



Peppol

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OpenPeppol AISBL 13th General Assembly

First Invitation

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1 Introduction

1.1 Notification to Members

The Secretary General of OpenPeppol, on behalf of the Managing Committee, hereby invites all members to participate at the 13th OpenPeppol General Assembly, hereinafter referred to as GA13. The meeting will be held online on June 15th, 2021.

The purpose of GA13 is:

1. To hold the annual statutory General Assembly of OpenPeppol for the year 2021 and conduct the formal yearly governance procedures of the Association as stated below:
 - a. Approval of the OpenPeppol AISBL annual accounts for 2020.
 - b. Discharge to the members of the Managing Committee for the exercise of their mandate during accounting year 2020.
 - c. Approval of OpenPeppol AISBL Operational Plans and Budget for 2021.
 - d. Election of individuals proposed by OpenPeppol members to open positions in the governance bodies of the Association. This year, elections will be held for the Secretary General, Managing Committee Members and Election Committee Members.
 - e. Appointment of a Treasurer for 2021.
2. To make Members aware of the Association's achievements and activities over the previous year and discuss the objectives and planned activities foreseen for 2021.

1.2 Meeting logistics

Date: June 15th, 2021

Time: 09:00 – 12:30 CEST

Venue: OpenPeppol Meeting link (to be provided to registered participants)

Participation: All members are requested to attend and must register in advance.

Registration is **mandatory** and is made **by email** to ga@peppol.eu, using the registration form distributed together with the present invitation.

2 Agenda of the 13th General Assembly

1. Participation and agenda
 - a. Approval of agenda (**Vote 1**)
 - b. Participation and validity of representation
 - c. Appointment of scrutineer and minute taker (**Vote 2**)
 - d. Approval of the Participation and Voting Procedures and discharge of the Managing Committee and Operating Office members for the execution of those Procedures (**Vote 3**)
2. Approval of the OpenPeppol AISBL Accounts for 2020 (**Vote 4**)
3. Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2020 (**Vote 5**)
4. OpenPeppol Operational Plan and Budget for 2021
 - a. Retrospective of 2020, Objectives and Plans of the Association for 2021 (Secretary General)
 - b. Retrospective of 2020, Objectives and Plans of the Domain Communities for 2021 (Domain Community Leaders)
 - i. eDelivery Community
 - ii. Post-Award Community
 - iii. Pre-Award Community
 - c. Retrospective of 2020, Objectives and Plans of the Stakeholder Communities for 2021 (Stakeholder Community Leaders)
 - i. Peppol Authority Community
 - ii. Service Provider Community
 - iii. End User Community
 - d. Questions and comments to the 2021 Operational Plan and Budget
 - e. Approval of the 2021 Operational Plan and Budget (**Vote 6**)
5. Candidacies, elections and position announcements
 - a. Election of Secretary General (**Vote 7**)
 - b. Election of Managing Committee members
 - i. Election of a Peppol Authorities' representative (**Vote 8**)
 - ii. Election of a Service Providers' representative (**Vote 9**)

- iii. Election of two End Users' representatives (**Vote 10**)
 - c. Election of three Election Committee members
 - i. Election of a Peppol Authorities' representative (**Vote 11**)
 - ii. Election of a Service Providers' representative (**Vote 12**)
 - iii. Election of an End Users' representative (**Vote 13**)
 - d. Announcement to the GA of the new Managing Committee composition
 - e. Appointment of OpenPeppol Treasurer for 2021 (**Vote 14**)
 - 6. Approval to provide a proxy for the formal filing to Belgian Authorities (**Vote 15**)
- AoB – Closing.

3 Explanatory notes on Agenda and related procedures

3.1 Participation procedures

The following terms and conditions apply to the 13th OpenPeppol General Assembly:

1. **Meeting format:** The 13th General Assembly will be conducted on **June 15th, 2021** entirely online, without physical presence.
2. **Eligibility:** All Members admitted at present and until **June 11th, 2021** are eligible to participate and vote. Observers can participate but not vote.
3. **Registration:** In order to participate, members must send the designated **Registration Form**, which is distributed together with the present Invitation.
 - a. For a registration to be valid, the Registration Form must be completed and returned to **ga@peppol.eu, no later than June 11th, 2021**.
 - b. No member can participate and vote at the general Assembly without the submission of a Registration Form.
4. **Participation:** Registered participants will receive a **link** to access the online meeting at the scheduled time, together with instructions on how to connect.
5. **How to Participate through a Valid Representative (Proxy):** A member that cannot have a designated representative from within their organisation attend the General Assembly online may be validly represented by another member organisation that will act as its Proxy and vote on its behalf.

To be validly represented by a Proxy in the General Assembly, a member must complete and send to OpenPeppol the designated **Proxy Delegation Form**, which is distributed together with the present invitation.

For a Proxy delegation to be valid, the **Proxy Delegation Form** must be completed and returned to ga@peppol.eu, **no later than June 11th, 2021**.

4 Further Information and Questions

If Members have questions or need any clarification on the agenda items or on the related notes in this document, or are otherwise unsure of what procedures to follow, they are welcome to communicate their questions and concerns to: info@peppol.eu

An informative session will be held in order to present the candidates for MC positions, explain the registration and participation process, and answer Member questions.

This session will take place on **June 2nd, 2021 at 09:00 – 11:00 CEST**. An invitation will be sent to members in due time.