:

a. Names and numbers of communities

b. Details about coordinating boards and change management boards

c. Details about functions covered in day-to-day Operations

d. Details about how to prepare, plan and execute meetings in the Association

Adding in the possibility to:

e. Expand boards and committees with representatives from relevant entities or communities, if required

f. Pre-elect substitute representatives to roles, boards and committees

Establishing an unambiguous organisational structure by:

g. Unifying the way committee and board members are elected

h. Establishing an unambiguous split between management activities, member activities and operational activities

i. Requiring a common governance structure to be used in all communities.

j. Provide clear and unambiguous principles for delegations and escalations.

Approval of the revised governance model (Vote 4)

Voting item 4 (III)

3. The statutory requirements of the OpenPEPPOL Governance structure operate with the following three main areas of governance (as illustrated below):

   a. Strategic governance; focusing on strategic dissemination, development of the association, business development and key stakeholder communication.

   b. Governance of sustainability and development; focusing on sustainability, development and dissemination of specifications, policies and artefacts.

   c. Operational governance: focusing on governance, administration and operation of the Association and the PEPPOL eDelivery Network
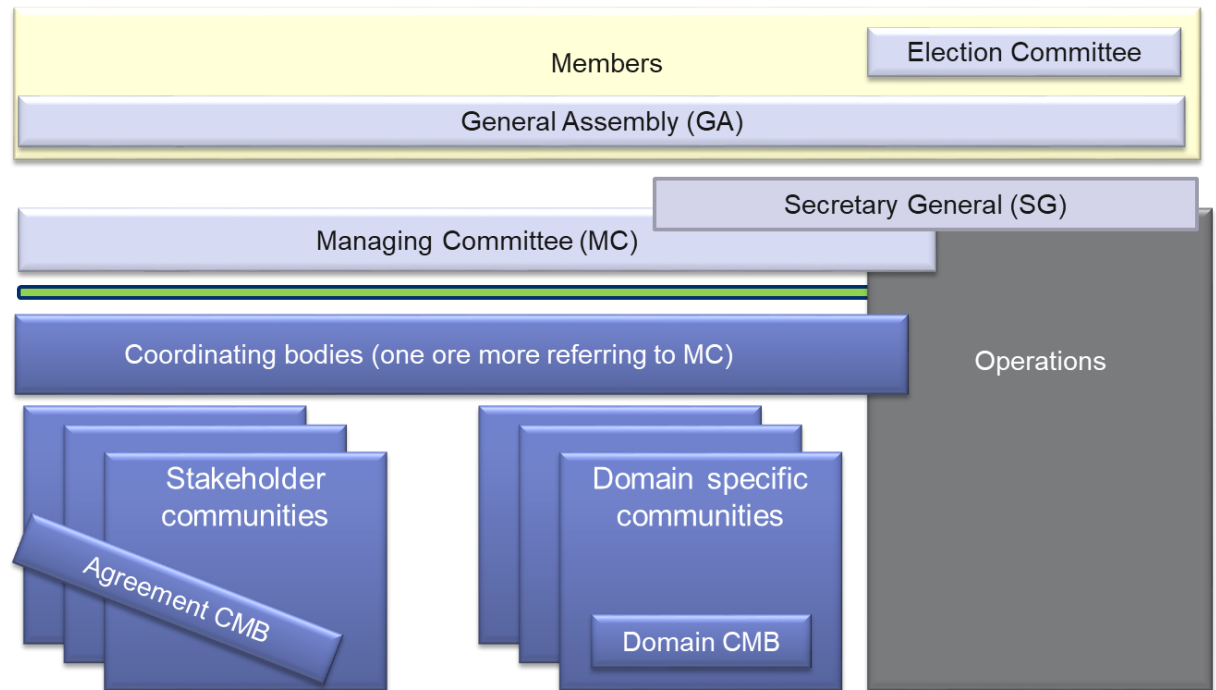
Voting item 4 (IV)

4. Election principles

   a. The core principles for elections are that the Managing Committee and Secretary General are elected directly by the General Assembly, supported by the advice of the Election Committee, whereas any members elected for a position related to community work are elected by the community itself.

