



OpenPEPPOL 9th GA

March 21st, 2018, Brussels, Belgium

Background Document for Voting Item 3

Election of Managing Committee members

Last updated 21 February 2018

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1 Introduction

As stated in the Statutes Article 16 section 4, OpenPEPPOL is administered by a Managing Committee which acts as a board and is composed entirely of OpenPEPPOL Member representatives.

As a minimum, the Managing Committee shall be composed of the Secretary General and one representative of each Coordinating Community. Beyond the beforementioned minimum composition, the Managing Committee may also comprise a maximum of two other members elected by the General Assembly.

Before Electing the new members of the Managing Committee, the General Assembly will decide the appropriate number for the Committee (up to two) as well as whether some Managing Committee members may represent specific categories for OpenPEPPOL Members.

The election will be conducted as part of the 9th General Assembly March 21st in Brussels, and the Result of the ballot will be announced at the end of the meeting as well as on the OpenPEPPOL website and in the Belgian Official Gazette.

2 Open seats 2018 and incoming Candidates

At the 9th General Assembly March 21st in Brussels, there will be two seats open, as the term of the two Managing Committee members elected at the 7th General Assembly has ended.

A call for candidates has been published January 15th, 2018, enabling any members of OpenPEPPOL (except observers) to submit candidates to openpeppol@peppol.eu until February 14th 2018.

2.1 Candidates

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
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.

Please find motivation letter and CV from the listed candidates as appendix to this document.



3 Election procedure

According to the provisions of art. 16 in the Statutes, the 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 Management Committee for the term of two years.
2. Approve that these two members are representing respectively:
 - a. Service Providers
 - b. Public Administration
3. Vote to elect the two Managing Committee members amongst the listed candidates - one for each category.

The decisions above will be effectuated by use of voting procedures as listed below:

- The 9th General Assembly will be asked to approve the suggested number of MC members. This vote will be made by use of consensus unless otherwise requested at the meeting.
- The 9th General Assembly will be asked to approve the suggested categories of members to be represented:
 - Service providers
 - Public administrations

This vote will be made by use of consensus unless otherwise requested at the meeting.

The 9th General Assembly will be asked to elect (up to) two Management Committee Members amongst the listed candidates. This vote will be made by use of consensus unless otherwise requested at the meeting. If requested by one or more members of the General Assembly, it will be conducted as concealed written ballots, in which candidates are elected by use of simple majority amongst the represented members at the General Assembly.

3.1 Voting rights

All member Organisations (except Observers) registered as formal member of OpenPEPPOL before March 14th, 2018 will be able to vote at the 9th General Assembly. Please refer to the OpenPEPPOL website for a list of formal membership status: <http://peppol.eu/who-is-who/openpeppol-member-list-2/>

Voting can be done by directly by attending the General Assembly, or by Proxy.

Please refer to the [9th General Assembly Agenda and Notes](#) for information about needed quorum, member Eligibility and delegation of voting rights.

4 Background Information about the Role



As stated in Article 19 in the Statutes, the Managing Committee is responsible for the administration of the affairs of the Association and the promotion of its purposes. It holds all the powers of representation not specifically reserved for the General Assembly by law or the current Statutes.

The Management Committee Members are also expected to possess the authority to make OpenPEPPOL related decisions on behalf of their organization, and to allocate resources from their organization to help support the many activities and duties they perform.

As a result, the candidate running for the position should have the full support of his or her management and be committed to devoting approximately 15-20 % of his or her time to OpenPEPPOL related activities. The candidate should also be able to travel to F2F meetings and stakeholder meetings (estimated at one meetings per month) at his or her own or employers expense.

In addition, the Managing Committee members should preferably be able to provide resources to support the Business Development and Operations of the association.

Please refer to the OpenPEPPOL Statutes for further information regarding OpenPEPPOL organisation and responsibilities: http://www.peppol.eu/about_peppol/about-openpeppol-1/openpeppol-statutes.

The Managing Committee members is elected for a term of 2 years.

4.1 Composition of the Managing Committee

As stated in the current Statutes Article 16 section 4, OpenPEPPOL is administered by a Managing Committee which acts as a board and is composed entirely of OpenPEPPOL Member representatives.

