



Peppol

The future is open

Informative Session on the 14th General Assembly

29.03.2022

Net-meeting, 09:00 – 11:00 Brussels time

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Introduction

- a. Agenda
- b. Purpose

Agenda Items

1. GA14 Agenda and Voting Items
2. Presentation of candidates for Managing Committee positions
 - Peppol Authority Representative
 - Anna Dopatka, KoSIT
 - Craig Smith, MBIE
 - Service Provider Representative
 - Ahti Allikas, OpusCapita
3. Participation and Voting procedures
4. Q&A

Purpose of the Informative Session

- The 14th General Assembly (GA) of OpenPeppol AISBL is the third one to be conducted entirely online
- Voting will be done in ‘real time’ using an integrated (LUMI) software platform in conjunction with Zoom
- There is a need to communicate with Members as much as possible to ensure awareness, understanding and acceptance of the participation procedures and particularly the ways to interact with the proceedings during the meeting
- Motivate members to participate in the process remotely – absence of a F2F meeting takes away the important networking opportunity of a GA and Communities get-together
- Provide an opportunity to candidates running for Managing Committee positions, to address members in advance of the GA
- Provide a floor to members for asking questions and obtaining clarifications about the process, also on the agenda and decision items, if needed



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1. GA14 Agenda and Voting Items

14th General Assembly logistics

- The 14th OpenPeppol General Assembly will be held on April 5th, 2022 between 09:00 – 12:30 CEST
- Participation of members will be done exclusively through an on-line tool, allowing interaction with the meeting.
- The Bureau will be physically present at the central location hosted by BOSA
 - (Simon Bolivarlaan 30, WTC III, 1000 Brussels, Belgium)
- The Bureau will consist of:
 - The Secretary General – André Hoddevik
 - The Meeting Scrutineer – Lefteris Leontaridis (to be confirmed by the GA)
 - The Meeting Minute Taker – Mairi Hayworth (to be confirmed by the GA)

Agenda and Voting Items (1/3)

1. Participation and agenda

a. Approval of agenda (**Vote 1**)

- *Standard procedural item in every GA*

b. Participation and validity of representation

c. Appointment of scrutineer and minute taker (**Vote 2**)

- *Standard procedural item in every GA*

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**)

- *Standard procedural item since GA13*

2. Approval of the OpenPeppol AISBL Accounts for 2021 (**Vote 4**)

- *Standard formal item in every GA – [2021 Accounts Published 2022.03.15](#) and [OpenPeppol Draft Financial Statement SFS 2021 – EN v1](#)*

3. Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2021 (**Vote 5**)

- *Standard procedural item since GA13*

Agenda and Voting Items (2/3)

4. OpenPeppol Operational Plan and Budget for 2022

- a. Retrospective of 2021, Objectives and Plans of the Association for 2022 (Secretary General)
- b. Retrospective of 2021, Objectives and Plans of the Domain Communities for 2022 (Domain Community Leaders)
 - i. Pre-Award Community, Post-Award Community, eDelivery Community and Continuous Transaction Controls Community
- c. Retrospective of 2021, Objectives and Plans of the Stakeholder Communities for 2022 (Stakeholder Community Leaders)
 - i. Peppol Authority Community, Service Provider Community, End-User Community
- d. Questions and comments to the 2022 Operational Plan and Budget
- e. Approval of the 2022 Operational Plan and Budget (**Vote 6**)
 - *Standard formal item in every GA – [2022 Operational Plan and Budget PUBLISHED 2022.03.15](#)*

Agenda and Voting Items (3/3)

5. Candidacies, elections and position announcements

a. Election of Managing Committee members

i. Election of Peppol Authorities' Representative (**Vote 7**)

- *Anna Dopatka, KoSIT and Craig Smith, MBIE.*
- *The General Assembly will elect 1 out of 2 candidates.*

ii. Election of Service Providers' Representative (**Vote 8**)

- *Ahti Allikas as the only one candidate.*
- *The General Assembly is invited to accept the candidate in this position.*

b. Announcement to the GA of the new Managing Committee composition

6. Approval to provide a proxy for the formal filing to Belgian Authorities (**Vote 9**)

- *Standard procedural item in every GA*

AoB – Closing



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2. Presentation of candidates

