**Work Group mandate**

**PEPPOL International Invoicing Model Development**

This document covers a mandate to initiate and run a specific Work Group (in a specific timeframe).

**This mandate was given on 08.10.2019 by the OpenPEPPOL Managing Committee**

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| **WG Description** | |
| **TITLE** | PEPPOL international invoicing model |
| **Outcome** | An international invoicing model which design follows the proposals set forth in the PEPPOL International Invoicing Pre study report. The OpenPEPPOL International Invoicing Model will enable PA’s in different parts of the world to implement eInvoicing through the PEPPOL network with support to their national requirements while maintaining the possibility to exchange invoices internationally. |
| **Ownership** | Post-Award Community |
| *It is the role of the* ***WG owner*** *to ensure that the WG work within the mandate, or alternate seek approval of needed revisions of this mandate. The WG owner refers to the OpenPEPPOL management entity mandating this Work Group.* |
| **Relevant Stakeholders** | eDelivery Community – SML/SMP WG. For issues related to look up and discovery |
| **Leadership and Coordination** | Leader: Paul Simons, PoAC Leader  Editor: Georg Birgisson, Operating Office |
| *It is the role of the* ***WG leader*** *to plan manage and monitor the actual work. The WG leader reports to the OpenPEPPOL Portfolio manager* |
| **Mandated By:** | OpenPEPPOL Managing Committee |
| **Approval Structure** | The outcome of the WG is based on the following agreement structure   1. Deliverables is based on WG Consensus 2. Recommendation of implementation is based on CMB Approval 3. Initiation of development /implementation are made by WG Owner and POAC leader 4. All changes with strategic impact are to be approved by the Managing Committee. 5. All changes on AISBL Level are to be approved by the Managing Committee. 6. All changes of cross domain community nature are to be agreed by the CC |

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| **Mandate given** | |
| **Timeframe** | Start:  2019-10-101:  by sending out a call for participation  Phase 1 – Development of draft model based on PEPPOL BIS 3.0, taking into consideration requirements identified in the pre study.  Milestone 1 – Circulation of an initial draft model, target date 2019-12-31  Phase 2 – Review and update of draft model based on input from Peppol members as well as non-PEPPOL potential users of the model.  Milestone 2 – Circulation of beta version of international model, target date 2020-04-30  Phase 3 – Approval of model and publication, target date 2020-09-30  End:  2020-09-30 |
| **Subject** | The entry of Singapore, Australia and New Zealand into OpenPEPPOL as well as work in the North American PBC project has demonstrated that while the EN16931 meets most of the requirements, it cannot be used directly due to differences in legislation, mainly tax legislation. The OpenPEPPOL International Invoicing Pre study analysed the requirements and proposed a design that could be used to develop an international invoice model. There was consensus that developing an international invoicing model is both feasible and beneficial to OpenPEPPOL. The pre study makes three recommendations, one of which is to initiate this working group to develop this model.  The work will be in following three phases.  The first phase takes into consideration that this is not starting from a white sheet. The PEPPOL BIS Billing 3.0 will be used as the base and a considerable number of additional requirements are known through the pre study as well as from the report of the PBC North American group. Rather than starting from requirement gathering the first phase will develop an initial draft based on the available input. The development of this initial draft will also provide a test of the proposed design.  The second phase will be where PEPPOL members who are participating in the work will apply the draft to their business environment and communicate any issues that come up. The draft will then be modified as needed resulting in a beta version.  The third phase of the project is to circulate the beta version of the model along with examples of how it can be implemented in different countries, derived from the second phase. This phase will invite a wider input as well as encourage trials. This phase will conclude in the approval of the international model, followed with its publication. |
| **Deliverables** | The WG is committed to provide the following deliverables to OpenPEPPOL   * International invoicing model. |