As a minimum, in the current governance structure, the Managing Committee shall be composed of the Secretary General and one representative of each Coordinating Community. Beyond the before mentioned minimum composition, the Managing Committee may also comprise a maximum of two other members elected by the General Assembly.

The General Assembly will decide the appropriate number for the Committee (up to two) as well as whether some Managing Committee members may represent specific categories of OpenPEPPOL Members.

4.2 Obligation of the Managing Committee members

The Managing Committee is responsible for:

- considering and determining applications for membership and related procedures, including Member withdrawal, disqualification and censure,
- considering and determining applications for Observer status, and setting out the entitlements and responsibilities of Observers,
- determining the amount of the subscription fee and the required date of payment thereof for each Membership type and for the OpenPEPPOL Observers
- setting out a broad programme of activities and initiatives for the forthcoming two years to further the purposes of the Association, for consideration by the General Assembly,



- thereafter, implementing the approved programme and taking other appropriate action to promote the purposes of the Association,
- setting out and approving a budget for each forthcoming year, for consideration by the General Assembly,
- thereafter, authorising, controlling and monitoring expenditure in accordance with the approved budget, and keeping accounting and other related records,
- disqualifying any Member per the provisions in article 7.
- establishing a savings fund, in accordance with the law, to cover any future expense, exceptional or not.
- defining, contracting and directing the services of the Secretary General's Operating Office and other appropriate executive or administrative positions and support services, after recommendations by the Secretary General
- defining, contracting and directing the services of an external Auditor,
- representing OpenPEPPOL
- establishing Internal Regulations per the provisions of these Statutes
- establishing internal working groups which will perform specific work undertaken by the Association or which will otherwise advance its purposes, determining their scope of activities and in general overseeing their work.
- generally furthering the purposes, activities and initiatives of OpenPEPPOL.

The Managing Committee Members are expected to allocate a significant amount of their time fulfilling the roles and responsibilities related to the position.

5 Voting item 3 – Election of Managing Committee members

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



Appendix A Motivation letter and CV from Steve Graham

OpenPEPPOL

Election for to the Managing Committee

Public Administration category

Motivation letter - Stephen Graham

I have served on the Managing Committee for the past two years and in this time I have come to better understand the OpenPEPPOL organisation and its strengths and weaknesses. I have worked with Managing Committee colleagues to promote a new approach to the governance, organisation, management and financing of OpenPEPPOL to prepare the AISBL for a growing future where there is a significant uptake in the application of PEPPOL standards with benefits for both PEPPOL Authorities and Service Providers.

My main contribution to the MC has been to encourage a more strategic role for the Managing Committee, in the context of a greater contribution to the technical development of PEPPOL BIS by the most qualified members of the OpenPEPPOL community.

I have applied for a mandate to lead two working groups, one concerned with long term financing of the AISBL and one concerned with the development of automated reporting statistics to accurately track the growth of PEPPOL transactions across the network.

In my role at the Department of Health as the eProcurement Lead for the English NHS, I have introduced the adoption of PEPPOL standards as a mandate for the NHS and its suppliers; introduced a national framework agreement for the public sector; appointed external experts to support the NHS PEPPOL Authority; and my team is working hard to implement a fully integrated four corner network with growing transaction volumes.

I am committed to the development of OpenPEPPOL, so that the PEPPOL BIS with the four corner model becomes the operational model for all public sector procurement activity across Europe. I respectfully seek re-election to the Managing Committee so that I can continue to support the continuing growth of the PEPPOL network.

Steve Graham



Curriculum Vitae

Stephen Graham

Profile

NHS and private sector director level CIPS qualified procurement professional with varied procurement, consultancy, sales and general management background, able to lead change and improve performance at all organisational levels in complex, multi-site organisations.

Key skills

Change:	able to organise, change and improve services within corporate goals
Participation:	able to secure the commitment of multiple organisations to change
Analysis:	able to analyse and solve complex inter-organisational problems
Negotiation:	able to interact with key leaders to define and realise mutual benefit
Communication:	able to simplify and convey complex messages for board level down
People:	able to develop individuals to operate effectively

Psychometric tests reveal an ability to combine high levels of both strategic and detail awareness, aided by a strong mathematical and written capability.

