

Dear OpenPEPPOL Members

Each year the PEPPOL Authority Community elects 2 members to the Agreement Change Management Board, for a term of 2 years. The election is handled electronically and is based on an open submission of candidacies.

In 2018 the election covers **2 seats**:

Niels Pagh-Rasmussen, currently a member of the Agreement CMB, has announced that he is available for re-election.

OpenPEPPOL hereby opens the call for candidates for all OpenPEPPOL members (except Observers) to consider, should anyone have the motivation and possibility to raise their candidacy.

It is strongly recommended to nominate persons with knowledge of OpenPEPPOL operations and governance as well as the legal impact and restrictions of the PEPPOL Agreement Framework (TIA).

**Submission of candidacy is done by sending CV and motivation letter to [openpeppol@peppol.eu](mailto:openpeppol@peppol.eu) no later than March 12<sup>th</sup> 2018.**

**A complete list with all candidates will be distributed to the PA members March 13<sup>th</sup> 2018 at latest together with a link to the election tool.**

All members registered as OpenPEPPOL (except Observers) be submit candidates and be submitted as candidates. Only members registered as PEPPOL Authorities are invited to vote.

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

The Timeline for the election is as stated below

- Distribute Call for Candidates (February 8<sup>th</sup> 2018)
- Submit Candidates (March 12<sup>th</sup> 2018, 12:00 CET) - open for (all members except observers)
- Elect Candidates (March 14<sup>th</sup> – 19<sup>th</sup> 2018, 12:00 CET) – performed by PA representatives
- In case of a tie between candidates, the second ballot will be conducted (March 20<sup>th</sup> – 21<sup>st</sup> 2018, 12:00 CET)
- Announce result of election (March 21<sup>st</sup> 2018, 17:00 CET)

Please find details about the election procedure below

### **Roles and Responsibilities of the Process (high-level introduction)**

The OpenPEPPOL Managing Committee is the overall owner of the TIA change process, its implementation and operation.

The Managing Committee has appointed Anna-Lis Berg, Deputy Secretary General as the process and workgroup owner.

The Agreement Coordinator holds the responsibility of leading the evaluation and initiation of Requests for Change to the Agreement structure (TIA RFCs) as well as to plan manage and monitor TIA revision activities and related workgroups.

The Managing Committee has appointed Jostein Frømyr as the Agreement Coordinator.

The TIA CMB holds the position of evaluating, approving or rejecting incoming Requests for Change to the main body of the Agreement, the signing structure and the Agreement structure, as well as to review, revise and release suggested changes and new revisions of the Agreements for approval in the PA community.

The TIA CMB is elected by the PEPPOL Authorities. All OpenPEPPOL members (except observers) can submit or be submitted as candidates to the position.

The TIA Workgroup holds the position of defining how to implement agreed or recommended changes in the Agreement documents. They are working under a mandate from the Managing Committee and are established as ad-hoc entities focusing on designing solutions for specific changes raised. The Managing Committee is opening a Call for participation in the workgroup.

In order to be implemented, a new revision of the TIA must be supported by 75% of the PEPPOL Authorities.

### **CMB Members**

The Agreement Change Management Board is populated as follows:

- The appointed Agreement Coordinator is automatically a member and Chair of the TIA CMB (no voting rights)
- Four Board members elected by the PA Community (voting rights) (All OpenPEPPOL members (except observers) can submit their candidacy to become a CMB member)
- 1 Observer from each of the OpenPEPPOL Coordinating Communities (no voting rights) are allowed to participate. The observers will be Appointed by the community leader.

### **CMB Responsibilities**

The CMB makes decisions on 'if and how' Requests for Change (RFCs) to the PEPPOL Agreement Framework (TIA Changes) 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 the main body, main structure and strategic use of the TIA. Which include, but are not limited to the following:

- Evaluate incoming Change Requests in matters of:
  - Impact, extent and timeframe
  - 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
- Approve implementation plans provided by the Agreement Coordinator

- Approve escalation of strategic changes to the Managing Committee

The Agreement coordinator is responsible for planning, preparing, monitoring and managing the Agreement 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 Change (RFCs) form part of an 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
- Suggest if changes are to be escalated to the Managing Committee
- Distribute Annex 3 and 4 related charges to the relevant Community

The TIA CMB is supported by the Agreement Coordinator and ad-hoc workgroups, in order to obtain the evaluations, clarifications and recommendations needed to make decisions.

