

**Work Group mandate (February 7, 2018)**

**PEPPOL TiCC Coordinating Community**

This document covers a mandate given by the relevant OpenPEPPOL management entity to found a specific team (acting until further notice).

**This mandate was given on Feb 9, 2018 by Hans Berg**

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| **Work Group Description** | |
| **TITLE** | PEPPOL testbed for Access Points and Service Metadata Publishers |
| **Outcome** | The Output of the work group is a policy document for testing e-Delivery compliance in the PEPPOL e-delivery network, as well as functional requirements for a centralized testbed. eDelivery tests are conducted purely on a transport layer and not on business layer.  On top of these requirements the Workgroup are expected to provide structured input to change current test procedures in order for the Operating office to implement them. |
| **Owner** | Hans Berg |
| *It is the role of the* ***WG owner*** *to ensure that the WG work within the mandate, or alternate seek approval of needed revisions of this mandate. The WG owner refers to the OpenPEPPOL management entity mandating this Work Group.* |
| **Leader** | Olav Astad Kristiansen |
| *It is the role of the* ***WG leader*** *to plan manage and monitor the actual work. The WG leader reports to the OpenPEPPOL Portfolio manager* |
| **Mandated By:** | OpenPEPPOL TICC Change Management Board  – Supported by the OpenPEPPOL Managing Committee. |
| **Approval Structure** | The output of the work group are to be approved in the TICC CMB.  The Work Group internal processes are based on the following agreement structure:   1. The output of the work group are to be approved in the TICC CMB. 2. All changes with strategic impact are to be approved by the Managing Committee after being presented by the TICC leader. 3. All changes on AISBL Level are to be approved by the Managing Committee. 4. All suggestions related to BIS validation are to be provided as change request to the relevant CMB (Post-Award or Pre-Award) 5. As the management committee had decided to establish a centralized test under the operating office, all changes to procedure and functionality are to be raised as change request to the Operation office when approved bu TICC CMB |

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| **Mandate given** | |
| **Timeframe** | Start:  February 22, 2018 at 09:00 CET  All deliverables will be finished by May 1 2018. |
| **Subject** | The Subject in scope is onboarding and compliance of service provders in the OpenPEPPOL eDelivery network  The test procedure baseline is the one currently managed by Difi (now in process of being handed over to Operations).  The Test functionality Baseline is the test bed description provided by Operational office. |
| **Deliverables** | The sections below are considered milestones and each milestone must be approved in TICC CMB, and will generate an RFC to Operation Office for the current test setup.   1. Policy document for eDelivery test and compliance 2. Functional requirements to a centralized test bed, architectural solution, including process logic. 3. Changes to the current test procedure managed by Difi 4. Proposal for ongoing compliance monitoring in the e-delivery network |
| **Non-deliverables** | 1. Development, implementation and business arrangements/agreements are not within the scope of the work group 2. Validation of BIS specifications is not in scope 3. Administrative processes is not in scope 4. Implementation will be handled by operation office and is not in scope (MC decision) 5. The certification process is out of Scope, as this is under revision in operations (under supervision of the MC) |