



**11th
OpenPEPPOL
General
Assembly
Brussels,
27.03.2019**

Agenda (1/3)

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**)

Agenda (2/3)

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**)

Agenda (3/3)

5. Framework for the Stakeholder Communities for 2019
 - a. PEPPOL Authority Community
 - b. Service Provider Community
 - c. 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.

Article 17.

Decision Making at the General Assembly

- ▶▶ The only items subject to decision making shall be those on the agenda.
- ▶▶ The decision making at the General Assembly shall be by unanimity, irrespective of the number of Members present or represented. Should a unanimous vote not be reached by the attending Members, then the Secretary General can submit an agenda item to a majority vote. In the case of parity, the Secretary General shall have a casting vote.
- ▶▶ The General Assembly may only approve modifications to the Statutes, or the dissolution of the Association, if such items are on the agenda, and if 50% + 1 of the Members are attending or are validly represented. Should this attendance quorum not be reached, the attending Members can call for a second Assembly which may validly debate on such items, regardless of the number of Members attending or validly represented. Should a unanimous vote not be reached by the attending Members, then the Secretary General can submit an agenda item to a majority vote. In the case of parity, Secretary General shall have a casting vote.
- ▶▶ Modifications to the Statutes shall be ratified, when and where necessary, by Royal Decree, and published in the Annexes of the Moniteur Belge.



1a. Approval of Agenda

Decision 1a

▶▶ The 11th General Assembly approves the proposed agenda



1b. Roll Call – Count of participation and valid representation

Participation and valid representation of Members

Members as of: **March 27th 2019**

- ▶▶ **332** Members in total / **329** members with the right to vote

- ▶▶ **140** Members validly represented at the 11th GA today, March 27th 2019
 - ▶▶ **67** Members represented physically
 - ▶▶ **73** Members represented by proxy

- ▶▶ All members representatives present are to sign the attendance log

Decision 1b

The 11th OpenPEPPOL General Assembly is held with sufficient member participation and valid representation to take decisions on the following agenda items:

1. Agenda item 3b: Approval of the OpenPEPPOL AISBL Accounts for 2018 **(vote 1)**
2. Approval of the 2019 operational plan and Budget **(Vote 2)**
3. Appointment of the OpenPEPPOL Treasurer **(Vote 3A)**
4. Election of the Secretary General **(Vote 3B)**
5. Election of the Managing Committee members **(Vote 3C)**
6. Election of the Election Committee members **(Vote 3D)**
7. Approval to provide proxy for the formal filing to Belgian Authorities **(Vote 4)**



1c. Appointment of scrutineer and minute taker

Candidacies for the roles of scrutineer and minute taker

- ▶▶ Klaus Vilstrup Pedersen is proposed as a candidate for the role of scrutineer at the 11th OpenPEPPOL General Assembly
- ▶▶ Mairi Hayworth is proposed as a candidate for the role of minute taker at the 11th OpenPEPPOL General Assembly
- ▶▶ Any other candidates?

Decision 1c

The 11th General Assembly approves that:

- ▶▶ Klaus Vilstrup Pedersen is appointed as scrutineer of the 11th OpenPEPPOL General Assembly
- ▶▶ Mairi Hayworth is appointed as minute taker of the 11th OpenPEPPOL General Assembly



2. Welcome and overview of OpenPEPPOL AISBL status

- a. 2018 activities in retrospect
- b. Strategic vision for the future



2a. 2018 activities in retrospect

Statutory purpose and mission

- ▶▶ *The primary purpose of OpenPEPPOL is to enable European businesses to easily deal electronically with any European public sector buyers in their procurement processes, thereby increasing opportunities for greater competition for government contracts and giving better value for tax payers' money, to encourage new and innovative ICT services and to simplify access to larger markets for suppliers (especially small or medium sized enterprises)*

Statutory scope of activities (1/2)

OpenPEPPOL will meet its main purpose by:

- 1. Striving to promote usage of widely accepted technology standards and specifications from established standards setting organisations (hereinafter referred to as “PEPPOL specifications”) for dealing electronically with any European public sector buyers in their procurement processes.*
- 2. Providing the authoritative point of reference for networks of interoperable, PEPPOL-compliant infrastructure and the organisations that use it.*
- 3. Ensuring the Long-term sustainability of the PEPPOL-infrastructure networks and user communities.*
- 4. Ensuring the Long-term sustainability of the PEPPOL specifications, building blocks and services.*
- 5. Promoting and supporting the ever-wider use of the PEPPOL specifications, building blocks and services.*

Statutory scope of activities (2/2)

- ▶▶ *Business to business use of the PEPPOL-compliant infrastructure and use of PEPPOL-components and services in other areas than procurement is also recognised as important and will be encouraged and supported by the Association. Use of these items outside of Europe should also be encouraged and supported.*
- ▶▶ *OpenPEPPOL is a not-for-profit Association, and any margin of profit generated will be re-invested in activities to further support the purposes of the Association.*
- ▶▶ *As an organisation, OpenPEPPOL will be allowed to become a Member, a partner, or otherwise participate to other organisations, associations and/or consortia, provided that the objectives of such initiatives are in line with its own Mission and Purposes as set forth in the present Article.*
- ▶▶ *OpenPEPPOL will be allowed to initiate or participate in any other type of lawful activity that can support the fulfilment of its Mission, provided that the objectives of such initiatives are in line with its own Purposes as set forth in the present Article.*

Membership to date

- ▶▶ Number of Members on **27.03.2019: 332**
 - ▶▶ **12** PEPPOL Authorities + OpenPEPPOL
 - ▶▶ **287** AP Providers (221 in production)
 - ▶▶ **101** SMP Providers
 - ▶▶ **7** Pre-Award Service Provider
 - ▶▶ **1** eSignature Validation Service Providers
 - ▶▶ **13** End Users
 - ▶▶ **3** Observers
 - ▶▶ **10** Others