NHS-specific achievements

- currently leading to Department of Health Scan4Safety programme
- secured multi £million funding for NHS implementation of GS1 and PEPPOL standards
- authored the NHS eProcurement Strategy for the Department of Health
- created the Innovative Technology Adoption Programme for the Department of Health
- developed the National Innovation Procurement Plan for the Department of Health
- authored Sustainable Food: a Guide for Hospitals for the Department of Health
- set up the re:source NHS procurement hub for the East Midlands NHS
- set up the Hertfordshire NHS Supply Management Confederation
- led the procurement element of the UK Defibrillators in Public Places initiative
- negotiated clinical prosthetic service contracts for all NHS disablement service centres



Career history

Founder and Managing Partner, Hadley Graham Ltd (2008 – present)

Formed procurement support business to provide strategic and operational assistance to the health sector. Currently contracted by the Department of Health to lead the Scan4Safety programme, having previously authored the NHS eProcurement strategy; led the metrics element of the Carter NHS Productivity Review; and created the Innovative Technology Adoption Programme, now transferred to NICE.

Several short assignments undertaken including: support to the Mexican health ministry as part of an OECD procurement improvement mission; support to the Greek health ministry as part of an European Commission mission on procurement improvement; support to an NHS trust in the procurement of an innovative clinical IT solution; support to a primary care trust in the organisation and management of healthcare commissioning.

Director of Public Sector Business, Oxygen Finance Ltd (2006 – 2008)

Appointed to key development role in start up business with innovative B2B supply chain finance technology. Contributed to product development and oversaw first live transaction.

Deputy Chief Executive, re:source (2004 - 2006)

Seconded from NHS Purchasing and Supply Agency to develop and implement a regional NHS Procurement Hub for the East Midlands. Secured funding and launched organisation.

Director of Supply, Hertfordshire Supply Management Confederation (2002 to 2004)

Seconded from the NHS Purchasing and Supply Agency to set up and lead a shared procurement service across all Hertfordshire NHS organisations.

National Purchasing Manager, NHS Purchasing and Supply Agency (1999 to 2002)

Created national cardio/vascular category team and developed national procurement programme to support Department of Health focus on coronary heart disease.

Commercial Director, HM+S Ltd (1995 to 1999)

Board and P&L responsibility for sales and customer service for the UK hospital division of the UniChem pharmaceutical wholesaling group (now Alliance Boots).

Earlier career building roles

Earlier career building roles including national and hospital level NHS procurement and supply chain positions, together with private sector procurement and commercial roles.

Professional qualifications

Chartered Institute of Purchasing & Supply Diploma by examination (1992)



Appendix B Motivation letter and CV from Ahti Allikas

Name of Candidate: Ahti Allikas

Email: ahti.allikas@opuscapita.com

Phone Number(s): +3725276676

Address: Tartu mnt 43, 10128, Tallinn, Estonia

Member affiliation: Service Provider representative in OpenPeppol Management Committee

Brief personal statement setting out the reasons why the candidate should be elected:

I have been close to eInvoicing topic since 2000. I have been country representative in CEN eInvoicing workshop for several years, I've been the project manager in launching Estonian country- wide eInvoice register portal (www.arved.ee) in 2005, I have first launched eInvoice receiving services and digital invoice workflow concept in Estonia in 2008 and I have been member of the Estonian eInvoicing Workgroup.

I have always been member of Estonian national activities in E-Invoicing. I have been consulting and sharing voluntarily my experiences from Europe and globe in Estonian forum. As I have no business interests in Estonia, I have been able to act as independent consultant.

I am representing our company in in EESPA and OpenPeppol for many years already. Since June 2014 I am member of EESPA Executive Committee – I am mainly active in interoperability working group. I am Estonian representative in CEN TC434 and was active participant of the syntax as well semantic model workgroups. I am also OpusCapita representative in OpenPeppol association and since June 2016 I am the project lead of Peppol Invoice Response Message project and also member of OpenPeppol PoAcc CMB.

