



OpenPEPPOL 9th GA

March 21st 2018, Brussels's, Belgium

Call for Candidacies CC CMB members

2018 election of Community Change Management Boards

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1.	Introduction.....	2
2.	Call for candidacies.....	2
3.	Open Seats.....	2
4.	The timeline.....	3
5.	Background Information.....	3
5.1.	Current Change Management Board members	3
6.	CMB responsibilities	4
7.	The CMB election process	5



1. Introduction

This document covers the Call for candidacies to the OpenPEPPOL Coordinating Community Change Management Boards, together with an overview of the requirement to the candidates, the deadlines for submitting candidacies and the election process.

2. Call for candidacies

The Coordinating Community hereby calls for candidates for the election of Change Management Board Members as described below:

The Call for candidates is open for CC members (except Observers) to consider, should anyone have the motivation and possibility to raise their candidacy. Submission of candidacy is to be sent to openpeppol@peppol.eu no later than February 14th 2018.

A complete list with all candidates will be distributed to the CC members prior to the General Assembly (GA). The election will be conducted electronically prior to the OpenPEPPOL General Assembly -ending March 14th of 2018.

Only Organisations registered as member of a Coordinating Community (except Observers) can submit candidates, be submitted as candidates and vote in the current Coordinating Community.

Please refer to the OpenPEPPOL website for a list of registered CC membership status:
<http://peppol.eu/who-is-who/openpeppol-member-list-2/>

3. Open Seats

Each year there are 2 open seats up for election in all Change Management Boards, both for a term of 2 years. This year there is however an additional need for electing 2 additional members to the Pre-Award Change Management Board as there have been no formal elected board in this Community until now.

The Positions open for election is:

Post-Award Coordinating Community:

- Two Seats for the term of two years
- One seat for the Term of one year

Philip Helger and Jan Maerø have been holding these seats in the last year.
They are both confirming their candidacies for re-election.

Sven Rasmussen is not open for reelection

Transport Infrastructure Coordinating Community

- Two Seats for the term of two years

Sven Rasmussen and Oriol Bausa have been holding these seats in the last year.
None of the Candidates are available for re-election.

Pre-Award Coordinating Community

- Two Seats for the term of two years
- Two seats are up for election for the term of one year



Until not the Pre-Award Community has not had an elected Change Management Board but an appointed advisory board supporting the community leader. The members of the Advisory board are Andriana Prentza, Chander Khoenkhoen and Vibeke Engesæth

4. The timeline

The election of Change Management Board Members are made in conjunction with the OpenPEPPOL General Assembly, and is handled electronically in the first Quarter of the year.

Please find the overall timeline for the Change Management Boards elections below:

- January 19th, 2018: A call for candidacies are published
- February 14th, 2018: Deadline for submitting Candidates
- February 21st, 2018: The list of Candidates is published
- March 14th, 2018: Deadline for submitting the vote
- March 20th, 2018: Publication of the result

The vote will be made electronically, with one vote per organisation registered as member of the respective community in the OpenPEPPOL member list: <http://peppol.eu/who-is-who/openpeppol-member-list-2/>

5. Background Information

The TICC CMB is populated as stated below:

- The Community Leader is a default member as the Chair of the CC CMB (with voting rights / casting vote)
- Four (4) elected CC members (with voting rights)
- Observers from each of the other (active) Communities in the Association (no voting rights)

According to the CMB election processes CMB members are elected for a term of two years, with two up for election each year.

5.1. Current Change Management Board members

Elected Post Award Change Management Board

- Sven Rasmussen
- Ahti Allikas
- Philip Helger
- Jan André Mærøe

Elected Transport Infrastructure Change Management Board

- Sven Rasmussen



- Oriol Bausa
- Olav Kristiansen
- Philip Helger

Acting as appointed Pre-Award Change Management Advisory Board

- Andriana Prentza
- Chander Khoenkhoen
- Vibeke Engesæth

6. CMB responsibilities

The CMB makes decisions on 'if and how' Requests for Change (RFCs) to the PEPPOL specifications and artefacts should be implemented, and makes recommendations to the OpenPEPPOL Managing Committee for strategic or legal issues.