Briefing from the Secretary General – 2018 retrospective

- ▶▶ Continued growth
 - ▶▶ Increase of 50 members to 308 in 2018, including two PEPPOL Authority members; The Info-communications Media Development Authority (IMDA) in Singapore, and the Free Hanseatic City of Bremen – KoSIT (The IT-planning Council) in Germany
- ▶▶ Continued co-operation with EC and European stakeholders and increased co-operation outside Europe
 - ▶▶ EC and OpenPEPPOL have cooperated on activities to meet the conditions and timeline for a transition from use of the AS2 message exchange protocol to use of the AS4 protocol in the PEPPOL eDelivery Network
 - ▶ The transition dates have been agreed, making AS4 the mandatory message exchange protocol from 1 February 2020 and AS2 optional from the same date.
 - ▶▶ The Memorandum of Understanding (MoU) signed in 2017 with the European Association of Public e-Tendering Platform Providers (EUPLAT) was followed up by a joint position paper. The MoU signed with EESPA in 2016 has been followed up through joint meetings and joint work on the invoice response messages. OpenPEPPOL have contributed to Connect ONCE summits and the development of a global interoperability framework
 - ▶▶ An agreement between CEN and EU on licensing for the EN for e-invoicing (EN16931) was reached in 2018, giving free access to the standard and allowing for derivative works. This enables full and continued free use of the PEPPOL BIS Billing 3.0, which is an EN Core Invoice Usage Specification (CIUS)
- ▶▶ The first version of a PEPPOL Compliance policy was developed to give better guidance to PEPPOL implementers; enabling monitoring and systematic follow-up of non-compliance issues

Overall achievements in 2018

- ▶ The number of certified Access Points (AP) in the PEPPOL network increased from 163 to 213 in 2018, while the number of Service Metadata Publisher (SMP) members increased from 84 to 101 in the same period
- ▶ The PEPPOL Post Award usage of the PEPPOL eDelivery Network continuous to grow substantially; more than 90 million e-invoicing transactions in 2018
- ▶ The operational capability and capacity of the Association, ensuring day-to-day operations and support for the Coordinating Communities and PEPPOL Authorities has been strengthened and further developed
- ▶ A new governance model was approved and revised statutes agreed with primary goals to enable scalability, flexibility and simplicity
- ▶ A conceptual model for a revised PEPPOL Agreement Framework was agreed
- ▶ The Pre-award PEPPOL Authority was prepared and launched in Q1 of 2019
- ▶ Completed PEPPOL BIS Billing 3.0 as an EN 616931 CIUS and upgraded all other post-award PEPPOL BIS to 3.0-versions
- ▶ Publication of the PEPPOL AS4 2.0 and completion of the PEPPOL PKI transition
- ▶ Onboarding of German and Singaporean PEPPOL Authorities
- ▶ Initiating the process for Australia and New Zealand to join OpenPEPPOL

OpenPEPPOL Work groups

Work Groups at Organisational level:

- ▶▶ **Agreement Revision** (Jostein Frømyr)

Work Groups and taskforces (completing):

- ▶▶ **Finance Work Group** (Steve Graham)
- ▶▶ **Reporting Work Group** (Carmen Ciciriello)

eDEC Teams:

- ▶▶ **TICC CMB** (Klaus Vilstrup Pedersen)

PoAC Work groups

- ▶▶ **Core Invoice Response** (Ahti Allikas)
- ▶▶ **PEPPOL International Invoicing** (Georg Birgisson)

PoAC Teams:

- ▶▶ **PEPPOLPOACC CMB** (Paul Simons)
- ▶▶ **PEPPOL DEV TEAM** (Oscar Glanzmann)
- ▶▶ **PEPPOL TEST TEAM** (Jan Mærøe)

PrAC Work Groups:

- ▶▶ **e-Tendering Production Work Group.**



2b. Strategic vision for the future

OpenPEPPOL strategic surroundings



Connecting Europe Facility (CEF)

CEF eDelivery DSI

CEF eInvoicing DSI

CEF eProcurement DSI

Public procurement directives

eInvoicing in public procurement directive

eIDAS regulation – ERDS

General Data Protection Regulation – GDPR

Blockchain/DLT

Big Data/Machine learning/AI

Other emerging technologies

EMSFel EXEP

National MSFels

ISO20022-based payments

Banking sector

eGovernment

Logistics



CEN TC 434

EN on eInvoicing (EN16931)

