Peppol

The future is open

Informative Session on the 15th General Assembly

2023.05.24

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

Introduction

a. Agenda
b. Purpose

Agenda Items

1. GA15 Agenda and Voting Items

2. Presentation of candidates
   - Secretary General
   - Managing Committee
     - Peppol Authority Representative
     - Service Provider Representative
     - End User Representatives
   - Election Committee
     - Peppol Authority Representative
     - Service Provider Representative
     - End User Representative

3. Participation and Voting procedures

4. Q&A

Purpose of the Informative Session

- The 15th General Assembly (GA) of OpenPeppol AISBL will be conducted entirely online as foreseen by Belgian law and the OpenPeppol Statutes

- 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 to:
  - Motivate members to participate in the process remotely
  - Provide an opportunity to candidates running for Secretary General, Managing Committee and Election 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

1. GA15 Agenda and Voting Items

15th General Assembly logistics

- The 15th OpenPeppol General Assembly will be held on June 8th, 2023 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)
  - If the required quorum of members is reached by the close of registrations on June 2nd, a Notary will also be present on the day to oversee the vote on the changes to the Statutes of the Association.

Agenda and Voting Items (1/5)

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. OpenPeppol AISBL Accounts for 2022

   a. Questions and comments to the OpenPeppol AISBL Accounts for 2022

   b. Approval of the OpenPeppol AISBL Accounts for 2022 (**Vote 4**)

      - *Standard formal item in every GA – 2022 Accounts Published 2023.05.16, Draft Financial Statement - OpenPeppol 2022 - EN v1 and Trial balance - OpenPeppol Year-end 2022*

Agenda and Voting Items (2/5)

3. Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2022 (**Vote 5**)

   - *Standard procedural item since GA13*

4. OpenPeppol Operational Plan and Budget for 2023

   a. Retrospective of 2022, Objectives and Plans of the Association for 2023 (Secretary General)

   b. Retrospective of 2022, Objectives and Plans of the Domain Communities for 2023 (Domain Community Leaders)

      - Pre-Award Community, Post-Award Community, eDelivery Community and Continuous Transaction Controls Community

   c. Retrospective of 2022, Objectives and Plans of the Stakeholder Communities for 2023 (Stakeholder Community Leaders)

      - Peppol Authority Community, Service Provider Community, End User Community

   d. Questions and comments to the 2023 Operational Plan and Budget

   e. Approval of the 2023 Operational Plan and Budget (**Vote 6**)

      - *Standard formal item in every GA – 2023 Operational Plan and Budget_PUBLISHED 2023.05.16*

Agenda and Voting Items (3/5)

5. New Statutes of the Association

    a. Questions and comments to the new Statutes

    b. Approval of the new Statutes (**Vote 7**)

        • _OpenPeppol Statutes 2023 Revision_PUBLISHED 2023.05.16_ and _OpenPeppol Statutes 2023 Revision - legal analysis of changes_

6. Candidacies, elections and position announcements

    a. Election of Secretary General (**Vote 8**)

        • _André Hoddevik, DFØ as the only one candidate._

        • _The General Assembly is invited to accept the candidate in this position._

6. Candidacies, elections and position announcements (continued)

   b. Election of Managing Committee members

      i. Election of Peppol Authorities' Representative (**Vote 9**)

         - *Seong Wah Geok, IMDA*
         - *Craig Smith, MBIE.*
         - *The General Assembly will elect 1 out of 2 candidates.*

      ii. Election of Service Providers' Representative (**Vote 10**)

         - *Ger Clancy, IBM Corporation as the only one candidate.*
         - *The General Assembly is invited to accept the candidate in this position.*

      iii. Election of two End Users' representatives (**Vote 11**)

         - *Justin de Jager, Ministry of the Interior and Kingdom Relations, Netherlands (has applied for the 2-year term position)*
         - *Arne Johan Larsen, Equinor ASA (has applied for the 1-year term position)*
         - *The General Assembly is invited to accept the candidates in these positions.*

Agenda and Voting Items (5/5)

6. Candidacies, elections and position announcements (continued)

    c.   Election of three Election Committee members

        i. Election of Peppol Authorities' Representative (**Vote 12**)

- *No candidate so far*
- *Call for Candidates extended until May 31st*

        ii. Election of Service Providers' Representative (**Vote 13**)

- *Manjeet Yadav, Valta Technology Group Pty Ltd as the only one candidate.*
- *The General Assembly is invited to accept the candidate in this position.*

        iii. Election of End Users' representative (**Vote 14**)