- Managing Committee positions

Managing Committee positions – status in 2022

Position	Code	Name	Organisation	Term	Ends	Status 2022	Candidates 2022 – 18.03.2022
Peppol Authority Representatives	MC-PA1	Anna Dopatka	KoSIT	2-year	March 2022	Election for a new 2-year term	Anna Dopatka, KoSIT (GE) Craig Smith, MBIE (NZ)
	MC-PA2	Robert Tay	IMDA	2-year	March 2023	Continues for 1 more year	Position not open until 2023
Service Provider Representatives	MC-SP1	Ahti Allikas	OpusCapita	2-year	March 2022	Election for a new 2-year term	Ahti Allikas, OpusCapita
	MC-SP2	Ger Clancy	IBM Corporation	2-year	March 2023	Continues for 1 more year	Position not open until 2023
End User Representatives	MC-EU1	Justin de Jager	Ministry of the Interior and Kingdom Relations, Netherlands	2-year	March 2023	Continues for 1 more year	Position not open until 2023
	MC-EU2	Arne Johan Larsen	Equinor ASA	2-year	March 2023	Continues for 1 more year	Position not open until 2023

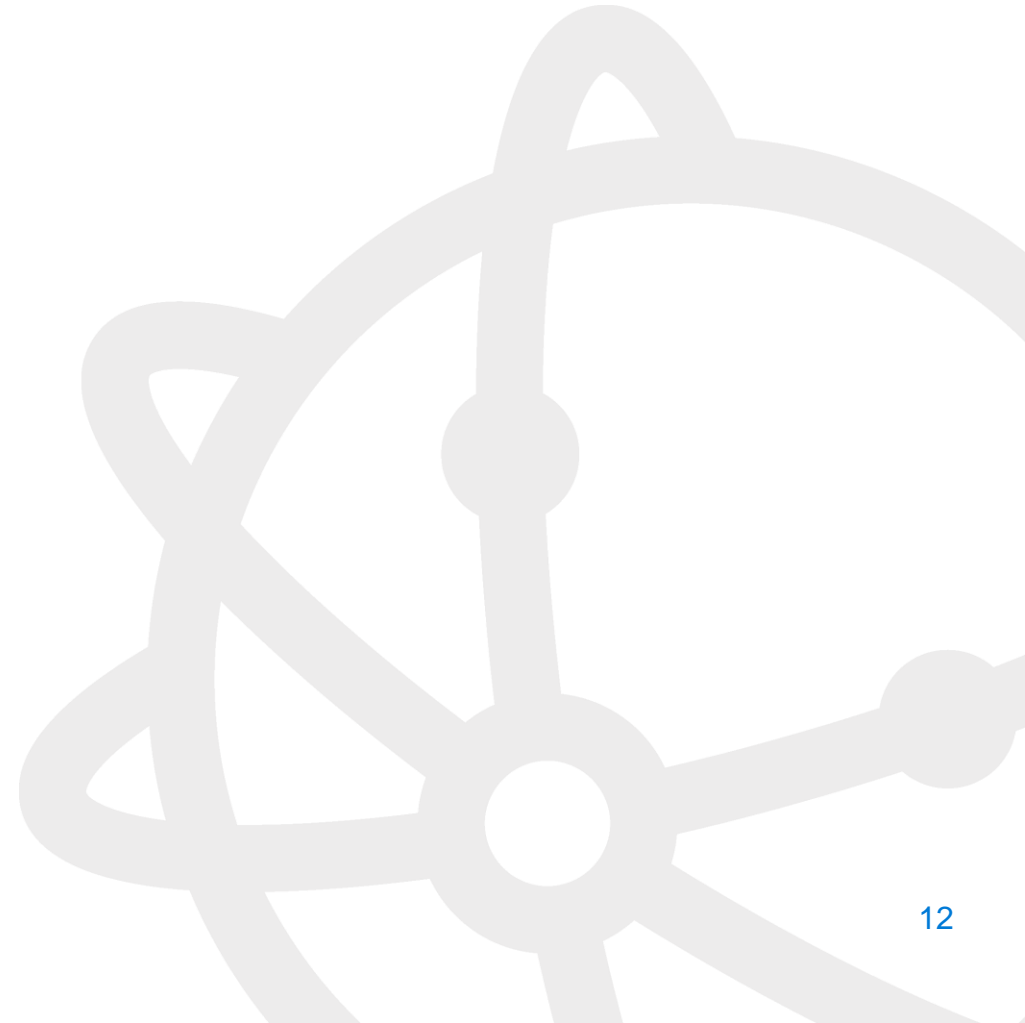
Open Positions for 2022 – Candidates

One (1) Representative of Peppol Authorities

- Anna Dopatka, KoSIT (Germany)
- Craig Smith, MBIE (New Zealand)