5. Collaboration, delegation, escalation and elections

   a. The core principles for collaboration, delegation, escalation and elections, as set out in the statutes, is member involvement, and the use of unified processes and procedures across the different entities/units/ bodies in the organisation.

6. Changes to the OpenPEPPOL Statutes

a. Revised naming conversions (Vote 5)
b. Editorial changes (Vote 6)
c. Substantial changes implementing the proposed governance model (Vote 7)

Revised naming conventions (Vote 5)

	Current	Future
1.	Coordinating Communities	Communities
2.	Transport Infrastructure Coordinating Community	eDelivery Community
3.	Domain: geographic, industrial or operational scope	Domain: business process areas covered by a Community

Changes
1. Remove repetitive statements
2. Make references to Internal Regulations consistent
3. Harmonise statements regarding elections, appointments and dismissals
4. Clarify Observer rights
5. Simplify member types and fees, providing flexibility for adaptation
6. Detach membership application processes from Managing Committee meetings
7. Relieve Managing Committee from operational payment processes
8. Simplify member withdrawal and disqualification processes
9. Limit member post withdrawal liabilities
10. Simplify election voting processes

	Changes
11.	Simplify meeting management and record sharing processes
12.	Consolidate decision making processes across the Association
13.	Simplify arrangements for meeting management processes
14.	Remove obsolete Managing Committee requirements
15.	Simplify Managing Committee obligations in the affairs of the Association
16.	Generalise terminology around staffing to 'operations function'
17.	Remove details of the composition of the operations function
18.	Revise Treasurer responsibilities
19.	Correct language errors

Substantial changes implementing the proposed governance model (Vote 7)

	Changes
1.	Appointment of PWC as proxy for OpenPEPPOL to submit agree Statute revisions
2.	Harmonise statements on quorum and voting across the Association
3.	Limit the extent of the Statutes over the creation, type and naming of Communities, Coordinating bodies and Change Management Boards
4.	Clarify and harmonise delegation and escalation processes
5.	Amend Managing Committee and Coordinating body representation resulting from revised Governance Model
6.	Establish an Election Committee
7.	Clarify arrangements for elected and appointed representatives
8.	Enabler greater access for Observers to OpenPEPPOL bodies

7. OpenPEPPOL Budget and Operational Plan for 2018

a. Presentation of the Association's objectives and planned activities for 2018

b. Presentations of the Coordinating Communities operational plans for 2018

    i.   Pre-Award Coordinating Community

    ii. Post-Award Coordinating Community

    iii. Transport Infrastructure Coordinating Community

c. Summary of operational plan and budget for 2018

d. Questions and comments to the 2018 operational plan and budget

e. Approval of 2018 operational plan and budget (Vote 8)

Presentation of the Association's objectives and planned activities for 2018 (I)

The plan for the Secretary General (SG) and the Managing Committee (MC) in 2018 is to continue the institutional role and lead the MC and the AISBL according to statutory requirements. The Secretary General, supported by the Operations Manager and the Managing Committee members, will:

▶▶ Represent OpenPEPPOL AISBL and promote PEPPOL specifications, building blocks and services in relevant fora.

▶▶ Lead efforts to recruit new Members, with emphasis on the introduction of new PEPPOL Authorities in more countries, leveraging opportunities presented by EU legislation and the need for all Member States and associated countries to implement the revised Public Procurement Directive and the Directive on eInvoicing in Public Procurement.

▶▶ Further describe and develop the OpenPEPPOL governance structure within the framework of the revised OpenPEPPOL Statutes as agreed in the 2018 General assembly. It is a goal to have the revised governance structure, including revised Internal Regulations, fully operational from 2019.

▶▶ Further describe and develop the concept of PEPPOL Authorities taking on the role as incubators for use of the PEPPOL eDelivery Network in new domains and the responsibility to facilitate growth of PEPPOL outside Europe.

Presentation of the Association's objectives and planned activities for 2018 (II)

▶▶ Assist the Coordinating Communities in further adoption of common routines for collaboration, decision-making, knowledge sharing, and change management, as well as processes for definition, design, development and documentation of PEPPOL specifications and operational policies. As common processes will facilitate Members' participation in multiple Coordinating Communities, making it easier to contribute, follow or combine the sustainability work across communities.