- *Audrey-Anne Callus Randich, Ministry For Finance, Malta, as the only one candidate.*
- *The General Assembly is invited to accept the candidate in this position.*

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

7. Approval to provide a proxy for the formal filing to Belgian Authorities (**Vote 15**)

- *Standard procedural item in every GA*

AoB – Closing

2. Presentation of candidates

- Secretary General
- Managing Committee positions
- Election Committee positions

Secretary General and Managing Committee positions – status in 2023

Position		Code	Name	Organisation	Term	Ends	Status 2023	Candidates 2023 - 2023.05.19
Secretary General		SG	André Hoddevik	DFØ	2-year	March 2023	Election for a new 2-year term	André Hoddevik, DFØ
Managing Committee	Peppol Authority Representatives	MC-PA1	Anna Dopatka	KoSIT	2-year	March 2024	Continues for 1 more year	Position not open untill 2024
		MC-PA2	Robert Tay	IMDA	2-year	March 2023	Election for a new 2-year term	Seong Wah Geok, IMDA Craig Smith, MBIE
	Service Provider Representatives	MC-SP1	Ahti Allikas	OpusCapita	2-year	March 2024	Continues for 1 more year	Position not open untill 2024
		MC-SP2	Ger Clancy	IBM Corporation	2-year	March 2023	Election for a new 2-year term	Ger Clancy, IBM Corporation
	End User Representatives	MC-EU1	Justin de Jager	Ministry of the Interior and Kingdom Relations, Netherlands	2-year	March 2023	Election for a new **1-year** term	Arne Johan Larsen, Equinor ASA
		MC-EU2	Arne Johan Larsen	Equinor ASA	2-year	March 2023	Election for a new 2-year term	Justin de Jager, Ministry of the Interior and Kingdom Relations, Netherlands

Election Committee positions – status in 2023

Position		Code	Name	Organisation	Term	Ends	Status 2023	Candidates 2023 - 2023.05.19
Election Committee	**Peppol Authority Representative**	**EC-PA**	**Serge Libert**	BOSA	2-year	March 2023	Election for a new 2-year term	**No candidate running yet**
	Service Provider Representative	**EC-SP**	**Manjeet Yadav**	Valta Technology Group Pty Ltd	2-year	March 2023	Election for a new 2-year term	**Manjeet Yadav**, Valta Technology Group Pty Ltd
	End User Representative	**EC-EU**	**Audrey-Anne Callus Randich**	Ministry For Finance, Malta	2-year	March 2023	Election for a new 2-year term	**Audrey-Anne Callus Randich**, Ministry For Finance, Malta

Open Positions for 2023 – Candidates

Secretary General

- André Hoddevik, DFØ

Managing Committee

- **One (1) Representative of Peppol Authorities**
  - Seong Wah Geok, IMDA (Singapore)
  - Craig Smith, MBIE (New Zealand)

- **One (1) Representative of Service Providers**
  - Ger Clancy, IBM Corporation

- **Two (2) Representatives of End Users (1-year term and 2-year term)**
  - Justin de Jager, Ministry of the Interior and Kingdom Relations, Netherlands (2-year term)
  - Arne Johan Larsen, Equinor ASA (1-year term)

Election Committee

- **One (1) Representative of Service Providers**
  - Manjeet Yadav, Valta Technology Group Pty Ltd

- **One (1) Representative of End Users**
  - Audrey-Anne Callus Randich, Ministry For Finance, Malta

