



Peppol

The future is open

OpenPeppol AISBL 15th General Assembly

First Invitation

Status: Final

Published: 2023.04.20

OpenPeppol AISBL
Rond-point Schuman 6, box 5
1040 Brussels Belgium

info@peppol.eu
www.peppol.org



Table of Contents

1	Introduction	3
1.1	Notification to Members	3
1.2	Meeting logistics	3
2	Agenda of the 15th General Assembly	4
3	Participation procedures	5
4	Further Information and Questions	6

2 Agenda of the 15th 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. 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**)
3. Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2022 (**Vote 5**)
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)
 - i. eDelivery Community
 - ii. Post-Award Community
 - iii. Pre-Award Community
 - iv. Continuous Transaction Controls Community
 - c. Retrospective of 2022, Objectives and Plans of the Stakeholder Communities for 2023 (Stakeholder Community Leaders)
 - i. Peppol Authority Community
 - ii. Service Provider Community
 - iii. 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**)
5. New Statutes of the Association
 - a. Questions and comments to the new Statutes

- b. Approval of the new Statutes (**Vote 7**)
 - 6. Candidacies, elections and position announcements
 - a. Election of Secretary General (**Vote 8**)
 - b. Election of Managing Committee members
 - i. Election of a Peppol Authorities' representative (**Vote 9**)
 - ii. Election of a Service Providers' representative (**Vote 10**)
 - iii. Election of two End Users' representatives (**Vote 11**)
 - c. Election of three Election Committee members
 - i. Election of a Peppol Authorities' representative (**Vote 12**)
 - ii. Election of a Service Providers' representative (**Vote 13**)
 - iii. Election of an End Users' representative (**Vote 14**)
 - 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**)
- AoB – Closing.

3 Participation procedures

The following terms and conditions apply to the 15th OpenPeppol General Assembly:

1. **Meeting format:** The 15th General Assembly will be conducted on **June 8th, 2023** entirely online, without physical presence of members.
2. **Eligibility:** All Members admitted at present and until **June 2nd, 2023** are eligible to participate and vote. Observers can attend and follow the proceedings 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 2nd, 2023**.
 - b. No member can participate and vote at the General Assembly without the submission of a Registration Form.
 - c. Only one person per member organisation should have the right to vote on its behalf at the General Assembly.
 - d. More than one person per member can attend the General Assembly, given that they submit a separate 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, and how to raise their questions and participate in the meeting.

These practicalities will also be discussed during the Q&A session referred to below in point 4 “Further Information and Questions”.

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 2nd, 2023**.

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 **May 24th, 2023 from 09:00 – 11:00 Brussels time**. An invitation will be sent to members in due time.