One (1) Representative of Service Providers

- Ahti Allikas, OpusCapita





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3. Participation and Voting procedures

Presented by

- Kolette Visser – Operating Office
- Wim Groffen – LUMI Global

Overview of procedures

1. Register for the 14th General Assembly

- Complete the Registration Form and send it to ga@peppol.eu by **April 1st, 2022**.
- The registrant must declare if he/she is authorised to vote on behalf of the Member organisation.
- Those not attending, can complete the Proxy Delegation Form and submit it to ga@peppol.eu by **April 1st, 2022**.

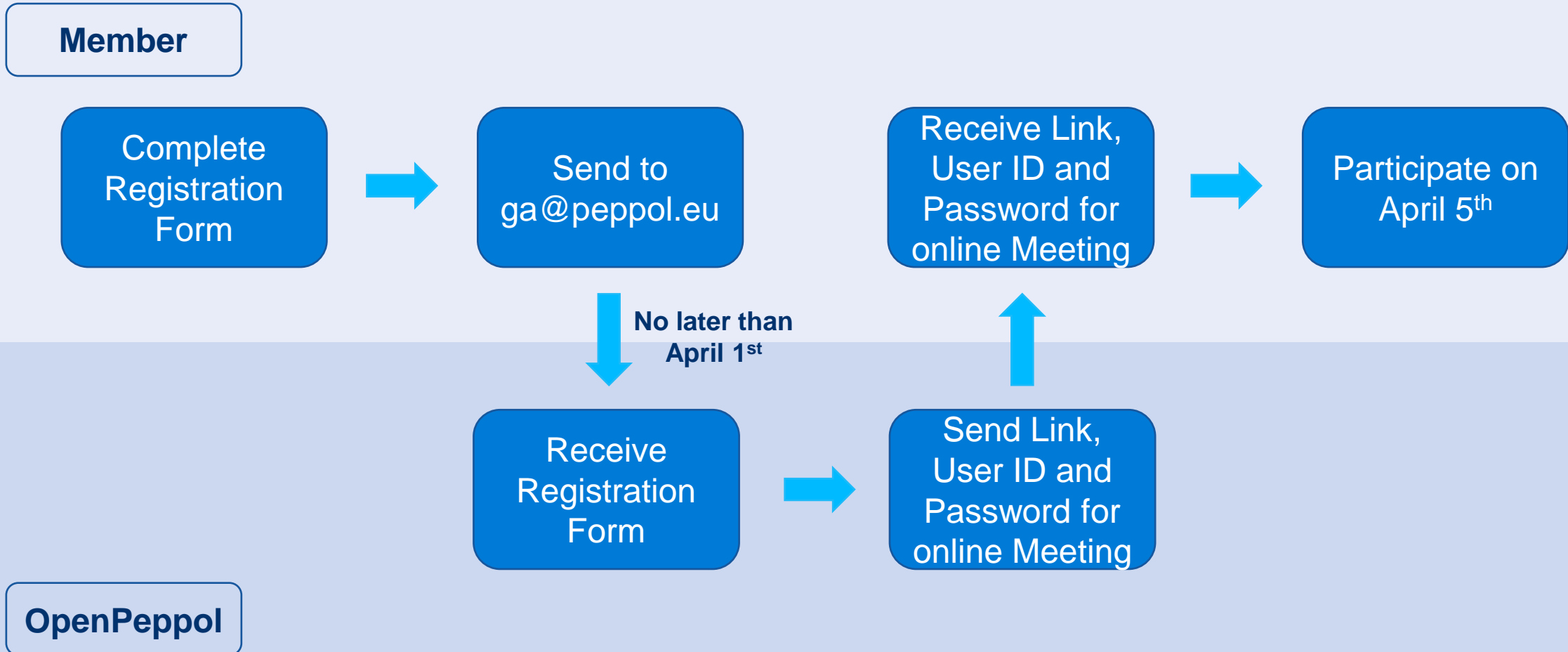
2. Receive the link to the online meeting of April 5th, 2022 (09:00 – 12:30 Brussels time) with a unique user ID and password

- OpenPeppol will register the recipients based on registration forms received and reviewed.
- In advance of the meeting, OpenPeppol will send each recipient a unique ID and password by email along with a link to the meeting.
- **Note:** The user ID and password will be issued to the email address of the person named in the Registration Form.