In OpusCapita I am responsible for E-Invoice Network development activities globally.

I would like to apply for Service Provider's representative position in OpenPeppol Management Committee. Considering my career in one of the leading Service providers in Nordics, long experience in different subject matter organisations as well my geographical background, I hope I can benefit to this position with a good combination of the eInvoicing knowledge from different industry organisations, Eastern Europe economy and also long professional experience in particular field at the same time.

Please find my CV with all the details attached in the document below



CURRICULUM VITAE

Personal Data

Name: Ahti Allikas
Date of birth: 07.10.1975
Family: Married, 3 kids
Address: Tähnase põik 7, Peetri küla, Rae vald, Harjumaa
Phone: +372 52 76 676
E-mail: ahti.allikas@gmail.com

Education

1994 - 1999 Tartu University, Economic Faculty, Bachelor of Economic Sciences

- Foreign Economy
- Business Finance and Investments

1989 - 1994 Tallinn Science School (Gymnasium and Progymnasium) Special course on electronic and computer science

1982 - 1989 Tallinn 20 Secondary School, Tallinn 49 Secondary School

Professional Career

12.1998 – today I've been working in Itella/Posti Corporation for almost 18 years in different positions and responsibilities as described below. I've been working in different International positions in OpusCapita Group (Itella Information changed its brand to OpusCapita since 10.2013) and in Itella Information AS (local responsibility in Estonia).

International role in Itella and OpusCapita

04.2016 – now Solution owner, Partners and Networks. Responsible for invoicing interoperability network globally for OpusCapita – Peppol, bilateral and multilateral interoperability agreements.

01.2015 – 03.2106 O2C Solution owner. Responsible for Strategy, "Industry Leader in O2C", execution in OpusCapita's.



- 10.2013 – 12.2014 Product Director. Responsible for defining and launching new OpusCapita offering “Receivable Manager” in Nordics, Germany and Poland.
- 01.2012 – 09.2013 Product Management Director, E-Services Business Unit. Responsible of product development and product management of E-Services in Baltic, Nordics, Germany and Poland. Responsible of the Product Lifecycle Management process development in Itella Information Group. Team of 8 people.
- 06.2013 – 09.2013 Customer Implementation Director (acting), leading 6 CI teams responsible for service implementation. All together 60 people
- 01.2011–01.2012 Product Management Director. Responsible of product development and product management of Itella Information offering portfolio in Baltic, Nordics, Germany and Poland. Responsible of the Product Lifecycle Management process development in Itella Information Group. Team of 12 people.

Local role in Itella Estonia

- 03.2009–01.2011 Managing Director. Responsible of company’s general management and strategy execution (company of 80-120 persons).
- 2007–2009 Business Development Director. Responsible of product development and IT development. Two teams, all together 11 people
- 2002–2007 Department manager of e-services. Responsible of e-services revenue and profit, development of new e-services, e-service delivery, relationship with partner-banks. Team of 8 people
- 2001-2002 Product Manager of e-services. Responsible of e-service development and sales
- 2000-2001 Product Manager of direct debit Responsible of direct debit development and sales
- 12.1998 - 2000 Sales representative. Responsible of sales and customer communication

Additional courses

- 03-04.2013 Leadreship (Pertec Consulting, Itella Information Leading Performance Program)
- 03-04.2012 Product Management (Gearshift Group and Proadman, Product Management Academy, PM 2.0)
- 10.2011 Leadreship (Vain&Partners, From Manager to Trainer)



2009-2010	Leadreship (Vain&Partners,Implementing an Effective Organization in Pan- Baltic level)
04.2008	People Management (Anu Vilovere, Management Training)
10.2007	Career planning (Psycon Oy, Personal Growth and Development)
03.2007	Presentation (International Management Education, Powerful Presentation Skills)
03.2007	IT (FocusIT, XML and service description based on XML)
2006-2007	Finance, Strategy, Management (Finland Post Business School,Excellence Program)
12.2005	IT (FocusIT, Analysis of IS using UML)

Languages

Estonian – national language

English – oral fluent, written fluent

Russian – oral fluent, written good

Finnish – oral some, written none