▶▶ Continue the engagement with the European Commission and other institutional stakeholders to ensure the proper placement and representation of the Association in activities of strategic importance in existing and upcoming programs and initiatives, with emphasis on the CEF Digital activities relevant for funding opportunities for OpenPEPPOL Members and CEN on the challenges identified in the CEN Intellectual Property Rights (IPR) policies and the CEN business model.

▶▶ Follow up on the LoU with the EC on transition from use of the AS2 message exchange protocol to use of the AS4 protocol in the PEPPOL eDelivery Network.

▶▶ Support members with information on CEF Digital funding opportunities for implementation of new specifications and upgrades of their services in the domains of eDelivery, eInvoicing and eProcurement.

▶▶ Ensure development of a revised PEPPOL Transport Infrastructure Agreement (TIA) framework catering for the uptake of new domains as users of the PEPPOL eDelivery Network with a goal to release a new set of PEPPOL Agreements for review in 2018.

Presentations of the Coordinating Communities operational plans for 2018

i. Pre-Award Coordinating Community
ii. Post-Award Coordinating Community
iii. Transport Infrastructure Coordinating Community

Pre-Award Coordinating Community (I)

The main areas of activity in 2017 have been the following:

▶▶ To ensure the takeover of e-SENS eTendering specifications and artefacts by initiating a successful transition from a piloting group to the OpenPEPPOL Pre-Award Coordinating Community.

▶▶ To support the eTendering Interoperability Community in moving into production, by establishing interim as well as long term solutions on open issues, such as: Trust Model, Governance Structure and Agreement Framework.

▶▶ To support the eTendering Interoperability Community in establishing a business-layer agreement between the platform providers, to be used during the interim period.

▶▶ To release PEPPOL BIS profiles on the Pre-Award catalogue.

▶▶ To implement the OpenPEPPOL Change Management procedures in Pre-Award and undertake maintenance and sustainability of the Pre-Award PEPPOL BIS.

▶▶ To participate proactively in defining the necessary changes in membership categories, fee structure and other related procedures which will be affected by the on-boarding of new members, and more specifically those organisations that operate eTendering platforms

▶▶ To continue the Multi-Stakeholder Expert Group on e-procurement (EXEP) participation and extend the collaboration with the European Association of Public e-Tendering Platform Providers (EUPLAT) to continuously promote interoperability and standardisation in the Pre-Award Domain.

Pre-Award Coordinating Community (II)

The main goal for the Pre-Award Community in 2018 is to ensure that growth, dedication and operational implementation are kept in focus. The main activities foreseen will be to:

▶▶ Collaborate closely with the eTendering Interoperability Community in implementing and institutionalising the eTendering Governance Framework and operational environment.

▶▶ Establish a first version of the eTendering production environment including the development, documentation and publication of:

- ▶▶ eTendering specific trust policy
- ▶▶ eTendering specific document specification
- ▶▶ eTendering specific addendums to the OpenPEPPOL eDelivery specifications

▶▶ Extend cross-community collaboration by proactively ensuring inclusion of Pre-Award requirements in general. This includes, but is not limited to, identifying and documenting:

- ▶▶ Change requests to the eDelivery specifications, if needed.
- ▶▶ Change requests to the upcoming version of the PEPPOL Agreement Framework, if needed.
- ▶▶ Change Request to the PEPPOL Certification Policy and processes, if needed.
- ▶▶ eTendering specific requirements for specifications and artefacts shared by two or more communities.

Pre-Award Coordinating Community (III)

▶▶ Continue the development, documentation and publication of Pre-Award related specifications and policies.

▶▶ Release of PEPPOL BIS of the European Single Procurement Document (ESPD) v 1.0 based on the ESPD v 1.0.2 data model.

▶▶ Continue to work closely with DG GROW, EUPLAT and other stakeholders, on establishing a 2.0 version of the ESPD data model.

▶▶ Collaborate closely with the European Association of Public e-Tendering Platform Providers (EUPLAT) on joint position papers.