3. Voting

- Registered Attendees and designated Proxy Voters will vote in 'real time' during the meeting.
- Proxy holders are recognised in the election software with the total number of votes they hold. Therefore they only need to vote once on each item.
- Observers and other non-voting attendees are also recognised, so they are not able to vote.

Registration and Participation Process



Registration Form

- [Link on Confluence](#)

14th OpenPeppol General Assembly
MEMBER REGISTRATION FORM

Member Organisation:

Membership type Full member Observer

Participant on behalf of
the Member Organisation

First Name:

Last Name:

Email address:

If you are an Observer, the voting section below does not apply for you

The aforementioned person:

Has the right to represent the member and vote on its behalf: YES NO

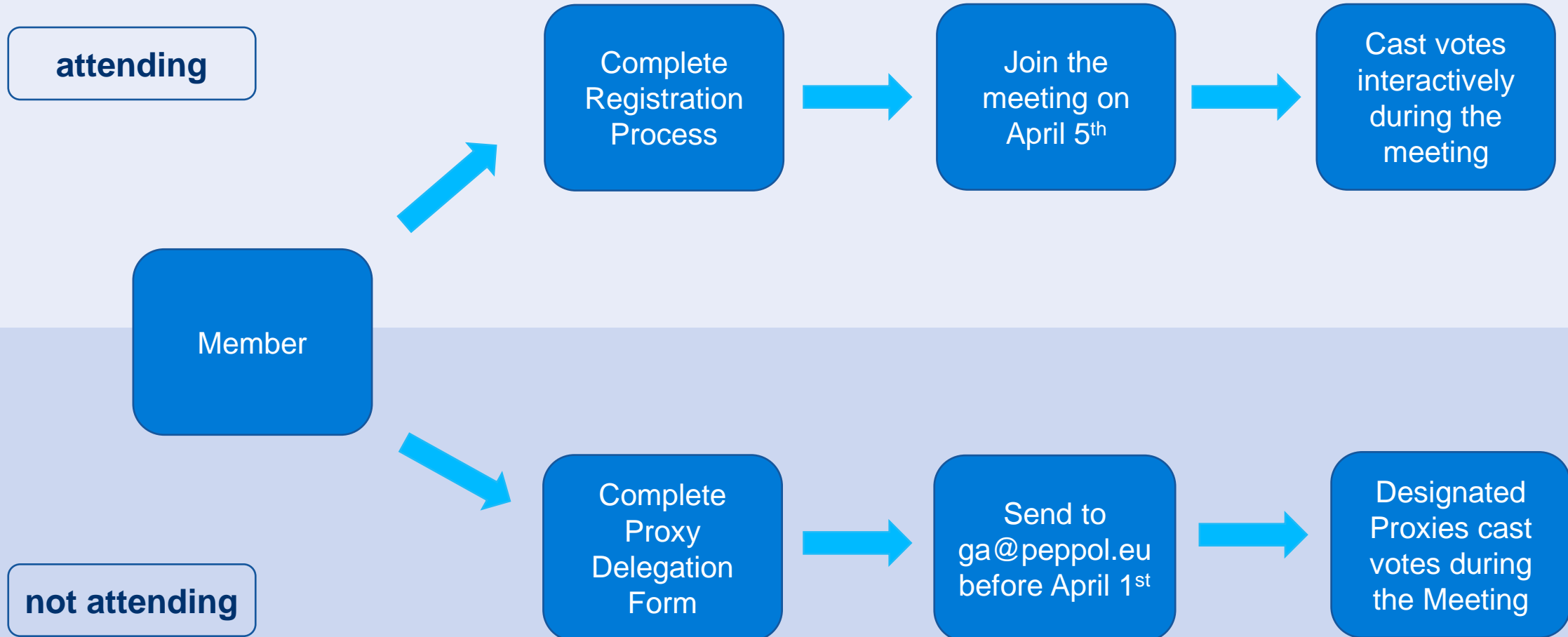
Confirms that he/she has been designated to take part in the General Assembly on behalf of the OpenPeppol member organisation mentioned in this form.

Only one person per member organisation should have the right to vote on its behalf at the 14th OpenPeppol General Assembly.

Registration Forms should be sent by email to ga@peppol.eu

Deadline: April 1st, 2022

Voting Options for Members



Proxy Delegation Form

- [Link on Confluence](#)

**14th OpenPeppol General Assembly
PROXY DELEGATION FORM**

Member Organisation Giving Delegation:

Member Representative

First Name:

Last Name:

Email address:

The aforementioned person confirms that he/she represents the OpenPeppol Member mentioned above in this form and has been duly authorised to designate another Member as a Proxy, which can vote on its behalf.

