



# 11<sup>th</sup> OpenPEPPOL General Assembly

March 27<sup>th</sup>, 2019, Brussels, Belgium

## Background Document for Vote 2

Agenda Item 4e: Approval of the 2019 Operational Plan and Budget

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## 1 Introduction to the Background Document and Voting Item 2

The 11<sup>th</sup> OpenPEPPOL AISBL General Assembly gathered 27<sup>th</sup> of March 2019 in Brussels is kindly requested to approve the OpenPEPPOL AISBL 2019 Operational Plan and Budget. This background document provides the consolidated overview of the:

- Operational Plan for the OpenPEPPOL AISBL (chapter 2 of this document)
- Operational Plan for the Coordinating Committee (chapter 3 of this document)
- Operational Plan for the OpenPEPPOL Domain Communities (chapter 4 of this document)
- Operational Plan for the OpenPEPPOL Stakeholder Communities (chapter 5 of this document)
- Budget 2019 (chapter 6 of this document)
- Voting Item for Approval of the 2019 Operational Plan and Budget (chapter 7 of this document)

## 2 Operational Plan for the OpenPEPPOL AISBL

### 2.1 Retrospective 2018

In 2018, the Secretary General and the Managing Committee have led the Association to a continued growth and represented OpenPEPPOL in a number of conferences and meetings. The number of OpenPEPPOL Members has increased by 50, from 258 at the end of 2017 to 308 at the end of 2018, coming from 32 countries in Europe, North America and Asia. The Info-communications Media Development Authority (IMDA) in Singapore, and the Free Hanseatic City of Bremen – KoSIT (The IT-planning Council) in Germany have been approved as PEPPOL Authority members. Singapore launched a nationwide e-invoicing framework in January 2019 based on the PEPPOL Interoperability Framework. In Germany, the National IT Planning Council decided in October 2018 that every public authority has to be reachable via the PEPPOL eDelivery Network if they offer a web service for electronic invoices.

OpenPEPPOL has continued the co-operation with the European Commission (EC) and the CEF (Connecting Europe Facility) Digital team. As a follow-up of the Letter of Understanding (LoU) signed in 2016, the 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. OpenPEPPOL has continued 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 particular emphasis on the CEF Digital activities. Relating to the European Norm (EN) on e-Invoicing and e-Procurement activities is challenging due to CEN Intellectual Property Rights (IPR) policies and the CEN business model. An agreement between CEN and the 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). In order to accommodate Singaporean General Sales Tax (GST) requirements, OpenPEPPOL have released the SG PEPPOL BIS Billing 3.0.



In 2018 there were important developments with Pre-Award, as the Pre-Award PEPPOL Authority was prepared and launched in Q1 of 2019. The specifications of Pre-Award to run transactions on the PEPPOL eDelivery Network on AS4 were aligned with the new PEPPOL AS4 profile.

Work with the European E-Invoicing Service Providers Association (EESPA) picked up speed in 2018, leading to common working groups aiming for a common specification baseline and a possible use of the PEPPOL eDelivery Network by EESPA.

A breakthrough was achieved in the revision of the PEPPOL Transport Infrastructure Agreement (TIA), as a new project team with a new, focused approach, started to deliver results by building a solid consultation process with the PEPPOL Authorities.

In 2018, the Statutes of the Association were revised after a second General Assembly (the 10<sup>th</sup>) completed the revision process which started in the 9<sup>th</sup> General Assembly. Extensive consultation of Members was done throughout the year, ending in accepted changes that simplify certain aspects of the Associations' work and introduce the new governance model adopted by the 9<sup>th</sup> General Assembly.

The operational capability and capacity of the Association, ensuring day-to-day operations and support for the Domain and Stakeholder Communities and particularly the PEPPOL Authorities has been strengthened considerably. This was made possible by the increase in revenue that made it possible for the Operating Office to deploy resources in the Domain Communities and projects vital to the Association, such as the Agreements Revision process. The centralized testbed was launched, a branding project was initiated to improve the outreach of the Association, and better support for Members was possible during the PKI migration and the new onboarding testing procedure for AS2 and AS4 message exchange protocols.

The expansion into new domains has progressed well in 2018, with the payment domain gathering speed and being incubated by the Norwegian PEPPOL Authority. The Pre-aAard domain was also activated as has been planned since 2016.