▶▶ Actively participate in CEN TC 440 activities.

▶▶ Support members applying for the CEF calls for funding on eProcurement.

Post-Award Coordinating Community (I)

Since the 8th General assembly in March 2017 the PoACC successfully completed the following activities:

▶▶ Completed two minor releases, spring and fall release 2017

▶▶ Continued to improve the release management process in PEPPOL

▶▶ Completed a pre-study on the European Norm on e-invoicing (EN 16931)

▶▶ Created new BIS Billing 3.0 billing BIS, thereby implementing support for the EN in PEPPOL making it easy for Member States to comply with the Directive on eInvoicing in Public Procurement (2014/55/EU)

▶▶ Developed the new BIS for the Invoice Response Message in co-operation with EESPA thereby giving PEPPOL the capability to support the latest requirements in a modern eInvoicing network.

▶▶ Continued collaboration through two F2F meetings with focus to discuss work in work groups, educate newcomers and discuss challenges and opportunities.

Post-Award Coordinating Community (II)

For the next period until the General Assembly 2019, the PoACC plans to complete the following work:

▶▶ Complete the new BIS 3.0 work group with a goal of upgrading all Post-Award BIS specifications to version 3.0, aligning them with the PEPPOL BIS 5A Billing version 3.0. Documentation and validation should be aligned as well as implementing change requests enhancing the BIS profiles, thereby better supporting the procurement process.

▶▶ Strengthening the organisation by implementing the organisational changes proposed by the Managing Committee.

The collaborative work will continue by means of both online meeting facilities and face-to-face meetings.

Transport Infrastructure Coordinating Community (I)

Since the 8th General Assembly in March 2017 the following activities have been carried out in the TICC:

▶▶ Tools and methods were implemented to improve the service provider onboarding process

▶▶ Active participation in activities creating awareness and usage of the PEPPOL eDelivery Network.

▶▶ Established a workgroup for evaluating the CEF criteria related to AS4 adoption.

▶▶ A Code List Team was established with the purpose to maintain and publish relevant code lists (identifier issuing agencies, document type identifiers, process identifiers).

▶▶ Publication of the OpenPEPPOL AS4 profile

▶▶ Initiation of the OpenPEPPOL PKI transition (from DIGST Denmark to OpenPEPPOL)

▶▶ Decision to increase SLA requirements for AP and SMP service providers, now 99.5% 24/7/365.

▶▶ Decision to not move forward with the MLR policy, but rather focus on the PEPPOL Technical Validation Response message

▶▶ Work group to establish technical testing and onboarding procedures for APs and SMPs.

▶▶ eDelivery Capability Extension Work Group concluded its work.

Transport Infrastructure Coordinating Community (II)

For the period until the General Assembly 2019, the TICC plans to complete the following work:

▶▶ Finalise the PKI migration

▶▶ Prepare for AS4 migration

▶▶ Cater for efficient technical onboarding of AP and SMP providers

▶▶ Verify compliance of existing AP and SMP providers to maintain a maximum level of interoperability and security

▶▶ eTendering domain onboarding

▶▶ Promote the use of the PEPPOL Directory to improve trading partner network matching

▶▶ Arrange two face-to-face meetings.

Summary of operational plan and budget for 2018

Operational plan 2018 – Secretary General and Managing Committee

The plan for the Secretary General (SG) and the Managing Committee (MC) in 2018 is to continue the institutional role and lead the MC and the AISBL according to statutory requirements. For the period until the General Assembly 2019, the Secretary General, supported by the Operations Manager and the Managing Committee members, will prioritise to:

▶▶ Represent OpenPEPPOL AISBL and promote PEPPOL specifications, building blocks and services in relevant fora.

▶▶ Lead efforts to recruit new Members, with emphasis on the introduction of new PEPPOL Authorities in more countries, leveraging opportunities presented by EU legislation and the need for all Member States and associated countries to implement the revised Public Procurement Directive and the Directive on eInvoicing in Public Procurement.

▶▶ Further describe and develop the OpenPEPPOL governance structure within the framework of the revised OpenPEPPOL statutes as agreed in the 2018 General Assembly. It is a goal to have the revised governance structure, including revised Internal Regulations, fully operational from 2019.