If not otherwise explicitly stated, the CMB is responsible for the evaluation, execution and delivery of revisions to specifications and artefacts relevant for their Coordinating Community. Which include, but are not limited to:

- Evaluate incoming Change Requests in matters of:
 - Impact, extent and cost
 - Dependencies with existing PEPPOL specifications/PEPPOL Elements
 - Urgency
 - Strategic importance
- Approve, reject or postpone Change Requests
- Approve, reject or postpone solutions provided by the development team
- Plan, prepare, monitor and manage the CC related Change and Release Management processes
 - Manage the process from design to final release and mandatory use
 - Plan, prepare and size new releases, including a decision on which of the open Requests for Changes (RFCs) that are part of the individual release
 - Initiate member review and expert evaluations
 - Communicate information about changes and new releases
 - Undertake a quality review of the final design proposal
 - Ensure that all RFCs are assessed, approved, implemented and reviewed in a controlled manner
- Recommend strategic changes to the Managing Committee

Routines for the Change Management Board are provided by the leader of the Coordinating Community.



7. The CMB election process

The CC CMB election 2018 follows the rules for elections stated in the Statutes of OpenPEPPOL and the election will be held in conjunction with the GA.

1. Nomination is Carried out as stated below:
 - a. All members of the Community (except Observers) can nominate or be nominated as candidates for the position of CC CMB member
 - b. The Nomination is made by submitting the details for the candidate, **including the motivation and CV** to openpeppol@peppol.eu no later than February 14th (**Subject** of the nomination e-mail: *[Name of the Community]* CMB: Proposed Candidate)
 - c. The list of submitted candidates including their motivation and CVs will be published in Confluence, and a notification will be send out to the formal members of the Community together with access and instructions to the electronic tool used for election.

2. Voting Will be carried out electronically
 - a. All organisations registered as members of the Coordinating Community can vote
 - b. There is only one eligible vote per organization, held by the officially appointed Community representative.
 - c. When consolidated, the submitted candidacies will be made available for the community members for evaluation, and the formal representative of the member organisation will be notified and provided with the link to the voting tool.
 - i. In case of availability of **no more** than the required number of candidates, the procedure for balloting will include only a formal acceptance of the candidates. For pre-Award members this approval will include appointing two candidates to be elected for a term of 2 year.
 - ii. In case of availability of **one or more additional candidates** than the required number of candidates,
 1. the procedure for balloting in TICC will include the nomination of two candidates to be elected for the term of two years
 2. the procedure for balloting in Post-Award will include the nomination of two candidates to be elected for the term of two years and one candidate to be elected for the term of one year.
 3. the procedure for balloting in Pre-Award include the nomination of two candidates to be elected for the term of two and two candidates to be elected for the term of one year.



3. Appointment of seats will be handled as described below

For TICC:

- a. After the election, the two persons with the highest number of votes will be appointed as CMB members for the term of 2 years.
- b. In case of a tie between the second and third candidates, a second ballot will be conducted between the two candidates.

For Post-Award:

- a. After the election, the three persons with the highest number of votes will be appointed as CMB members.
 - i. The two persons with the highest number of votes will be appointed as CMB members for the term of 2 years
 - ii. The remaining person will be appointed for a term of one year
- b. In case of a tie between the second and third candidates, a second ballot will be conducted between the two candidates.

For Pre-Award:

- c. After the election, the four persons with the highest number of votes will be appointed as CMB members.
 - i. The two persons with the highest number of votes will be appointed as CMB members for the term of 2 years
 - ii. The remaining two members will be appointed for a term of one year
 - d. In case of a tie between the second and third candidates, a second ballot will be conducted between the two candidates.
4. Announcement of the result is made at the CC community meeting March 20th 2018 and on the OpenPEPPOL website.

