



Invitation to the 10th OpenPEPPOL General Assembly

October 30th, 2018, Brussels, Belgium

Date: 28 September 2018

OpenPEPPOL AISBL
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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 10th OpenPEPPOL General Assembly, hereinafter referred to as GA10, to be held in Brussels on the 30th of October 2018.

The purpose of GA10 is to have a second opportunity to approve changes to the Association's Statutes. GA10 is called according to the provisions of Article 14 of the current Statutes, as a follow-up to the 9th OpenPEPPOL General Assembly, hereinafter referred to as GA9, which included the same agenda item but a decision could not be taken because the necessary quorum of two thirds of members being present or validly represented, was not achieved.

1.2 Meeting logistics

Venue:

[Federal Public Service Policy and Support WTC III – Floor 2, 30 boulevard Simon Bolivar,1000 - Brussels](#)

High-level timetable:

15.30-16.00 Arrival and Registrations

16.00 – 18.00 OpenPEPPOL General Assembly

Registration of participation is made **by email to ga@peppol.eu**

2 Agenda of the 10th OpenPEPPOL General Assembly 30th October 2018

1. Welcome, participation and agenda
 - a. Approval of agenda
 - b. Roll Call – Count of participation and valid representation
 - c. Appointment of scrutineer and minute taker
2. Changes to the OpenPEPPOL Statutes
 - a. Overview of the change management process and of the changes proposed
 - b. Approval of revised Statutes (vote)
3. Closing



3 Explanatory notes on Agenda and related procedures

3.1 Member Eligibility and Participation

3.1.1 Rules for Eligibility of Members:

The 10th OpenPEPPOL General Assembly is a face-to-face meeting of all OpenPEPPOL Members.

This notification is sent to all members that have formally been approved at this time, and will be forwarded to all members approved for joining the Association up to and including the day of the General Assembly, who will also be eligible to participate.

3.1.2 How to Participate Directly

Member organisations can participate by sending a representative to the General Assembly. They are requested to inform the Association by sending an email to ga@peppol.eu or openpeppol@peppol.eu, indicating their intent to participate and indicating the person(s) participating on their behalf. Participants on behalf of attending members can also register on the day.

3.1.3 How to Participate through a Valid Representative (proxy)

If a member is not able to send a designated representative from within their organisation to attend the General Assembly in person, they may be validly represented by another member organisation. In this case, the absent member must delegate its right to vote, to its delegated Proxy.

To be validly represented by a Proxy in the General Assembly, a member should send an email to ga@peppol.eu, indicating the name of the member organisation they wish to appoint as their representative, to which they delegate their right to vote.

3.2 Changes to the OpenPEPPOL Statutes

As per the OpenPEPPOL Statutes article 14, changes to the Statutes need to be approved by the General Assembly, ratified by a Royal Decree and published in the Annexe of The Belgian Official Gazette.

Agenda item 2 serves the purpose of presenting to the General Assembly the changes proposed to be made in the Statutes, and then taking a decision to accept or reject them, According to the provisions of Article 14 of the current Statutes, since the same item was included in GA9, a decision can be taken by the majority of members attending or validly represented on the day, without the need of a quorum.

4 Further Information and Questions

Further documentation, including the revised version of the Association's Statutes, will be provided to members in a few days.

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: openpeppol@peppol.eu