The aforementioned Member delegates its right to vote, to the OpenPeppol Member mentioned below.

Member Organisation Acting as Proxy:

Proxy Delegation Forms should be sent by email to ga@peppol.eu
Deadline: April 1st, 2022

14th General Assembly info on Confluence

- [Confluence site with all necessary information](#)

14th OpenPeppol General Assembly

From this page members can access all information needed to register, attend, and vote at the 14th OpenPeppol General Assembly. For any questions please contact OpenPeppol at info@peppol.eu

In this page you can find the following information:

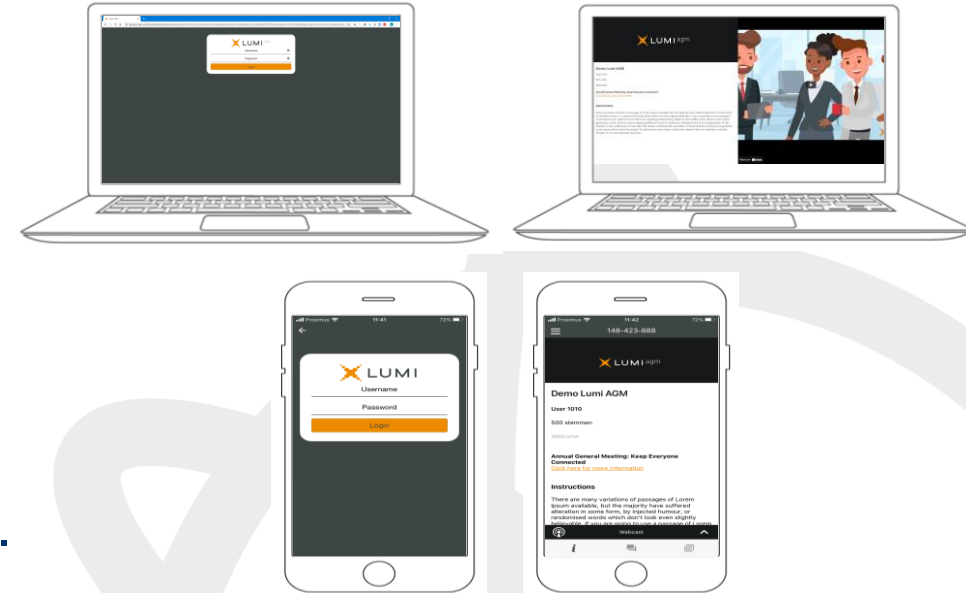
- A. Schedule
- B. Registration and Participation Procedures
- C. Voting Procedures
- D. Background Material
- E. Elections and Candidates
- F. Informative Session to prepare for the GA

In the following pages you can find information on:

- GA14 Agenda
- GA14 Voting Items
- GA14 Participation and Voting Procedures
- GA14 Background Documents
- GA14 Election - Open Positions and Candidates

Joining the Meeting – LUMI Technologies platform

- Log in to the meeting, using your computer, tablet or smartphone.
- Please ensure you have the latest versions of Chrome, Safari or Edge. (Internet Explorer is **not** supported)
- Log on in time to ensure that your browser is compatible.
- Select **‘Login’** and enter your username and password.
- You will be able to view a live webcast of the meeting, type in questions online and submit your votes in **real time**.



Poll Open

1.a
Approval of the proposed agenda, as notified to members on March 1st, 2022

Select a choice to send.