3. Participation and Voting procedures

Presented by

- Mairi Hayworth – Operating Office

Overview of procedures

1. **Register for the 15th General Assembly**
   - Complete the Registration Form and send it to ga@peppol.eu by **June 2nd, 2023**.
   - 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 **June 2nd, 2023**.
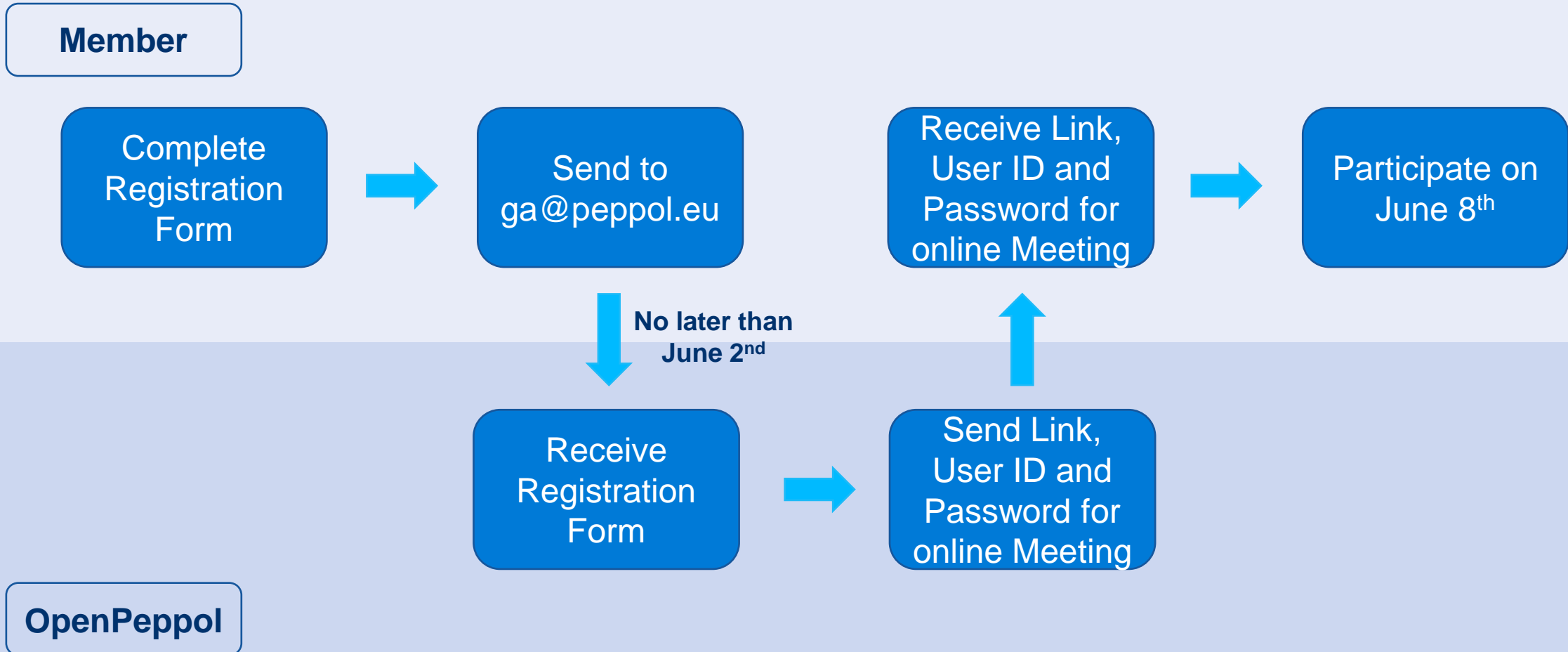
2. **Receive the link to the online meeting of June 8th, 2023 (09:00 – 12:30 Brussels time) with a unique user ID and password**
   - OpenPeppol will register the recipients based on registration forms received and reviewed.
   - In advance of the meeting, OpenPeppol will send each recipient a unique 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

Peppol

Member

Complete Registration Form	→	Send to ga@peppol.eu

No later than June 2nd

Receive Link, User ID and Password for online Meeting	→	Participate on June 8th

Receive Registration Form	→	Send Link, User ID and Password for online Meeting

OpenPeppol

Registration Form

- [Link on Confluence](#)