CEN TC 440

OASIS UBL & BDXR

Markets outside Europe

Australia New Zealand

North America

Singapore/Asia

DG DIGIT/CEF teams

DG GROW DG CNECT

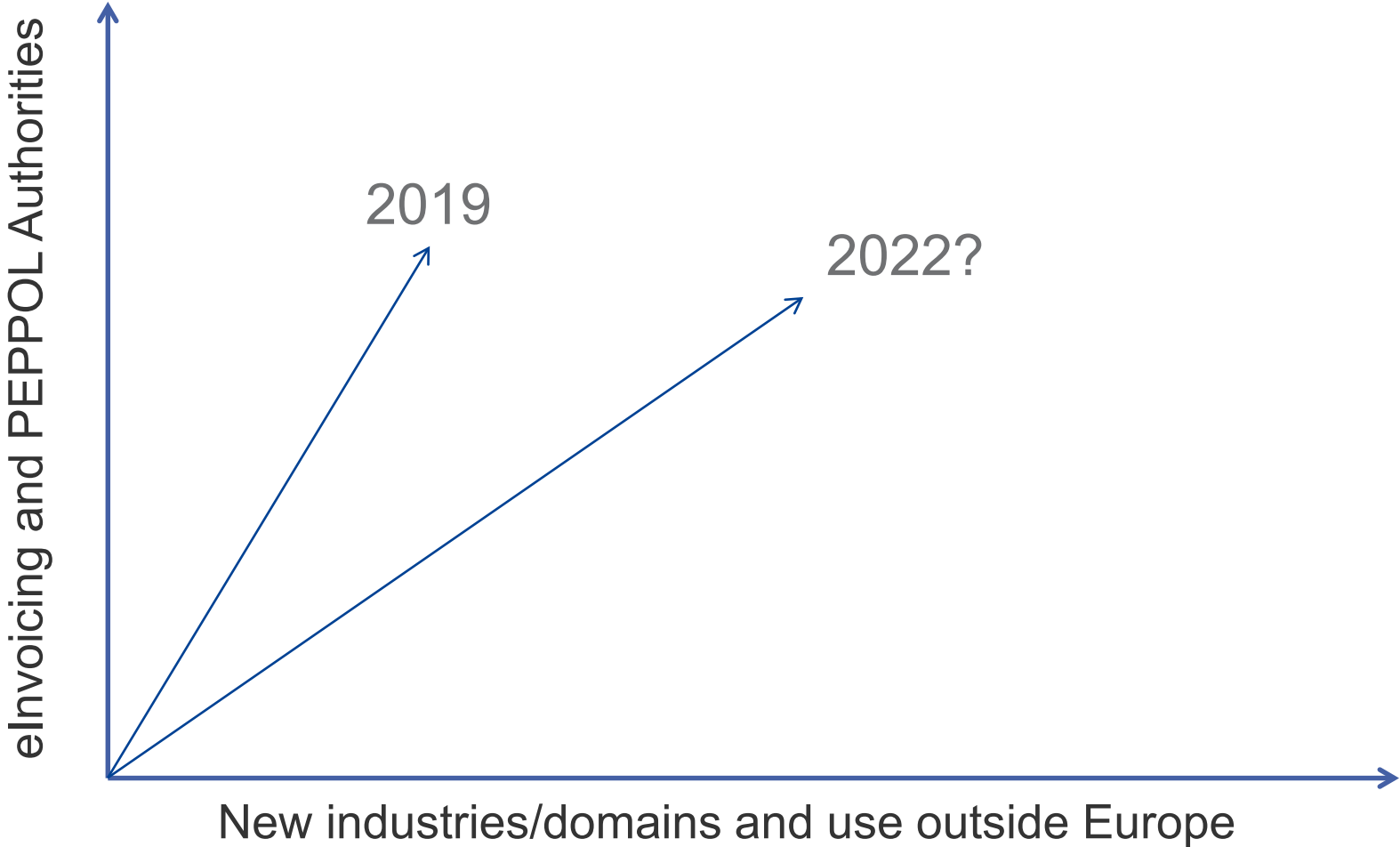
EU Publication Office

EUPLAT ABSIA

EESPA GS1 Connect ONCE

Other industries

Strategic direction for growth



PEPPOL Authorities – mainly focused on eInvoicing

Current PEPPOL Authorities

- ▶▶ Agency for Digital Government (Sweden)
- ▶▶ Agency for Digital Italy (Italy)
- ▶▶ Agency for Public Management and eGovernment (Norway)
- ▶▶ Danish Business Authority (Denmark)
- ▶▶ Department of Health and Social Care (UK)
- ▶▶ Department of Public Expenditure and Reform (Ireland)
- ▶▶ Federal Public Service Policy and Support (Belgium)
- ▶▶ Free Hanseatic City of Bremen – KoSIT (Germany)
- ▶▶ Info-communications Media Development Authority (Singapore)
- ▶▶ Ministry of Business Innovation and Employment (New Zealand)
- ▶▶ Ministry of Economic Development (Poland)
- ▶▶ SimplerInvoicing (Netherlands)
- ▶▶ OpenPEPPOL AISBL

▶▶ Possible PEPPOL Authorities in 2019?

EU/EEA countries with PEPPOL Access Points without a PEPPOL Authority at national level

- ▶▶ Austria
- ▶▶ Croatia
- ▶▶ Cyprus
- ▶▶ Czech Republic
- ▶▶ Estonia
- ▶▶ Finland
- ▶▶ France
- ▶▶ Greece
- ▶▶ Iceland
- ▶▶ Lithuania
- ▶▶ Malta
- ▶▶ Portugal
- ▶▶ Slovenia
- ▶▶ Spain
- ▶▶ Switzerland

Outside Europe

- ▶▶ USA
- ▶▶ Canada

New industries/domains and use outside Europe

- ▶▶ Payment instructions – ISO20022-based messaging between ERP-systems and banks (incubation, Norway)
- ▶▶ eGovernment (incubation, Norway)
- ▶▶ Logistics (for consideration)

- ▶▶ Singapore launched a nationwide e-invoicing framework in January 2019 based on the PEPPOL Interoperability Framework
 - ▶▶ B2B and B2G, platform for expansion to ASEAN countries and other parts of Asia?
- ▶▶ Australia and New Zealand announced transition to PEPPOL for eInvoicing by end of 2019
 - ▶▶ B2B and B2G
- ▶▶ USA – Business Payment Coalition – e-Invoice Interoperability Framework in progress
 - ▶▶ B2B and B2G, Governance model to be developed, ASC X12 potential PEPPOL Authority?