Yes



No

CANCEL

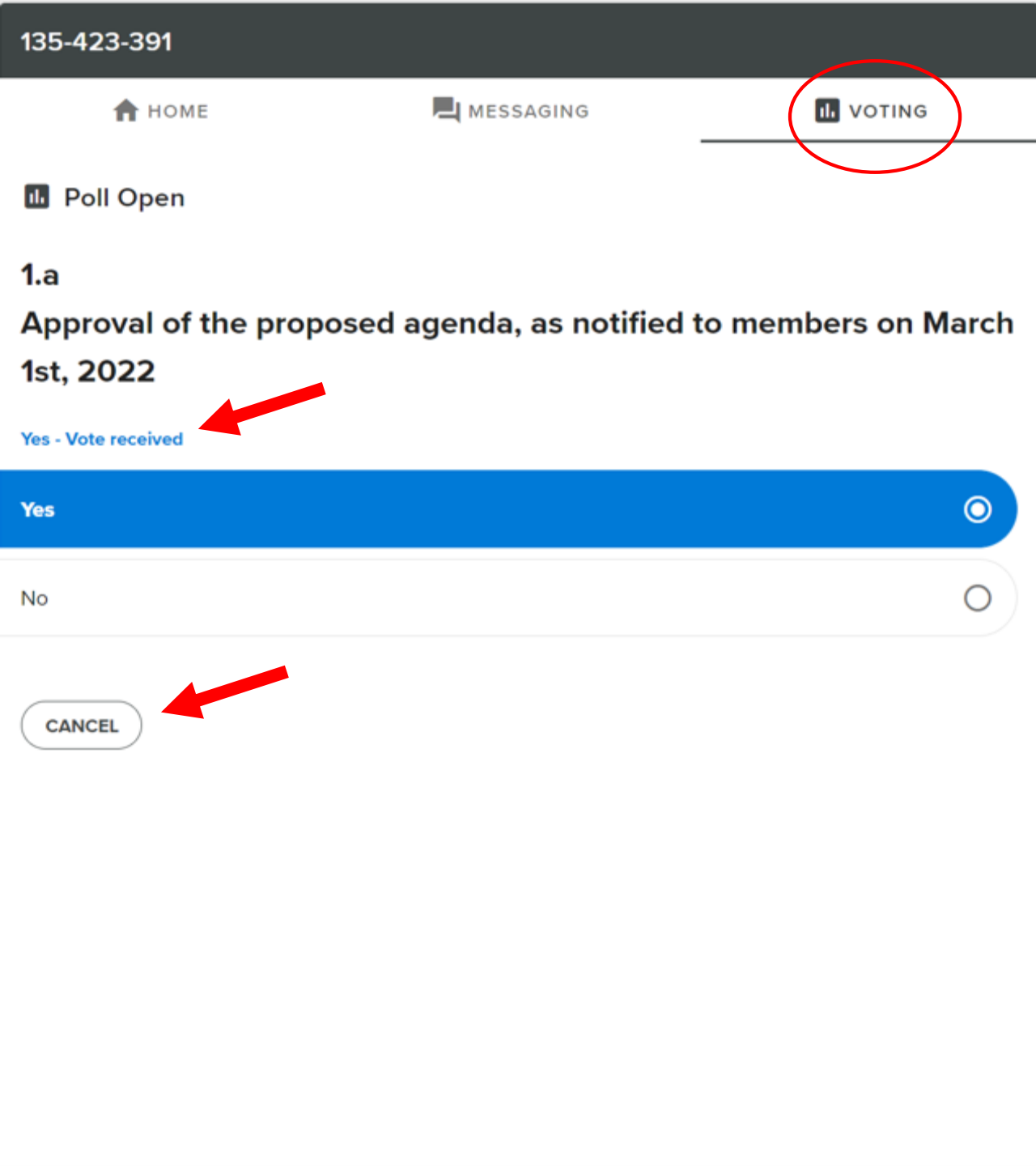


Vote

When a voting session is opened for a particular agenda point, you will find the information as displayed here on the left hand side of your screen.

You can click on the choice of **'Yes'** or **'No'** to accept or reject the item.

In the case of a competitive election, you can click on the name of your chosen candidate.



Vote


When you have made your choice and voted, '***Vote received***' will appear above the options.

You will see in the lower right-hand side of the voting screen, that you can cancel and choose again, if necessary, before the voting period closes.

Voting Results

Votes are counted electronically and will be displayed immediately as each vote closes

SAMPLE



Vote 1 – Approval of Agenda

Agenda item 1.a Approval of the proposed agenda as notified to members on March 1st, 2022

Votes (including proxy votes cast)

Yes	8
No	0

Result of Vote 1 The 14th General Assembly **approves** the proposed agenda as notified to members on March 1st, 2022

Messaging

Ask a question



0 / 1000

ALL MESSAGES

MY MESSAGES



Questions

When the icon for the questions is visible, you can send in questions with a text message.

Type your question in the text box “**Ask a question**” and press the arrow to send your message.

Messaging

Ask a question



0 / 1000

ALL MESSAGES

MY MESSAGES

Received

CLOSE



Questions

A bar with the message ***Received*** will appear. Your message has now been sent.



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4. Q&A



THANK YOU!

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