



# Peppol

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## OpenPeppol AISBL 17<sup>th</sup> General Assembly

### First Invitation

Status: Final

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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 17<sup>th</sup> OpenPeppol General Assembly, hereinafter referred to as GA17. The meeting will be held online without members' physical presence on April 16<sup>th</sup>, 2024. The Bureau (Secretary General, Scrutineer and Minute Taker) will be physically present at a designated location in Brussels.

The purpose of GA17 is:

1. To hold the annual statutory General Assembly of OpenPeppol for the year 2024 and conduct the formal yearly governance procedures of the Association as stated below:
  - a. Approval of the OpenPeppol AISBL annual accounts for 2023.
  - b. Discharge to the members of the Managing Committee for the exercise of their mandate during accounting year 2023.
  - c. Approval of OpenPeppol AISBL Operational Plans and Budget for 2024.
  - 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.
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 2024.

## 1.2 Meeting logistics

Date: April 16<sup>th</sup>, 2024 Time: 09:00 – 12:30 Brussels time

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](mailto:ga@peppol.eu), using the registration form distributed together with the present invitation. Registration must be made at the latest on **April 12<sup>th</sup> 2024**.

## 2 Agenda of the 17<sup>th</sup> 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 2023
  - a. Questions and comments to the OpenPeppol AISBL Accounts for 2023
  - b. Approval of the OpenPeppol AISBL Accounts for 2023 (**Vote 4**)
3. Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2023 (**Vote 5**)
4. OpenPeppol Operational Plan and Budget for 2024
  - a. Retrospective of 2023, Objectives and Plans of the Association for 2024 (Secretary General)
  - b. Retrospective of 2023, Objectives and Plans of the Domain Communities for 2024 (Domain Community Leaders)
    - i. eDelivery Community
    - ii. Post-Award Community
    - iii. Pre-Award Community
    - iv. Continuous Transaction Controls Community
  - c. Retrospective of 2023, Objectives and Plans of the Stakeholder Communities for 2024 (Stakeholder Community Leaders)
    - i. Peppol Authority Community
    - ii. Service Provider Community
    - iii. End User Community
  - d. Questions and comments to the 2024 Operational Plan and Budget
  - e. Approval of the 2024 Operational Plan and Budget (**Vote 6**)
5. Candidacies, elections and position announcements
  - a. Election of Managing Committee members

- i. Election of a Peppol Authorities' representative (**Vote 7**)
    - ii. Election of a Service Providers' representative (**Vote 8**)
    - iii. Election of an End Users' representative (**Vote 9**)
  - 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 10**)
- AoB – Closing.

### 3 Participation procedures

The following terms and conditions apply to the 17<sup>th</sup> OpenPeppol General Assembly:

1. **Meeting format:** The 17<sup>th</sup> General Assembly will be conducted on **April 16<sup>th</sup>, 2024** entirely online, without physical presence of members.
2. **Eligibility:** All Members admitted at present and until **April 12<sup>th</sup>, 2024** 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 April 12<sup>th</sup>, 2024**.
  - 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](mailto:ga@peppol.eu), **no later than April 12<sup>th</sup>, 2024**.

## 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](mailto:info@peppol.eu)

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