3. Approval of the OpenPEPPOL AISBL Accounts for 2018

Vote 1

Accounting 2018 – approved budget

As shown in the Background document for Vote 1

2018 Budget	Baseline	Forecast Growth	GA9 Budget
Income	595,018		773,481
Membership Fees 2017	594,875	30%	773,338
Income carried forward	20,143		20,143
Allowance for doubtful Accts. (off-Boarding)	-20,000		-20,000
Expenses	595,018 €		773,481 €
Domiciliation	3,500 €		3,500 €
Fees/Accounting and Tax	30,000 €	3%	35,354 €
Professional fees - Operations	383,688 €	65%	499,689 €
Professional fees- Consumables	84,000 €	16%	112,554 €
Fees & Subscriptions /memberships	1,050 €		1,050 €
Travel Cost	50,000 €	10%	67,846 €
Annual fairs and Exhibitions	31,280 €	5%	40,203 €
Marketing expense	10,000 €		10,000 €
Bank Charges	1,500 €	1%	3,285 €
	0 €		0 €

Accounting 2018 – year-end result

Year-end Result Dec. 31st, 2018	Expected budget end December €	2018 annual position end Dec €	Variance €
Income	773,481 €	769,631 €	-3,850
Membership Fees 2018	773,338 €	763,921	-9,417
Income carried forward	20,143 €	20,143	0
Allowance for doubtful Accts. (off-Boarding)	-20,000	-14,433	5,567
Income Deferral for Ongoing Project Expense	0	251,782	251,782
Deferred	0	251,782	251,782
Expenses	773,481 €	494,631 €	-278,850
Domiciliation	3,500 €	2,877	-623
Fees/Accounting and Tax	35,354 €	40,251	4,897
Professional fees - Operations	499,689 €	314,681	-185,008
Professional fees- Tools and Consumables	112,554 €	59,229	-53,325
Fees & Subscriptions /memberships	1,050 €	1,050	0
Travel Cost	67,846 €	34,034	-33,812
Annual fairs and Exhibitions	40,203 €	39,552	-651
Marketing expense	10,000 €	2,298	-7,702
Bank Charges	3,285 €	659	-2,626
Surplus Carried over to 2019	0 €	23,218	23,218

► Detailed explanations as shown on pages 6-9 in the background document for Vote 1.

Decision 3

Year-end Result Dec. 31st, 2018	Expected budget end December €	2018 annual position end Dec €	Variance €
Income	773,481 €	769,631 €	-3,850
Membership Fees 2018	773,338 €	763,921	-9,417
Income carried forward	20,143 €	20,143	0
Allowance for doubtful Accts. (off-Boarding)	-20,000	-14,433	5,567
Income Deferral for Ongoing Project Expense	0	251,782	251,782
Deferred	0	251,782	251,782
Expenses	773,481 €	494,631 €	-278,850
Domiciliation	3,500 €	2,877	-623
Fees/Accounting and Tax	35,354 €	40,251	4,897
Professional fees - Operations	499,689 €	314,681	-185,008
Professional fees- Tools and Consumables	112,554 €	59,229	-53,325
Fees & Subscriptions /memberships	1,050 €	1,050	0
Travel Cost	67,846 €	34,034	-33,812
Annual fairs and Exhibitions	40,203 €	39,552	-651
Marketing expense	10,000 €	2,298	-7,702
Bank Charges	3,285 €	659	-2,626
Surplus Carried over to 2019	0 €	23,218	23,218

Voting item

The 11th OpenPEPPOL General Assembly, approves the 2018 Accounts of the Association, as shown in the table.



**4.
OpenPEPPOL
Budget and
Operational
Plan for 2019**



4a. Presentation of the Associations' objectives and planned activities for 2019

Secretary General

Association objectives and planned activities for 2019 (1/3)

The plan for the Secretary General (SG) and the Managing Committee (MC) in 2019 is to continue the institutional role and lead the MC and the AISBL according to statutory requirements. The Secretary General, supported by the Operations Manager and the Managing Committee members, will:

- ▶ Represent OpenPEPPOL AISBL and promote PEPPOL specifications, building blocks and services in relevant fora
- ▶ Lead efforts to recruit new Members, with emphasis on the introduction of new PEPPOL Authorities in more countries, leveraging opportunities presented by EU legislation and the need for all Member States and associated countries to implement the revised Public Procurement Directive and the Directive on eInvoicing in Public Procurement
- ▶ Continue the efforts to expand PEPPOL globally to regions outside Europe, through the establishment of new PEPPOL Authorities and the evolution of PEPPOL specifications to address a global audience and bring global interoperability into effect, considering requirements beyond the boundaries' of common legal framework existing in Europe

Association objectives and planned activities for 2019 (2/3)

- ▶ Intensify the efforts of the Association to fully implement the new governance model adopted by the 9th General assembly, within the framework of the revised Statutes approved by the 10th General Assembly, involving the activation and the fruitful and efficient cooperation of all governance bodies
- ▶ Further describe and develop the concept of PEPPOL Authorities taking on the role as incubators for use of the PEPPOL eDelivery Network in new domains and the responsibility to facilitate growth of PEPPOL outside Europe
- ▶ Assist the Domain Communities, facilitating the increase of Operating Office resources to assist in further adoption of common routines for collaboration, decision-making, knowledge sharing, and change management, as well as processes for definition, design, development and documentation of PEPPOL specifications and operational policies
- ▶ Facilitate the implementation of the newly adopted Compliance Policy through appropriate procedures, supported by new projects that increase the quality of operations in the PEPPOL eDelivery Network, such as the expansion of the centralized testbed and the adoption of a centralized reporting and monitoring mechanism

Association objectives and planned activities for 2019 (3/3)

- ▶▶ Continue the engagement with the European Commission and other institutional stakeholders to ensure the proper placement and representation of the Association in activities of strategic importance in existing and upcoming programs and initiatives, with emphasis on the CEF Digital activities relevant for funding opportunities for OpenPEPPOL Members and CEN or other standardisation initiatives
- ▶▶ Facilitate for mandatory support for the PEPPOL AS4 profile in the PEPPOL eDelivery Network from 1 February 2020
- ▶▶ Ensure development of a revised PEPPOL Agreement Framework catering for the uptake of new domains as users of the PEPPOL eDelivery Network with a goal to release a new set of PEPPOL Agreements for adoption in 2020



4b. Presentations of the Domain Communities' retrospect of 2018 and operational plans for 2019