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

### **CMB election process**

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

The process is conducted as stated below:

- 1) Nomination is carried out by submitting candidates to OpenPEPPOL
  - a. All members (except Observers) can nominate or be nominated as candidates for the position of TIA CMB member
  - b. The Nomination is made by submitting the details for the candidate, **including the motivation and CV** to [openpeppol@peppol.eu](mailto:openpeppol@peppol.eu) (**Subject** of the nomination: Agreement CMB– Proposed Candidate)
  - c. The list of submitted candidates including their motivation and CVs will be distributed to the PAs no later than a week after last date for submission of candidates. Together with a link to the election form
- 2) Voting is carried out electronic
  - a. All PA members who have joined OpenPEPPOL before March 1<sup>st</sup> 2018 can vote at the election. There is only one eligible vote per organization, held by the officially appointed PA representative.

- In case of availability of no more than two candidates, the PA representatives will be asked to approve the available Candidates.
- In case of availability of more than two candidates for the position, the procedure for balloting will be as listed below:
  - a. The submitted candidacies will be distributed to the PA's for evaluation.
  - a. The formal representative of the PA will be asked to elect 2 candidates
  - b. After the election the two candidates with the highest number of votes will be given the position for a term of two years.
  - c. In case of a tie between the second and third candidates, an additional ballot will be conducted electronically in the week of the GA.

Candidates are elected by use of a simple majority of eligible members present or validly represented.

### The Agreement Change Management Process (High-level introduction)

The figure below shows the defined steps of the TIA Change Management Process



The Agreement has been made under Belgian law and is governed and changed according to the change management principles of OpenPEPPOL AISBL, as well as the TIA change management principles stated in Annex 6.

1. Everyone in the PEPPOL community can open a request for change by sending it to [Openpeppol@peppol.eu](mailto:Openpeppol@peppol.eu) (subject: Request for Change to the TIA) or to the appointed Agreement Coordinator.
2. The Agreement Coordinator initiates a pre-evaluation of the impact and extent of the change and prepares to discuss it in the TIA CMB.
3. A workgroup is established to support the Agreement Coordinator in providing the needed information, clarification, recommendations and solution design. The workgroup is populated with volunteers and is open to all OpenPEPPOL members.
4. The workgroup is mandated to evaluate the impact and extent of the suggested change in order to provide the TICC CMB with an initial recommendation on how to proceed.
5. When provided with this evaluation and recommendation, the TIA CMB discusses the issue and decides the next steps
6. When the TIA CMB decides to go further with the change, the workgroup is mandated to discuss how to realize and implement the agreed changes and adjustments to the TIA.
  - a. When a solution is reached, the workgroup sends it to the CMB for acceptance.

- b. If a solution cannot be found the workgroup escalates the issue to the CMB for further instructions.
7. When the key principles for a suggested amendment or change are approved by the TIA CMB, the Managing Committee and appointed experts, a draft revision will be provided based on the outcome of this evaluation.
8. The draft revision will be sent for review to the PEPPOL Authorities. (The PEPPOL Authorities are obliged to involve the service providers with whom they have signed Annex 1 in the review process).
9. In order to be approved and finally implemented, the revised TIA must be supported by 75% of the established PEPPOL Authorities.
10. Editorial changes to the main body of the TIA and corrections made to clarify roles, responsibilities and/or obligations as well as changes made to include existing statutory requirements, are not necessarily bound for formal approval of any kind.
11. When the main body of the TIA Agreement has been released for implementation, a 6 - 12 months transition period is initiated. Before the end of the agreed implementation period, all PAs are obliged to change their PA Agreement with OpenPEPPOL, as well as their agreements with local service providers.

### **Types of Changer**

In order to ensure a stable, flexible and operational governance of the Agreement, The PEPPOL Agreement Framework is operating with five different types of changes:

- 1) TIA changes include:  
Changes to the main body of the agreement, the agreement structure and the signing structure. This includes conceptual changes to the use of appendices and/or a revised structure within. These TIA Changes must be supported by 75% of the PEPPOL Authorities.
- 2) Specification changes:  
Changes to requirements in Annexe 4 follow the CC Change Management process in the relevant community.
- 3) Service level changes:  
Changes to requirements in Annexe 3 follow the CC Change Management Process in the relevant community.
- 4) National/local deviances:  
Changes entered in Annex 5 are to be approved by the OpenPEPPOL Managing Committee.
- 5) Process changes:  
Changes to Annex 6 are to be handled by the OpenPEPPOL Managing Committee. Revision of the Change Management Process as stated in Annex 6 must be supported by 75% of the PEPPOL Authorities.