The year 2018 was a pivotal, turning point for OpenPEPPOL, as it marked its expansion outside Europe with the establishment of a PEPPOL Authority in Singapore, which launched its operations in January 2019. It was also the year when a further expansion into Australia and New Zealand was prepared, an effort which will bring a new Trans-Tasman PEPPOL Authority in 2019. Further efforts have been made with the North American market, and the Business Payments Coalition.

## 2.2 Plans for 2019 – General Direction

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 the common legal framework existing in Europe.
- Intensify the efforts of the Association to fully implement the new governance model adopted by the 9<sup>th</sup> General Assembly, within the framework of the revised Statutes approved by the 10<sup>th</sup> 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.
- 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.
- Continue and conclude work with the EC on the transition from use of the AS2 message exchange protocol to use of the AS4 protocol in the PEPPOL eDelivery Network.
- 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 2019.

### **3 Operational Plan for the Coordinating Committee (CC)**

#### **3.1 Retrospective 2018**

The Coordinating Committee was not established in 2018.

#### **3.2 Plans for 2019**

For the next period until the General Assembly 2020, the CC plans to complete the following work:

- Launch the committee so that it can meet its statutory mandate to ensure alignment of PEPPOL specifications and services between the OpenPEPPOL Communities.



## 4 Operational Plan for the OpenPEPPOL Domain Communities

### 4.1 eDelivery Community (eDEC)

#### 4.1.1 Retrospective 2018

The growth rate in 2018 of the eDelivery Network was 54% to approximately 170.000 participants registered in the SML at the end of 2018, with a continuous growth rate of 2-4% per month.

Since the 9<sup>th</sup> General Assembly in March 2018 the following activities have been carried out in the TICC/eDEC:

- Implementation of a more structured and transparent process for the work of the Change Management Board of TICC / eDEC and the RFC (request for change) process
- PKI Migration from v.2 to v.3, with an upgrade of ROOT and CA certificates and certificates for all APs, SMPs and the SML.
  - Adding improved security with the use of SHA256
  - Smoother process for the issuing and management of certificates
  - Decreased costs compared to v.2 PKI infrastructure
- Testbed launched for Access Point onboarding
  - Improved onboarding capacity and quality
  - Structured and unified onboarding process that is scalable
- Release of a CEF compliant PEPPOL AS4 Transport Profile
- Updated PEPPOL AS2 Profile
  - Introduce SHA256 hashing algorithm
  - Replace RFC2616 with RFC7230-RFC7235 (http/1.1)
  - Introduced a new Transport Profile id
  - Allow same port numbers as for AS4 profile
- Updated PEPPOL Message Envelope (SBDH)
  - Introduction of additional optional attributes
  - Support for non-xml payloads (binaries, EDIFACT)
- PEPPOL Policy for use of Identifiers
  - Code lists extracted from the Policy and published in separate code lists
  - Version 4 adds support for BIS 3
- Release of the PEPPOL Policy for Transport Security to improve interoperability and security



- SSL certificate guideline
- TLS configurations
- Updated code lists for support of BIS 3 and new / updated documents
- Provided support to new PEPPOL Authorities that joined OpenPEPPOL
- Provided input to the Reporting Workgroup

#### 4.1.2 Plans for 2019

For the period until the General Assembly 2020, the eDEC plans to complete the following work:

- 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.

## 4.2 Post-Award Community (PoAC)

### 4.2.1 Retrospective 2018

Since the 9<sup>th</sup> General assembly in March 2018 the PoAC successfully completed the following activities:

- Upgraded all other BIS messages to version 3.0, aligned with PEPPOL BIS Billing 3.0.
  - Supporting latest requirements on price structure, etc.
- Successfully improved the PEPPOL BIS messages and validation artefacts
  - 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 e-invoicing.
- Further improved our development and test process for the spring and fall release.



- Refined the methodology for country rules.
- Continued collaboration through two F2F meetings with focus to discuss work in work groups, educate newcomers and discuss challenges and opportunities. This was done in cooperation with the two other coordinating communities and the Managing Committee.