Domain Community Leaders



4b.i. Pre-Award Community

2018 Achievements

- To reinforce the Governance model for Pre-award both for eTendering requirements and for PEPPOL BIS own transactions and specifications by:
 - ▶▶ **The adoption of Agreement eTendering agreement Transition IN** to recognize the eTendering requirements in terms of role of the eTendering Service Providers, eDelivery protocols and service levels;
 - ▶▶ **Contribution to Agreement Framework Revision.** (ad example: separate agreement between e-Tendering platform providers);
 - ▶▶ **Release of Pre-Award PEPPOL BIS specifications**
 - ▶▶ eTendering transition IN deliverables e-Tendering related specifications; UBL specifications related to the implemented BIS specifications; Guidelines for implementation of the AS-IS Operation; e-Tendering Interim Agreement for implementation;
 - ▶▶ PEPPOL BIS Pre-award Catalogue
 - ▶▶ PEPPOL BIS ESPD 1.0 based on EHF ESPD 1.0
- **Collaboration with Euplat:** ESPD Position Paper published

2019 Outlook

- In 2019 main goal is to establish a fully operational PRACC PEPPOL PA and enabling the first eTendering platforms to go live by being compliant with the Revised PEPPOL Framework Agreement;
- To facilitate the possible coordination on implementing specs in the same way between the CEF funded consortia for eProcurement by setting up a **e-Tendering Production Workgroup**;
- To become operational with the governance model for PEPPOL BIS own specifications issue handling, review and production; kick off of the developing and testing team;
- In accordance with the work of the Publication office, supporting their work with workgroup to coordinate efforts on ESPD towards the self-contained version .
- 2 F2F meetings (Spring, Fall).



4b.ii. Post-Award Community

2018 – accomplishments

- ▶▶ Upgraded all other BIS messages to version 3.0
- ▶▶ Aligned with BIS Billing 3.0
- ▶▶ Supporting latest requirement on price structure, etc.
- ▶▶ Successfully strengthened the PEPPOL-network
- ▶▶ Resolved more than 100 RFC:s in 2 releases
- ▶▶ Implemented supplier country specific validation rules for Italy, Sweden, Denmark and Norway
- ▶▶ Assisted Singapore in creating a national BIS Billing 3.0 extension and at the same time collected requirements for international usage
- ▶▶ Further improved our development and test process for the spring and fall release
- ▶▶ Refined the methodology for country rules.

2019 – plans

- ▶▶ Deliver new BIS Catalogue without response
- ▶▶ Continue to improve the PEPPOL BIS messages thereby strengthening the stability and functionality in the network
- ▶▶ Deliver a Core Invoice Message Response in collaboration with EESPA thereby increasing level of standardization both inside and outside the PEPPOL-network when it comes to invoice processing functionality and support for e.g. supply chain financing in the PEPPOL-network
- ▶▶ Initiate a new POACC work group performing a pre-study on usage of BIS Billing outside EU/EEA
 - ▶▶ Thereby preparing PEPPOL for going global
 - ▶▶ Preparing PEPPOL for eInvoicing requirements from EU/EEA public sector entities also on non-EU/EEA suppliers of goods and services
- ▶▶ 2 releases – spring- and fall release
- ▶▶ Explore interest for proposed work group BIS advanced ordering



4b.iii. eDelivery Community

2018 – accomplishments (1/2)

- ▶▶ PKI migration for APs and SMPs (v.2→v.3)
- ▶▶ Testbed for AP onboarding
- ▶▶ PEPPOL AS4 profile v.2 (aligned with the CEF profile)
- ▶▶ PEPPOL AS2 Profile
 - ▶▶ v.1.2 (added attributes)
 - ▶▶ V.2 (sha256, replace RFC2616 with RFC7230-RFC7235 to allow for more modern libraries and services)
- ▶▶ PEPPOL Envelope (SBDH) v.1.2 (added attributes, support for non-XML payloads)
- ▶▶ Transport Security Policy v.1.0 (SSL certificates)
- ▶▶ Code list updates (documents, processes)

2018 – accomplishments (2/2)

- ▶▶ The number of registered receivers in the SML increased 54% to 170.000 in 2018. As of March 25 2019 there are 190.200 registered receivers.
- ▶▶ Norway still leading but their share has decreased (from 85% to 78% in 2018)
- ▶▶ The number of receivers outside Norway increases w. 3-4% per month

2019 – plans

- ▶▶ Cater for the migration to AS4
- ▶▶ Further improve communication and transparency with members and other stakeholders
- ▶▶ Continue to work for a resilient, secure and scalable PEPPOL eDelivery Network
- ▶▶ Further improve the onboarding process of Access Points and SMPs using the testbed also for AS4 and possibly for continuous compliance and interoperability for existing APs that are already in production. Continue to promote the use of PEPPOL Directory
- ▶▶ Organize member Face2Face meetings
- ▶▶ Continue to collaborate with Pre-Award and Post-Award Communities to improve decision processes and internal efficiency
- ▶▶ Prepare for the migration of the PEPPOL SMP specification towards upcoming OASIS BDXR SMP 2.0
- ▶▶ Prepare, if so decided, for the insourcing of the SML, transferred from the European Commission.