15th 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.
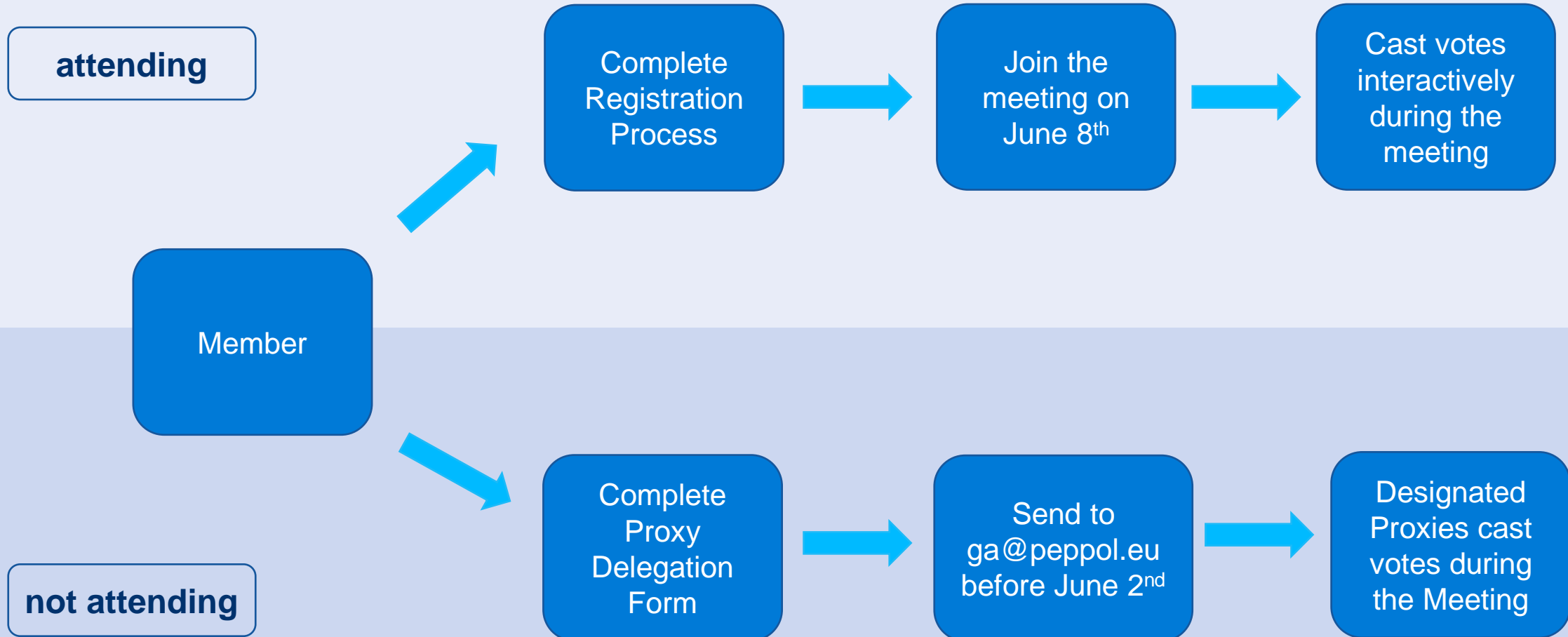
Only one person per member organisation should have the right to vote on its behalf at the 15th OpenPeppol General Assembly.

More than one person per member can attend the General Assembly, given that they submit a separate registration form.

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

Deadline: June 2nd, 2023

Voting Options for Members

attending

Member

not attending

Complete Registration Process → Join the meeting on June 8th → Cast votes interactively during the meeting

Complete Proxy Delegation Form → Send to ga@peppol.eu before June 2nd → Designated Proxies cast votes during the Meeting

Proxy Delegation Form

- [Link on Confluence](#)

15th 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: June 2nd, 2023

15th General Assembly info on Confluence

- Confluence site with all necessary information

15th OpenPeppol General Assembly

From this page members can access all information needed to register, attend, and vote at the 15th OpenPeppol General Assembly. For any questions please contact OpenPeppol at info@peppol.eu
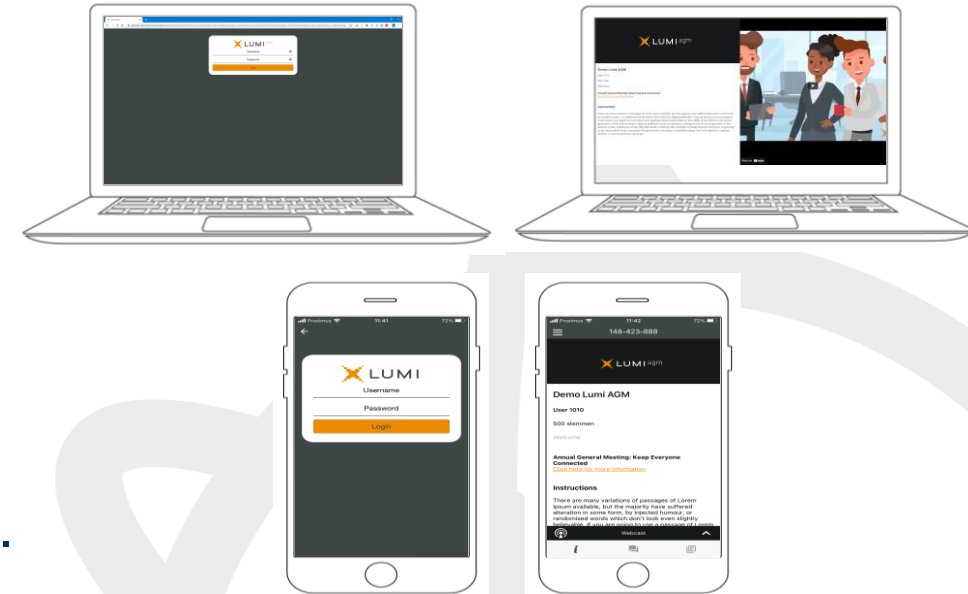
In this page you can find the following information:

- 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:

- GA15 Agenda
- GA15 Voting Items
- GA15 Participation and Voting Procedures
- GA15 Background Documents
- GA15 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**.
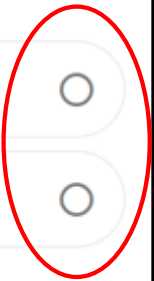
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HOME   MESSAGING   VOTING

Poll Open

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

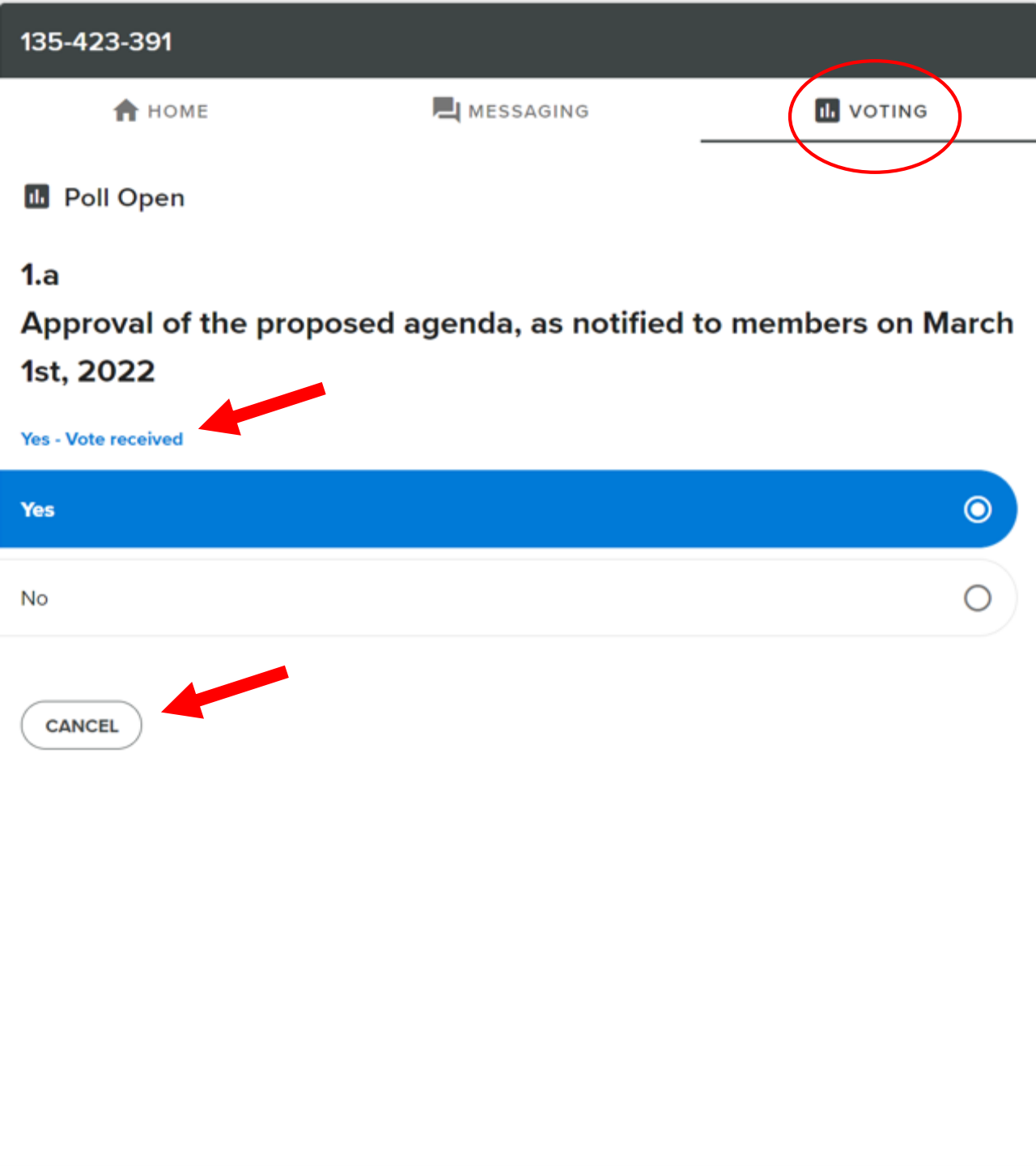Select a choice to send.

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.

135-423-391

🏠 HOME   💬 MESSAGING   📊 VOTING

📊 Poll Open

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

Yes - Vote received

Yes ⊙

No ○

CANCEL

📊 **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

SAMPLE

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

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 |

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.

Questions

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

4. Q&A

THANK YOU!

MORE INFORMATION

info@peppol.eu
www.peppol.org

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