▶▶ Follow up on the LoU with the EC on transition from use of the AS2 message exchange protocol to use of the AS4 protocol in the PEPPOL eDelivery Network.

▶▶ Ensure development of a revised PEPPOL Transport Infrastructure Agreement (TIA) framework catering for the uptake of new domains as users of the PEPPOL eDelivery Network with a goal to release a new set of PEPPOL Agreements for review in 2018.

Operational plan 2018 – Pre-Award Coordinating Community (PrACC)

For the period until the General Assembly 2019, the PrACC will prioritise the following work:

▶▶ Collaborate closely with the eTendering Interoperability Community in implementing and institutionalising the eTendering Governance Framework and operational environment.

▶▶ Extend cross-community collaboration by proactively ensuring inclusion of Pre-Award requirements in general.

▶▶ Continue the development, documentation and publication of Pre-Award related specifications and policies.

▶▶ Release of the PEPPOL BIS of the European Single Procurement Document (ESPD) v 1.0 based on the ESPD v 1.0.2 data model.

▶▶ Continue to work closely with DG GROW, EUPLAT and other stakeholders, on establishing a 2.0 version of the ESPD data model.

▶▶ Collaborate closely with the European Association of Public e-Tendering Platform Providers (EUPLAT) on joint position papers.

Operational plan 2018 – Post-Award Coordinating Community (PoACC)

For the period until the General Assembly 2019, the PoACC will prioritise the following work:

▶▶ Complete the new BIS 3.0 Work Group with a goal of upgrading all Post-Award BIS specifications to version 3.0 aligning them with BIS 5A version 3.0. Documentation and validation should be aligned as well as implementing change requests enhancing the BIS profiles, thereby better supporting the procurement process.

▶▶ Strengthening the organisation by implementing the organisational changes proposed by the Managing Committee.

Operational plan 2018 – Transport Infrastructure Coordinating Community (TICC)

For the period until the General Assembly 2019, the TICC will prioritise the following work:

▸▸ Complete the PKI migration

▸▸ Prepare for AS4 migration

▸▸ Cater for efficient technical onboarding of AP and SMP providers

▸▸ Verify compliance of existing AP and SMP providers to maintain a maximum level of interoperability and security

▸▸ eTendering domain onboarding

▸▸ Promote the use of the PEPPOL Directory to improve trading partner matching

▸▸ Arrange two face-to-face meetings

Operational plan 2018 – proposed budget

	2018- Baseline January 1st	Uplift % used in the rolling budget to distribute income	30% GROWTH GA Budget
Income	**595 018 €**		**773 481 €**
Membership Fees 2018	594 875 €		773 338 €
Income carried forward	20 143 €		20 143 €
Allowance for doubtful Accts. (off-Boarding)	-20 000 €		-20 000 €
Expenses	**595 018 €**		**773 481 €**
Domiciliation	3 500 €		3 500 €
Fees/Accounting and Tax	30 000 €	3 %	35 354 €
Professional fees – Operations	383 688 €	65 %	499 689 €
Professional fees- Consumables	84 000 €	16 %	112 554 €
Fees & Subscriptions /memberships	1 050 €		1 050 €
Travel Cost	50 000 €	10 %	67 846 €
Annual fairs and Exhibitions	31 280 €	5 %	40 203 €
Marketing expense	10 000 €		10 000 €
Bank Charges	1 500 €	1 %	3 285 €
	0 €		0 €

Questions and comments to the 2018 operational plan and budget

Approval of 2018 operational plan and budget (Vote 8)

Operational plan 2018 and budget 2018 – voting item 8 (I)

The 9th OpenPEPPOL General Assembly gathered 21st of March 2018 in Brussels approve the following priorities for the 2018 Operational Plan:

The plan for the Secretary General (SG) and the Managing Committee (MC) in 2018 is to continue the institutional role and lead the MC and the AISBL according to statutory requirements. For the period until the General Assembly 2019, the Secretary General, supported by the Operations Manager and the Managing Committee members, will prioritise to:

▶▶ Represent OpenPEPPOL AISBL and promote PEPPOL specifications, building blocks and services in relevant fora.