4c. Summary of operational plans and budget for 2019

Operations Manager

Operational plan 2019 – Secretary General and Managing Committee (1/2)

The plan for the Secretary General (SG) and the Managing Committee (MC) in 2019 is to continue the institutional role and lead the MC and the AISBL according to statutory requirements. For the period until the General Assembly 2020, the Secretary General, supported by the Operations Manager and the Managing Committee members, will prioritise to:

- ▶▶ Lead efforts to recruit new Members, with emphasis on the introduction of new PEPPOL Authorities in more countries, leveraging opportunities presented by EU legislation and the need for all Member States and associated countries to implement the revised Public Procurement Directive and the Directive on eInvoicing in Public Procurement
- ▶▶ Continue the efforts to expand PEPPOL globally to regions outside Europe, through the establishment of new PEPPOL Authorities and the evolution of PEPPOL specifications to address a global audience and bring global interoperability into effect, considering requirements beyond the boundaries' of common legal framework existing in Europe
- ▶▶ Intensify the efforts of the Association to fully implement the new governance model adopted by the 9th General assembly, within the framework of the revised Statutes approved by the 10th General Assembly, involving the activation and the fruitful and efficient cooperation of all governance bodies
- ▶▶ Further describe and develop the concept of PEPPOL Authorities taking on the role as incubators for use of the PEPPOL eDelivery Network in new domains and the responsibility to facilitate growth of PEPPOL outside Europe

Operational plan 2019 – Secretary General and Managing Committee (2/2)

- ▶ Assist the Domain Communities, facilitating the increase of Operating Office resources to assist in further adoption of common routines for collaboration, decision-making, knowledge sharing, and change management, as well as processes for definition, design, development and documentation of PEPPOL specifications and operational policies
- ▶ Facilitate the implementation of the newly adopted Compliance Policy through appropriate procedures, supported by new projects that increase the quality of operations in the PEPPOL eDelivery Network, such as the expansion of the centralized testbed and the adoption of a centralized reporting and monitoring mechanism
- ▶ Continue the engagement with the European Commission and other institutional stakeholders to ensure the proper placement and representation of the Association in activities of strategic importance in existing and upcoming programs and initiatives, with emphasis on the CEF Digital activities relevant for funding opportunities for OpenPEPPOL Members and CEN or other standardisation initiatives
- ▶ Facilitate for mandatory support for the PEPPOL AS4 profile in the PEPPOL eDelivery Network from 1 February 2020
- ▶ Ensure development of a revised PEPPOL Agreement Framework catering for the uptake of new domains as users of the PEPPOL eDelivery Network with a goal to release a new set of PEPPOL Agreements for adoption in 2020

Operational plan 2019 – proposed budget

Baseline Budget and Growth Calculation for 2019	2018 Year-end Result	Income Deferral by expense category	2019- Revised Baseline to include adjusted expense categories	Uplift % to distribute income growth	Add On - assuming 20 % growth	GA Budget 20% GROWTH
Income	769,631 €		769,631 €		149,898 €	919,259 €
Membership Fees 2018	763,921 €		763,921 €		152,784	916,705 €
Income carried forward from 2017	20,143 €		20,143 €			23,218 €
Allowance for doubtful Accts. (off-Boarding)	-14,433 €		-14,433 €		-2,887	-17,320 €
Income Deferral for Ongoing Project Expense	251,782 €	251,782 €				
Deferred	251782	251,782 €				
Expenses	494,631 €	251,782 €	746,413 €			896,311 €
Domiciliation	2,877 €		2,877 €			2,877 €
Fees/Accounting and Tax	40,251 €	7,987 €	48,238 €	0%	0 €	48,238 €
Professional fees - Operations	314,681 €	137,600 €	452,281 €	90%	134,908 €	587,189 €
Professional fees - Tools/Consumables	59,229 €	22,900 €	82,129 €	0%	0 €	82,129 €
Fees & Subscriptions /memberships	1,050 €		1,050 €			1,050 €
Travel Cost	34,034 €		34,034 €	9.5%	14,240 €	48,274 €
Annual fairs and Exhibitions	39,552 €	31,169 €	70,721 €	0%	0 €	70,721 €
Marketing expense	2,298 €	52,126 €	54,424 €		0 €	54,424 €
Bank Charges	659 €		659 €	0.5%	749 €	1,408 €
Carry over end of 2018	23,218 €	0 €	23,218 €		149,898 €	22,948 €
						Estimated Carry over end 2019



4d. Questions and comments to the 2019 operational plan and budget



4e. Approval of the 2019 operational plan and Budget

Vote 2

Decision 4e


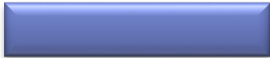

- ▶▶ The 11th General Assembly approves the Association's 2019 operational plan and Budget

