



UPDATED Invitation to the 11th OpenPEPPOL General Assembly

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

Invitation Date: March 14th, 2019

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

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1 Introduction

1.1 Notification to Members

The Secretary General of OpenPEPPOL, on behalf of the Managing Committee, hereby provides an updated invitation for 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 and get valuable guidance from Members.

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 Decisions and voting items

4.1 Vote 1 – Approval of the OpenPEPPOL AISBL Accounts for 2018

The General Assembly will be asked to approve the Annual Accounts of the Association for 2018. This is a formal procedure, needed to comply with regulatory obligations of the Association.

Members can make an informed decision on the basis of background information and context provided in documentation that is sent to Members together with the present invitation update, as referenced below:

- Presentation of the Annual results, accompanied by related information and context.
 - document name: PUBLISHED FOR GA APPROVAL_11th GA Vote 1 Background - 2018 Accounts Approval_v1.0.pdf
- Official Account Statement (draft – to become final upon GA approval)
 - Document name: PUBLISHED FOR GA APPROVAL_EN2_OpenPEPPOL - Draft Statutory financial statements 2018 - EN.pdf

4.2 Vote 2 – Approval of the 2019 Operational Plan and Budget

The General Assembly will be asked to approve the Operational Plan and Budget. This is a formal procedure, needed to comply with regulatory obligations of the Association.

Members can make an informed decision on the basis of background information and context provided in documentation that is sent to Members together with the present invitation update, as referenced below:

- Presentation of the Operational Plan and Budget, accompanied by related information and context.
 - Document name: PUBLISHED FOR GA APPROVAL_11th GA Vote 2 Background - 2019 Operational Plan and Budget Approval_v1.0.pdf

4.3 Elections

4.3.1 Vote 3A – Treasurer

The General Assembly will have the possibility to approve the re-election of the Norwegian Agency for Public Management and eGovernment (Difi) and the appointment of Anna-Lis Berg as Treasurer of the AISBL.

Alternatively, the General Assembly has the possibility to appoint any other Member organization that proposes, on the day of the General Assembly, to take responsibility as the Treasurer as long as this organization provides a named person for the role.

If more than one Member organisations are interested, an election will be held



4.3.2 Vote 3B – Election of the Secretary General

The General Assembly will be asked to elect the new Secretary General.

Candidacies for all open positions for 2019 across the governance bodies of the Association are listed in a background document that is sent to Members together with the present invitation update, as referenced below:

- Document name: 20190313 UPDATED_OpenPEPPOL List of Candidates 2019.pdf
- CVs and motivation letters of relevant candidates

4.3.3 Vote 3C - Election of the Managing Committee members

The General Assembly will be asked to elect new Managing Committee members to fill the positions open for 2019.

Candidacies for all open positions for 2019 across the governance bodies of the Association are listed in a background document that is sent to Members together with the present invitation update, as referenced below:

- Document name: 20190313 UPDATED_OpenPEPPOL List of Candidates 2019.pdf
- CVs and motivation letters of relevant candidates

4.3.4 Vote 3D – Election of the Election Committee members

The General Assembly will be asked to elect the members of the Election Committee, a new body that will be launched in 2019.

Candidacies for all open positions for 2019 across the governance bodies of the Association are listed in a background document that is sent to Members together with the present invitation update, as referenced below:

- Document name: 20190313 UPDATED_OpenPEPPOL List of Candidates 2019.pdf

Note that there are still open positions where no candidacies emerged:

- One seat (two-year term) for a representative of the Service providers to the Election Committee
- One seat (two-year term) for a representative of the Service providers to the Election Committee

It is still possible to submit candidacies for these open positions until March 18th, 2019, after a Managing Committee decision taken on March 12th, 2019.

4.4 Vote 4 – Approval to provide proxy for the formal filing to Belgian Authorities

The General Assembly will be asked to provide a proxy to the OpenPEPPOL legal counsel. PwC Legal Belgium, to take all necessary actions with the Belgian Authorities as may be required so that the Association complies with the legal and regulatory requirements related to the proceedings of the General Assembly.

This is a formal procedure, needed to comply with regulatory obligations of the Association.



5 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