#### 4.2.2 Plans for 2019

For the next period until the General Assembly 2020, the PoAC plans to complete the following work:

- Deliver a new PEPPOL 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 eDelivery Network when it comes to invoice processing functionality and support for e.g. supply chain financing in the PEPPOL eDelivery Network
- With the support of the OpenPEPPOL Managing Committee, initiate a new PoAC 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
- Continue to improve the processes in the maintenance of artefacts in terms of coordination with the PEPPOL Service Desk, development and testing in coordination with the OpenPEPPOL operating office and the Pre-Award and eDelivery communities.
  - 2 releases – spring- and fall release
  - Explore interest for new work group: BIS advanced ordering

The collaborative work will continue by means of both online meeting facilities and face-to-face meetings.

### 4.3 Pre-Award Community (PrAC)

#### 4.3.1 Retrospective 2018

In 2018 the Pre-Award Coordinating Community's strategy was designed to ensure that growth, consolidation and operational implementation were respected.

Since the 9<sup>th</sup> General Assembly in March 2018 the PrAC successfully completed the following activities:

- Adoption of the eTendering agreement Transition IN for the implementation of the eTendering requirements in terms of role of the eTendering Service Providers, eDelivery protocols and service levels;
- eTendering PEPPOL BIS Specifications' release by the Transition IN Workgroup:





- UBL specifications and schematrons related to the implemented BIS specifications; Guidelines for implementation of the AS-IS Operation; e-Tendering Interim Agreement for implementation; Change requests to existing PEPPOL artefacts and specifications.
- Development and release of PEPPOL BIS Pre-Award Catalogue;
- Development and release of PEPPOL BIS of the European Single Procurement Document (ESPD) 1.0 based on the EC ESPD v 1.0.2 data model;
- On boarding activity of new members, with a focus on service providers from Pre-Award domain;
- Made progress on the establishment of an OpenPEPPOL Pre-Award PEPPOL Authority, partially realized due to alignment of PEPPOL AS4 profile with CEF and the PEPPOL AS4 onboarding test capability;
- As a follow-up of the Letter of Understanding (LoU) signed in 2017 with EUPLAT, an ESPD joint position paper release;
- Ensured the contribution to the Multi-Stakeholder Expert Group on e-procurement (EXEP) participation guideline.

#### 4.3.2 Plans for 2019

For the next period until the General Assembly 2020, the PrAC plans to complete the following work:

- To continue the development, documentation and publication of Pre-Award related specifications and policies through the completion of the Transition IN Agreement provisions;
- To deliver PEPPOL BIS of the European Single Procurement Document (ESPD) 2.0 based on the ESPD data model maintained by the European Commission and related institutions;
- To facilitate the possible coordination with the main interoperability/standardisation initiatives on implementing specifications, with a specific reference to CEF ESPD and CEF eProcurement DSI;
- To deliver the PEPPOL BIS Pre-Award Catalogue;
- To initiate a new PrAC work group performing a pre-study on usage of Dynamic Purchasing Systems;
- To support the operations of the Pre-Award PEPPOL Authority.



## 5 Operational Plan for the OpenPEPPOL Stakeholder Communities

### 5.1 PEPPOL Authority Community (PAC)

#### 5.1.1 Retrospective 2018

The PEPPOL Authority Stakeholder Community was not established in 2018. PEPPOL Authorities met 5 times in 2018 (3 online meetings and two times face-to-face) through PEPPOL Authority Summits.

#### 5.1.2 Plans for 2019

For the period until the General Assembly 2020, the PEPPOL Authority Stakeholder Community plans to complete the following work:

- Launch the community so that it can meet its statutory responsibility to contribute to the maintenance and further develop the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members.

### 5.2 Service Provider Stakeholder Community (SPC)

#### 5.2.1 Retrospective 2018

The Service Provider Stakeholder Community was not established in 2018.

#### 5.2.2 Plans for 2019

For the period until the General Assembly 2020, the Service Provider Stakeholder Community plans to complete the following work:

- Launch the community so that it can meet its statutory responsibility to contribute to the maintenance and further develop the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members.

### 5.3 End User Stakeholder Community (EUC)

#### 5.3.1 Retrospective 2018

The End User Stakeholder Community was not established in 2018.

#### 5.3.2 Plans for 2019

For the period until the General Assembly 2020, the End User Stakeholder Community plans to complete the following work:

- Launch the community so that it can meet its statutory responsibility to contribute to the maintenance and further develop the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members.