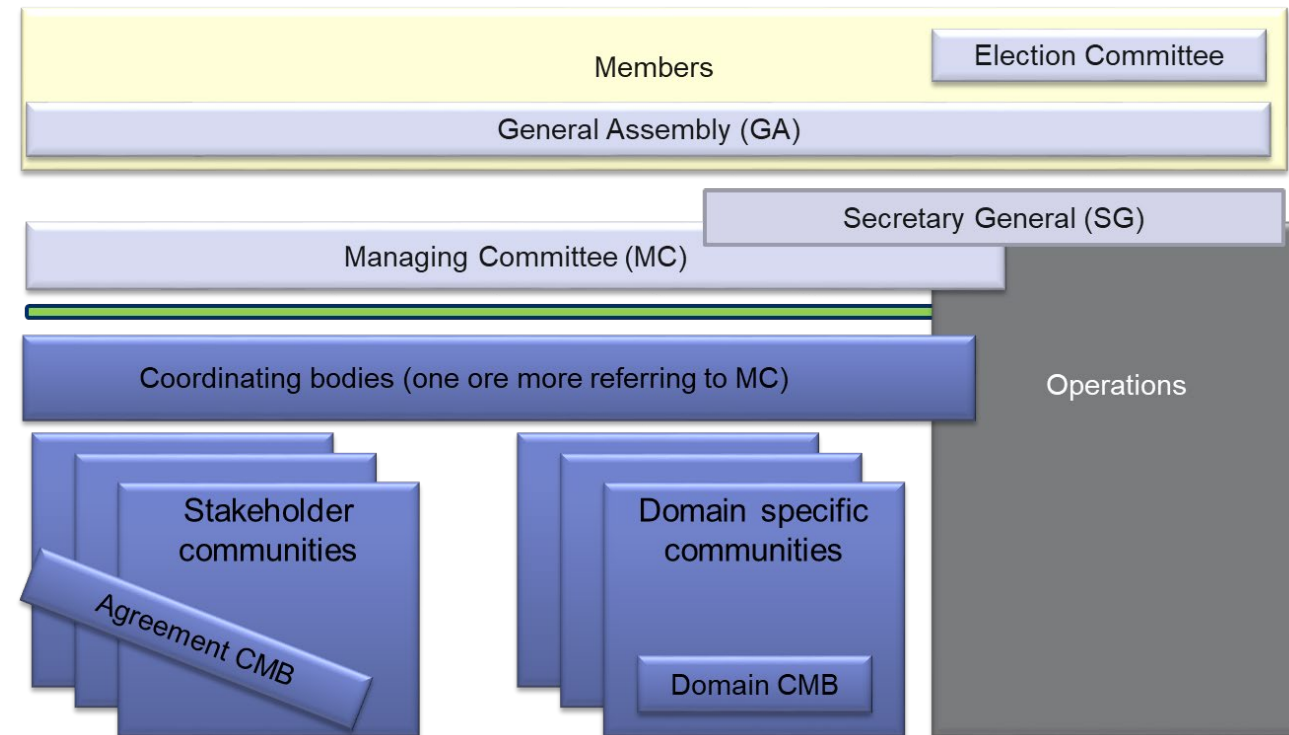


5. Framework for the Stakeholder Communities for 2019

- a. PEPPOL Authority Community
- b. Service Provider Community
- c. End-User Community

The OpenPEPPOL Governance Structure

- ▶▶ Strategic governance 
 - ▶▶ To manage, monitor and lead the strategic development of the OpenPEPPOL business model, its scope and statutory focus
- ▶▶ Governance of sustainability and development 
 - ▶▶ To manage, monitor and lead development and maintenance of the PEPPOL specifications, policies and artefacts
- ▶▶ Operational governance 
 - ▶▶ Day-to-day administration and operation of the Association and the PEPPOL eDelivery Network



Statutory requirements for the development and sustainability bodies

Section IX. The Coordinating Committee(s)

Article 27. Purpose

- ▶ The mandate of the Coordinating Committee(s) is to ensure alignment of PEPPOL specifications and services between the Communities.
- ▶ The Coordinating Committee(s) is composed of the Leaders of the Communities, who are elected by the relevant Community and any other person as determined by the Managing Committee. The Coordinating Committee(s) have only an advising role.
- ▶ Further operational details about the procedures of the Coordinating Committee(s) will be set out in the Internal Regulations .

Section X. The OpenPEPPOL Communities

Article 28. Purpose

- ▶ The OpenPEPPOL Communities are the bodies responsible for maintenance and further development of the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members.
- ▶ The OpenPEPPOL Communities are composed of Members of the Association and have only an advising role.
- ▶ Further operational details about the procedures of the OpenPEPPOL Communities will be set out in the Internal Regulations.

Section XI. The Change Management Boards

Article 29. Purpose

- ▶ The Change Management Boards make decisions on issues related to Requests for Change for PEPPOL specifications and agreements and make recommendations to the Coordinating Committee(s) for issues affecting more than one Community.
- ▶ The Change Management Board members are elected by the relevant Communities.
- ▶ Further operational details about the procedures of the Change Management Boards will be set out in the Internal Regulations.

The Coordinating Committee

- ▶▶ Who participates?
 - ▶▶ Leaders of the OpenPEPPOL Communities
 - ▶▶ Any other person as determined by the Managing Committee
 - ▶ Leaders of subject-specific WGs (as appropriate)
 - ▶ Representatives of CMBs as may be needed
 - ▶ OM and OO resources as may be needed
- ▶▶ Who chairs?
 - ▶▶ Option 1: Rotating chair from one of the Community Leaders
 - ▶▶ Option 2: SG or his representative, ensuring coherence with the MC, at least for an interim period
- ▶▶ What is the main scope of work?
 - ▶▶ Ensure alignment of PEPPOL specifications and services between the Communities
 - ▶ Consider issues raised by the constituent communities and WGs
 - ▶ Ensure cross-community relevance and coherence in all decisions of individual CMBs
 - ▶ Escalate to the MC issues of strategic importance, providing an impact analysis with OO help

The OpenPEPPOL Communities

THE BODIES

- ▶▶ Stakeholder Communities
 - ▶▶ PEPPOL Authorities
 - ▶▶ Service Providers
 - ▶▶ End Users
- ▶▶ Domain Communities
 - ▶▶ eDelivery
 - ▶▶ Post-Award
 - ▶▶ Pre-Award

THE PROCEDURES

Further operational details about the procedures of the OpenPEPPOL Communities will be set out in the Internal Regulations

- ▶▶ Mission statement and MC Mandate
 - ▶▶ Includes delegations
 - ▶▶ Respects checks and balances
- ▶▶ Internal Governance and method of work
 - ▶▶ Election of Leader
 - ▶▶ Election / appointment of representatives to other bodies
 - ▶▶ Other roles if needed
- ▶▶ Day-to-Day Functions
 - ▶▶ Participation procedures (meetings etc)
 - ▶▶ Consultation / decision-making procedures

What are the Stakeholder Communities

- ▶▶ New bodies within the OpenPEPPOL governance framework
- ▶▶ Each representing a Member category (according to new Statutes revised in 2018)
 - ▶▶ PEPPOL Authority Community
 - ▶▶ Service Provider Community
 - ▶▶ End-User Community
- ▶▶ Activated now in 2019, to continue going forward
 - ▶▶ PAs already holding regular meetings F2F PA Summits and tcons in 2014-2018

Stakeholder Communities – Goals 2019

- ▶▶ Launch the Communities – internal organisation and method of work as input for Internal Regulations
- ▶▶ Define mission to meet its statutory responsibilities for maintenance and further development of the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members
- ▶▶ Debate issues and develop views and positions from the perspective of their members
- ▶▶ Establish procedures/routines to ensure information sharing and good collaboration with MC members representing the Stakeholder Community