▶▶ Lead efforts to recruit new Members, with emphasis on the introduction of new PEPPOL Authorities in more countries, leveraging opportunities presented by EU legislation and the need for all Member States and associated countries to implement the revised Public Procurement Directive and the Directive on eInvoicing in Public Procurement.

▶▶ Further describe and develop the OpenPEPPOL governance structure within the framework of the revised OpenPEPPOL statutes as agreed in the 2018 General Assembly. It is a goal to have the revised governance structure, including revised Internal Regulations, fully operational from 2019.

▶▶ Follow up on the LoU with the EC on transition from use of the AS2 message exchange protocol to use of the AS4 protocol in the PEPPOL eDelivery Network.

▶▶ Ensure development of a revised PEPPOL Transport Infrastructure Agreement (TIA) framework catering for the uptake of new domains as users of the PEPPOL eDelivery Network with a goal to release a new set of PEPPOL Agreements for review in 2018.

Operational plan 2018 and budget 2018 – voting item 8 (II)

For the period until the General Assembly 2019, the PrACC will prioritise the following work:

▸▸ Collaborate closely with the eTendering Interoperability Community in implementing and institutionalising the eTendering Governance Framework and operational environment.

▸▸ Extend cross-community collaboration by proactively ensuring inclusion of Pre-Award requirements in general.

▸▸ Continue the development, documentation and publication of Pre-Award related specifications and policies.

▸▸ Release of the PEPPOL BIS of the European Single Procurement Document (ESPD) v 1.0 based on the ESPD v 1.0.2 data model.

▸▸ Continue to work closely with DG GROW, EUPLAT and other stakeholders, on establishing a 2.0 version of the ESPD data model.

▸▸ Collaborate closely with the European Association of Public e-Tendering Platform Providers (EUPLAT) on joint position papers.

Operational plan 2018 and budget 2018 – voting item 8 (III)

For the period until the General Assembly 2019, the PoACC will prioritise the following work:

▶▶ Complete the new BIS 3.0 Work Group with a goal of upgrading all Post-Award BIS specifications to version 3.0 aligning them with BIS 5A version 3.0. Documentation and validation should be aligned as well as implementing change requests enhancing the BIS profiles, thereby better supporting the procurement process.

▶▶ Strengthening the organisation by implementing the organisational changes proposed by the Managing Committee.

Operational plan 2018 and budget 2018 – voting item 8 (IV)

For the period until the General Assembly 2019, the TICC will prioritise the following work:

▶▶ Complete the PKI migration

▶▶ Prepare for AS4 migration

▶▶ Cater for efficient technical onboarding of AP and SMP providers

▶▶ Verify compliance of existing AP and SMP providers to maintain a maximum level of interoperability and security

▶▶ eTendering domain onboarding

▶▶ Promote the use of the PEPPOL Directory to improve trading partner matching

▶▶ Arrange two face-to-face meetings

Operational plan 2018 and budget 2018 – voting item 8 (V)

	2018- Baseline January 1st	Uplift % used in the rolling budget to distribute income	30% GROWTH GA Budget
Income	**595 018 €**		**773 481 €**
Membership Fees 2018	594 875 €		773 338 €
Income carried forward	20 143 €		20 143 €
Allowance for doubtful Accts. (off-Boarding)	-20 000 €		-20 000 €
Expenses	**595 018 €**		**773 481 €**
Domiciliation	3 500 €		3 500 €
Fees/Accounting and Tax	30 000 €	3 %	35 354 €
Professional fees – Operations	383 688 €	65 %	499 689 €
Professional fees- Consumables	84 000 €	16 %	112 554 €
Fees & Subscriptions /memberships	1 050 €		1 050 €
Travel Cost	50 000 €	10 %	67 846 €
Annual fairs and Exhibitions	31 280 €	5 %	40 203 €
Marketing expense	10 000 €		10 000 €
Bank Charges	1 500 €	1 %	3 285 €
	0 €		0 €

Any other Business

More information

E-mail: info@peppol.eu

Web address: www.peppol.eu