## 6 Budget 2019

### 6.1 Presentation of the 2019 Budget and methodology followed

#### 6.1.1 Budget Overview

The table below shows the proposed budget figures for 2019. It includes the budget baseline plus the weighting (in %) used to allocate income growth into an uplift of the January 1<sup>st</sup> baseline.

In the following sections of this chapter, further details, clarifications and notes related to the individual budget items can be found.

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
<b>Income</b>	<b>769,631 €</b>		<b>769,631 €</b>		<b>149,898 €</b>	<b>919,259 €</b>
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 €
<b>Income Deferral for Ongoing Project Expense</b>	<b>251,782 €</b>	<b>251,782 €</b>				
Deferred	251,782	251,782 €				
<b>Expenses</b>	<b>494,631 €</b>	<b>251,782 €</b>	<b>746,413 €</b>			<b>896,311 €</b>
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 €
<b>Carry over end of 2018</b>	<b>23,218 €</b>	<b>0 €</b>	<b>23,218 €</b>		<b>149,898 €</b>	<b>22,948 €</b>
						Estimated Carry over end 2019

### 6.2 Budget Baseline

Expenses in the budget are based on an evaluation of actual costs in 2018, plus the income deferral of 251,782 € shown in the table above as it would have been allocated to the appropriate expense lines. A more detailed explanation of the deferral is included in the Background document to Voting Item 1 – OpenPEPPOL Annual accounts for 2018.

Each cost item takes into consideration the actual expenditure, the reason behind the figures, and the budget needed to support the 2019 focus areas of the organisation. As OpenPEPPOL AISBL is established as a Not-For-Profit Association (Association International Sans But Lucrative – AISBL) the aim of the budget is to be balanced to avoid a significant surplus at the end of the year.

It is considered realistic to start the 2019 baseline from the final results of 2018 including the deferred income in the categories indicated, even in the categories where in 2018 the results deviated from the planned budget, as explained in the background document for Voting Item 1 – OpenPEPPOL Annual Accounts for 2018. The reasons are the following:

- For Fees/Accounting: Expenditure will be the same level in 2019 because more legal advice on Agreements is needed and the Association will investigate the possibility to have employees, which will mean one-off costs in updating the accounting practices and handling issues of cross-border employments.
- For Professional Fees – Tools and Consumables, considerable work remains to revise the OpenPEPPOL website and to provide better groupware and workflow support tools to the Members of the Association but also to the growing Operating Office and the support of multiple new bodies of the Association’s governance.
- For Annual Fairs and Exhibitions, in 2019 there will be more events and more meetings, workshops, and training sessions, with members but also with a larger Operating Office and the new bodies of the Association (meeting costs are included in this category).
- Marketing: Even though the branding expenditure in 2019 will not be as high, OpenPEPPOL will need to make its participation in events and trade fairs more substantial and this means more material to be produced, so the cost category is expected to reach the same level.

### 6.3 Growth Estimate and Allocation

The 2019 budget is based on an expectation of increased membership of the Association, resulting in a 20% increase in revenue from Member fees. Following the growth, an increase in the allowance for doubtful accounts of 20% is also assumed. This is a conscious choice of a more conservative estimate than in previous years, because certain markets are maturing even though others are only now starting to develop (Germany, Singapore, and Trans-Tasmania).

To align the spending of 2019 to the actual income of the Association, a month-to-month rolling budget, based on a percentage uplift of the January 1<sup>st</sup> baseline for each budget item, is used. As a result, real increases in income are allocated accordingly.

For 2019, the income growth is suggested to be spent almost entirely (90%) in Professional Fees for consultants to increase the capacity of the Operating Office to undertake tasks that help the OpenPEPPOL Communities in their work. The rest of the expected growth is to be allocated to travel, which will increase since the Association will have more persons who need to be at Member meetings and Operating Office meetings will also be necessary.

The overall budget and the suggested uplift %, used for distributing additional income, needs to be approved by the General Assembly.



## 6.4 Detailed descriptions, clarifications and comments.

Below you will find the details related to the individual cost items.

