

Work Group mandate (03.04.2018)

PEPPOL Authority - Reporting automation

This document covers a mandate given by the relevant OpenPEPPOL management entity to a specific Work Group (in a specific timeframe).

This mandate was given on January 11th 2018 by Carmen Ciciriello, and approved by the MC in a revised format April 3rd 2012

WG Description	
TITLE	PEPPOL Authority - Reporting automation
Outcome	<p>A contract condition under the PEPPOL Transport Infrastructure Agreement for Access Point providers is to submit regular reports of activity volumes to the PEPPOL Authority.</p> <p>Currently, it is possible to track PEPPOL transaction volumes exchanged by Access Point providers that have implemented the Oxalis open source which includes a reporting functionality in its code, allowing for automated tracking. However, Oxalis is used by approximately 55% of the Access Point providers, and the functionality of automated reporting is not activated by default.</p> <p>Other Access Point providers report transaction volumes on a monthly basis through excel files and data are then gathered by PEPPOL Authorities, but not all PEPPOL Authorities follow up on this with the APs they have signed with.</p> <p>A common solution for automated reporting is necessary to track all PEPPOL transactions exchanged over the network.</p> <p>The Work Group is mandated to collect requirement and expectations to this reporting, evaluate the impact of the individual requirement and suggest which of those requirements to include in the mandatory reporting.</p> <p>The outcome of the Work Group is an overview of what to require from mandatory reporting in the PEPPOL eDelivery network.</p> <p>The workgroup is open for all members</p> <p>The Work Group are expected to collaborate closely with the eDelivery Convergence task force in ensuring preliminary implementation of usage reporting by end of September 2018, including the possibility to monitor which PEPPOL message exchange protocol is being used (currently AS2 vs AS4).</p>
Owner	<p>Steve Graham</p> <p><i>It is the role of the WG owner to ensure that the WG work within the mandate, or alternate seek approval of needed revisions of this mandate. The WG owner refers to the OpenPEPPOL management entity mandating this Work Group.</i></p>
Leader	<p>Carmen Ciciriello</p> <p><i>It is the role of the WG leader to plan manage and monitor the actual work. The WG leader</i></p>

	<i>reports to the OpenPEPPOL Portfolio manager</i>
Mandated By:	OpenPEPPOL Managing Committee (MC)
Approval Structure	<p>Deliverables are defined by consensus in the Work Group, or, if consensus cannot be achieved; by a majority vote, where the minority viewpoints are documented as part of the deliverable.</p> <p>The Work Group has no power of authority, and are established to suggest content and level of mandatory e-delivery usage reporting.</p> <p>The suggested requirements are to be evaluated and implemented accordingly to the AISBL management and change management processes:</p> <ul style="list-style-type: none"> • Any suggested requirement impacting on daily operations are to be evaluated by implemented by the Operating Office • Any suggested requirements impacting on the PEPPOL eDelivery specifications are to be evaluated, approved and implemented in the specifications by the eDelivery Community and Change management board. • Any suggested requirements to the Agreement framework are to be evaluated, approved and implemented in the Agreement framework by the Agreement Change management board.
Timeframe	<p>The activities will start when the Managing Committee will approve the Work Group Mandate.</p> <p>The Work Group are expected to deliver a preliminary report.</p> <p>End June 2018: Consolidated overview of requirements and expectations to be delivered</p> <p>End August 2018 draft report to be submitted in order for the core reporting to be implemented.,</p> <p>End November 2018 final report to be delivered, this version are to include additional requirements not needed for core usage reporting</p>
Subject	<p>The subject of the Work Group is what in the mandatory PEPPOL eDelivery usage reporting, and on which level of details to publish this reporting.</p> <p>The Work Group is expected to:</p> <ul style="list-style-type: none"> • Gather and present consolidated overview or requirements and expectations to reporting from The PEPPOL Authorities members and the e-delivery community members. • Discuss and describe the impact of implementing any of these requirements, from a strategic, a legal and operational perspective. • Present a prioritized list of requirements to include in mandatory reporting, covering also discussions on impact, reason for why to implement and possible implications of the requirement or its

	<p>implementation.</p> <ul style="list-style-type: none"> • Presenting an overview of what not to include in mandatory reporting, covering also the reason for why to exclude it <p>The workgroup is expected to conduct a survey in the PEPPOL Authority and the PEPPOL eDelivery community related the subject.</p>
<p>Deliverables</p>	<p>The Work Group is committed to provide the following deliverables to OpenPEPPOL:</p> <ol style="list-style-type: none"> 1. Consolidated overview of expectations and requirements to mandatory e-delivery reporting (survey result) 2. Report describing <ol style="list-style-type: none"> a. the core issues of Mandatory reporting identified by the Work Group b. requirement to include in mandatory usage reporting in the PEPPOL eDdelivery network. (prioritized list) c. requirement to exclude 3. Strategic roadmap for implementing Mandatory reporting, meeting short term LoU reporting needs and taking longer term goals into consideration. 4. Meeting minutes and status reports