Scope of the Stakeholder Communities

- ▶▶ PA Community
 - ▶▶ Already existing as an ad hoc grouping, should be institutionalized and supported to assume the necessary functions to fulfil its mandate
 - ▶▶ Key focus on compliance and in cross-border interoperability
 - ▶▶ Key focus on the legal issues and the Agreements Framework
- ▶▶ Service Provider Community
 - ▶▶ Key challenge – its scope and mission, given that its members already participate to the DCs
 - ▶▶ Should be attractive to members so that they engage, and give it the muscle it needs to become influential outside the Association
 - ▶▶ Overlap with DCs should be avoided – some fresh thinking is needed here, and focus on Agreements
- ▶▶ End User Community
 - ▶▶ A first for OpenPEPPOL; scope and missions should be carefully defined, and focus on Agreements
 - ▶▶ Key challenge is how to become, and appear, as representative as possible
 - ▶▶ Should be attractive to members and avoid overlap with other fora, acting in a complementary way

Today's Stakeholder Community meetings

- ▶▶ Election of Leader
- ▶▶ Agreement on the method of work
 - ▶▶ Regular tcons – i.e monthly – to be decided
 - ▶▶ Some F2F meetings – e.g. twice a year
 - ▶▶ Meeting minutes to be produced for the record
- ▶▶ Setting the agenda for future work
- ▶▶ Assignments and next steps

Other development and sustainability bodies

- ▶▶ Domain Communities
 - ▶▶ eDelivery
 - ▶▶ Post-Award
 - ▶▶ Pre-Award
- ▶▶ Change management boards
 - ▶▶ eDelivery
 - ▶▶ Post-Award
 - ▶▶ Pre-Award
- ▶▶ Continuation of today's practice until further notice – subject to change in upcoming revision of Internal Regulations
- ▶▶ Agreement Change Management Board with representation from the Stakeholder Communities to be established as part of implementation of revised PEPPOL Agreement Framework



6. Candidacies, elections and appointments

Operations Manager



6a. Candidacies, election and appointment of the OpenPEPPOL Treasurer

Vote 3A

Candidacies and procedures for the appointment of a Treasurer

- ▶▶ According to the rules and regulations related to an AISBL established under Belgian law, the Treasurer is to be (re)appointed each year at the General Assembly. The organisation currently appointed as Treasurer is the Norwegian Agency for Public Management and eGovernment (Difi)
- ▶▶ The 9th OpenPEPPOL AISBL General Assembly gathered 21st of March 2018 in Brussels has 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 OpenPEPPOL AISBL General Assembly has the possibility to appoint any other Member organization to take responsibility as the Treasurer as long as this organisation provides a named person for the role.

Decision 6a

- ▶▶ The 11th OpenPEPPOL General Assembly re-elects the Norwegian Agency for Public Management and eGovernment (Difi) and approves the appointment of Anna-Lis Berg as Treasurer of the AISBL.



6b. Election of the Secretary General

Vote 3B

Candidacies and procedures for the appointment of a Secretary General

▶▶ Secretary General: **1 open position** – (2-year term)

1 Candidate:

André Hoddevik, Difi Norway

A COMPETITIVE ELECTION IS NOT NECESSARY

Decision 6b

- ▶▶ The 11th OpenPEPPOL General Assembly approves the appointment of André Hoddevik as Secretary General, for a 2-year term



6c. Election of the Managing Committee members

Vote 3C

Candidacies and procedures for the appointment of MC members

▶▶ PEPPOL Authority representatives: **1 open position** (2-year term).

1 Candidate:

Robert Tay, IMDA Singapore

A COMPETITIVE ELECTION IS NOT NECESSARY

▶▶ End User representatives: **2 open positions** (2-year terms)

2 Candidates:

Audrey Randich Callus, Ministry for Finance, Malta

Arne Johan Larsen, Equinor Energy AS

A COMPETITIVE ELECTION IS NOT NECESSARY

Decision 6c

- ▶▶ The 11th OpenPEPPOL General Assembly approves the appointment to the Managing Committee of:
 - ▶▶ Robert Tay, as a representative of PEPPOL Authorities, for a 2-year term
 - ▶▶ Audrey Randich Callus, as a representative of End Users, for a 2-year term
 - ▶▶ Arne Johan Larsen, as a representative of End Users, for a 2-year term

Election for a Managing Committee Member

▶▶ Service Provider representatives: **1 open position** (2-year term).

2 Candidates:

Hans Berg, Tickstar AB

Olivia Vorstheim, SAP SE

AN ELECTION BY BALLOT WILL TAKE PLACE DURING THE GENERAL ASSEMBLY



6d. Election of the Election Committee members

Vote 3D

Candidacies and procedures for the appointment of EC members

▶▶ PEPPOL Authority representative: **1 open position** (2-year term)

1 Candidate

Serge Libert, BOSA, Belgium

A COMPETITIVE ELECTION IS NOT NECESSARY

▶▶ End User representative: 1 open position (2-year term)

No Candidates

Any volunteers?

Decision 6d

- ▶▶ The 11th OpenPEPPOL General Assembly approves the appointment to the Election Committee of Serge Libert, as a representative of PEPPOL Authorities, for a 2-year term

Election for an Election Committee member

▶▶ Service Provider representative: 1 open position (2-year term)

2 Candidates – Call Extended to March 26th, 2019

Helena Ask, Visma Software International AS

Manjeet Yadav, Basware Corporation

AN ELECTION BY BALLOT WILL TAKE PLACE DURING THE GENERAL ASSEMBLY



6e. Announcement to the GA of the new Managing Committee composition



6e.i. Approval to provide proxy for the formal filing to Belgian Authorities

Vote 3E

Decision 6e.i

- ▶▶ The 11th OpenPEPPOL General Assembly approves 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.



Closing

Any other Business?



More information

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