- 1) Membership fees are calculated based on the actual members invoiced at the beginning of 2018 plus a 20 % increased fee (amount) to be obtained by the growth in members.
  - a. Current amount invoiced to members: 763,921 €
  - b. 20% estimated income growth: 152,784 €
  - c. Total expected membership fee: 916,705 €
- 2) Income carried forward is the surplus of last year's activities as presented in the 2018 accounts. The surplus is a result of additional members joining in the last quarter, providing an income not allocated to activities in the rolling budget.
- 3) An additional column is shown above to include an income deferral of 251,782 € in the 2018 year-end result related to projects in progress carrying over to 2019. This amount is then allocated to the appropriate expense lines to determine the baseline budget for 2019.
- 4) Allowance for doubtful accounts is a reserve, to cover any reduction in income due to members leaving the organization. It is set to the level of off-boarding experienced in 2018 plus a 20% increase in line with the expected increase in income.
- 5) Domiciliation costs are based on the actual amount expensed in 2018 and are not expected to increase in 2019.
- 6) Fees/Accounting and Tax are based on the actual amount expensed in 2018 to ensure coverage for further legal support required for the Agreement Revision project.
- 7) Professional fees – Operations are the costs used for Consultants or Employees – persons or firms – to handle operations, administration and centrally assigned tasks. The baseline budget will allow the Association to maintain and strengthen the core roles of Operations Manager, Business Operations Lead and Technical Support Lead, fill the role of administrative personnel which became vacant in 2018, and continue the technical development and maintenance projects which are vital for operations, such as, but not limited to, Phase II of the Centralized Testbed and the implementation of a centralized Reporting and Monitoring Mechanism. Furthermore, the Operating Office will have capacity to provide technical editor resources to the Domain Communities and its capacity to do so will further increase with the allocation of the uplift in income that comes from growth.
- 8) Professional Fees – Tools and Consumables covers expenses related to service agreements, software licenses, certificate services and other types of third-party services supporting the day to day operation of the PEPPOL network. It also includes hosting services (for the website, Test Facility and PEPPOL Directory) licensing and upgrades for software applications used for back-office activities, web-meeting facilities, plus the Atlassian Suite of products used to support the PEPPOL Service Desk, Jira workflow for change management and Confluence spaces for OpenPEPPOL to share documents and information with members. In 2019 the website will undergo a major refactoring due to the re-branding of PEPPOL but also due to the overhaul of the entire policy and rationale of OpenPEPPOL in producing and publishing information. There will also



be an overhaul of the collaboration tools inside and between the bodies of the association as well as those shared by the more numerous members of the Operating Office.

- 9) Fees - Subscriptions and Memberships covers the cost of CEN/TC 440 & CEN/TC 434 only. Growth rate is set at 0 % as no additional memberships are foreseen.
- 10) The 2019 travel budget is increased by 9.5% of the income uplift to include travel for: additional resources required to represent OpenPEPPOL at major events, an increase in international travel to support geographical expansion, and travel for additional consultants and experts assigned to the Operating Office, in line with related growth.
- 11) The budget set aside for Annual Fairs and Exhibitions is set to cover additional capacity in line with growth in attendance at the General Assembly, OpenPEPPOL conferences and Community meetings. Also, to ensure a professional image is achieved at key European and global events in line with the PEPPOL re-branding initiative, and that funds are allocated to attend kick-off meetings and conferences in new domains and geographical areas.
- 12) The budget set aside for Marketing Expenses is not set to increase from the 2018 level, as funds have been put aside though the income deferral from 2018 to complete most of the work needed for the PEPPOL re-branding project. The 2019 budget will be used to develop marketing materials following up on the new branding, to cover new domains and geographical areas, also for translation of materials for events such as the E-Rechnungs Gipfel event in Germany.
- 13) Bank Charges are set to increase by .5% of the income uplift to cover increased payment activity in line with increases in membership, service charges related to outbound payments in foreign currencies, and the automation of the bank statement extract files for upload to the MS Navision Accounting system.
- 14) The amount of income expected to be carried over from 2019 to 2020 is currently set at 22,948.



