



Invitation to the 11th OpenPEPPOL General Assembly

General Assembly Date and place:
27 March 2019 – Brussels, Belgium

Invitation Date: 27 February 2019

OpenPEPPOL AISBL
Rond-point Schuman 6, box 5
Brussels Belgium

Table of Contents

1	Introduction	2
1.1	Notification to Members	2
1.2	Meeting logistics	2
2	Agenda of the 11 th OpenPEPPOL General Assembly 27 th March 2019.....	3
3	Explanatory notes on Agenda and related procedures	4
3.1	Member Eligibility and Participation	4
3.1.1	Rules for Eligibility of Members:.....	4
3.1.2	How to Participate Directly.....	4
3.1.3	How to Participate through a Valid Representative (proxy).....	4
4	Further Information and Questions.....	4



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 11th OpenPEPPOL General Assembly, hereinafter referred to as GA11, to be held in Brussels on the 27th of March 2019.

The purpose of GA11 is:

1. To hold the statutory, regular General Assembly of OpenPEPPOL for the year 2019 and conduct the formal yearly governance procedures of the Association as stated below:
 - a. Approval of the OpenPEPPOL AISBL annual accounts for 2018.
 - b. Approval of OpenPEPPOL AISBL operational plans and budget for 2019
 - c. Election of OpenPEPPOL member representatives to open posts in the governance bodies of the Association. This year, elections will be held for:
 - i. Secretary General,
 - ii. Managing Committee Members,
 - iii. Election Committee Members,
 - iv. Treasurer
2. To make Members aware of the Association's activities over the previous year
3. To discuss the objectives and activities foreseen for 2019.

1.2 Meeting logistics

Venue:

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

High-level timetable:

09.00 - 10:30 OpenPEPPOL General Assembly Part 1

10:45 - 12:30 OpenPEPPOL General Assembly Part 2

Registration of participation is made **by email to ga@peppol.eu** . All members are requested to attend and to register their participation



2 Agenda of the 11th OpenPEPPOL General Assembly 27th March 2019

1. Participation and agenda
 - a. Approval of agenda
 - b. Participation and validity of representation
 - c. Appointment of scrutineer and minute taker
2. Welcome and overview of OpenPEPPOL AISBL status
 - a. 2018 activities in retrospect
 - b. Strategic vision for the future
3. Approval of the OpenPEPPOL AISBL Accounts for 2018 **(Vote 1)**
4. OpenPEPPOL Budget and Operational Plan for 2019
 - a. Presentation of the Associations' objectives and planned activities for 2019 (Secretary General)
 - b. Presentations of the Domain Communities' retrospect of 2018 and operational plans for 2019 (Domain Community Leaders)
 - i. Pre-Award Community
 - ii. Post-Award Community
 - iii. eDelivery Community
 - c. Summary of operational plans and budget for 2019 (Operations Manager)
 - d. Questions and comments to the 2019 operational plan and budget
 - e. Approval of the 2019 operational plan and budget **(Vote 2)**
5. Framework for the Stakeholder Communities for 2019
 - i. PEPPOL Authority Community
 - ii. Service Provider Community
 - iii. End-User Community
6. Candidacies, elections and appointments
 - a. Candidacies, election and appointment of the OpenPEPPOL Treasurer **(Vote 3A)**
 - b. Election of the Secretary General **(Vote 3B)**
 - c. Election of the Managing Committee members **(Vote 3C)**
 - d. Election of the Election Committee members **(Vote 3D)**
 - e. Announcement to the GA of the new Managing Committee composition
 - i. Approval to provide proxy for the formal filing to Belgian Authorities **(Vote 4)**

AoB – Closing.



3 Explanatory notes on Agenda and related procedures

3.1 Member Eligibility and Participation

3.1.1 Rules for Eligibility of Members:

The 11th 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, 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.

Member organisations who plan to send more than one representative to the meeting, must designate which individual will hold the voting rights for their organisation.

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.

4 Further Information and Questions

Further documentation, including background documentation to all voting items, 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: ga@peppol.eu