## 7 Voting Item 2: Approval of the 2019 Operational Plan and Budget

### 7.1 Approval of the 2019 Operational Plan

The 11<sup>th</sup> OpenPEPPOL General Assembly gathered 27<sup>th</sup> of March 2018 in Brussels approve the following priorities for the 2019 Operational Plan:

OpenPEPPOL Unit	Operational Plan – main priorities for 2019
<p><b>Secretary General (SG) and Managing Committee (MC)</b></p>	<p>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:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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</li> <li>• Intensify the efforts of the Association to fully implement the new governance model adopted by the 9<sup>th</sup> General assembly, within the framework of the revised Statutes approved by the 10<sup>th</sup> General Assembly, involving the activation and the fruitful and efficient cooperation of all governance bodies.</li> <li>• 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.</li> <li>• 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</li> </ul>





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.
- Continue and conclude work with the EC on transition from use of the AS2 message exchange protocol to use of the AS4 protocol in the PEPPOL eDelivery Network.
- 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 2018.

**Coordinating Committee (CC)**

For the period until the General Assembly 2020, the CC will prioritise the following work:

- Launch the committee so that it can meet its statutory mandate to ensure alignment of PEPPOL specifications and services between the OpenPEPPOL Communities.

**DOMAIN COMMUNITIES**

**eDelivery Domain Community (eDEC)**

For the period until the General Assembly 2020, the eDEC will prioritise the following work:

- 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 the 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.

**Post-Award Community (PoAC)**

For the period until the General Assembly 2020, the PoAC will prioritise the following work:

- Deliver a new PEPPOL 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 eDelivery Network when it comes to invoice processing functionality and support for e.g. supply chain financing in the PEPPOL eDelivery Network
- With the support of the OpenPEPPOL Managing Committee, initiate a new PoAC 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
- Continue to improve the processes in the maintenance of artefacts in terms of coordination with the PEPPOL Service Desk, development and testing in coordination with the OpenPEPPOL operating office and the Pre-Award and eDelivery communities.
  - 2 releases – spring- and fall release



- Explore interest for new work group: BIS advanced ordering

**Pre-Award Domain Community (PrAC)**

For the period until the General Assembly 2020, the PrAC will prioritise the following work:

- To continue the development, documentation and publication of Pre-Award related specifications and policies through the completion of the Transition IN Agreement provisions;

To deliver PEPPOL BIS of the European Single Procurement Document (ESPD) 2.0 based on the ESPD data model maintained by the European Commission and related institutions;

To facilitate the possible coordination with the main interoperability/standardisation initiatives on implementing specifications, with a specific reference to CEF ESPD and CEF eProcurement DSI;

To deliver PEPPOL BIS Pre-Award Catalogue;

- To initiate a new PrAC work group performing a pre-study on usage of Dynamic Purchasing Systems;
- To support the operations of the Pre-Award PEPPOL Authority.

**STAKEHOLDER COMMUNITIES**

**PEPPOL Authority Community (PAC)**

For the period until the General Assembly 2020, the PAC will prioritise the following work:

- Launch the community so that it can meet its statutory responsibility to contribute to the maintenance and further develop the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members.

**Service Provider Community (SPC)**

For the period until the General Assembly 2020, the SPC will prioritise the following work:

- Launch the community so that it can meet its statutory responsibility to contribute to the maintenance and further develop the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members.

**End User Community (EUC)**

For the period until the General Assembly 2020, the EUC will prioritise the following work:



- Launch the community so that it can meet its statutory responsibility to contribute to the maintenance and further develop the PEPPOL specifications and agreements through interaction between OpenPEPPOL Members.

## 7.2 Approval of the 2019 Budget

The 11<sup>th</sup> OpenPEPPOL General Assembly, gathered in Brussels, Belgium on the 27<sup>th</sup> of March 2019, do hereby approve the proposed budget figures for 2019, as well as the percentages used to uplift the January 1<sup>st</sup> baseline, as stated below:

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
<b>Income</b>	<b>769,631 €</b>		<b>769,631 €</b>		<b>149,898 €</b>	<b>919,259 €</b>
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 €
<b>Income Deferral for Ongoing Project Expense</b>	<b>251,782 €</b>	<b>251,782 €</b>				
Deferred	251782	251,782 €				
<b>Expenses</b>	<b>494,631 €</b>	<b>251,782 €</b>	<b>746,413 €</b>			<b>896,311 €</b>
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 €
<b>Carry over end of 2018</b>	<b>23,218 €</b>	<b>0 €</b>	<b>23,218 €</b>		<b>149,898 €</b>	<b>22,948 €</b>
						Estimated Carry over end 2019