OpenPEPPOL 7th GA Brussels

March 10th 2016, 13:30 – 17:00

High level agenda

1. Participation and Agenda

2. Welcome and overview of OpenPEPPOL AISBL status

3. Approval of 2015 Accounts of the OpenPEPPOL AISBL (vote)

4. Candidacies, appointments and election (votes)

   a) Candidacies, election and appointment of the OpenPEPPOL Treasurer (Vote)

   b) Approval of CC leader elected and appointed by the Coordinating Communities (Approval)

   c) Candidacies, election and appointment of MC member(s) (Discussion, vote)

5. OpenPEPPOL Budget and Operational Plan for 2016

   a) Presentation of the Association's objectives and activities for 2016

   b) Approval of 2016 Budget and Operational Plan (Vote)

Short Break

6. Approval of historical overview of dismissal, appointment and reappointment of management members for publication (Vote)

7. AOB

8. Closing

1. Participation and Agenda

a. Approval of Agenda

b. Participation and Representation validity.

c. Appointment of scrutineer and minute taker

Approval of Agenda (I)

13:30 – 17:00:   General Assembly

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. 2015 activities in review

   b. Changes in operation, administration and fees

   c. Strategic vision for the future

3. Approval of 2015 Accounts of the OpenPEPPOL AISBL (vote)

4. Candidacy , appointments and election

   a. Candidacies, election and appointment of the OpenPEPPOL Treasurer (vote)

   b. Approval of CC leader elected and appointed by the Coordinating Communities (Approval)

   c. Candidacies, election and appointment of MC member(s) (discussion, vote)

Short break

5. OpenPEPPOL Budget and Operational Plan for 2016

   a. Presentation of the Association's objectives and activities for 2016

   b. Briefing on the Coordinating Community operational plan for 2016

      i. Pre Award Coordinating Community

      ii. Post Award Coordinating Community

      iii. Transport Infrastructure Coordinating Community

   c. Summary of operational plan and budgets for 2016

   d. Questions and comments re: objectives, budget and operational plans

   e. Approval of 2016 operational plan and budget (vote)

6. Approval of historical overview of dismissal, appointment and reappointment of management members for publication (Vote)

7. AOB

8. Closing

Approval of Agenda (II)

▶▶ No suggestions for additional agenda items were received

▶▶ A statutory requirement did however result in the addition of Agenda item 6: Approval of historical overview of dismissal, appointment and reappointment of management members for publication

▶▶ According to the provisions of art. 13 of the Statutes, members may propose

  ▶▶ Members may propose additional agenda items which can be discussed on the day, provided at least three members of the Managing Committee approve. These Items are to be provided prior to the meeting, in writing

  ▶▶ Members may propose additional Items subject to GA approval on the day

▶▶ Would anyone like to propose additional agenda items ?

Participation and validity of Representation

Participation and validity of representation **as of: 09-03-2016 EOB**

▶▶ **154** Members in total / **149** members with the right to vote

▶▶ Quorum requires 50% +1 members with voting right present or represented (76 members with the right to vote)

▶▶ **90** members validly represented today

  ▶▶ **33** members represented physically

  ▶▶ **57** represented by proxy

▶▶ **17** persons without voting rights for their Organization are attending

  ▶▶ **3** Observers

  ▶▶ **14** from member organizations, partners or other organizations

▶▶ The General Assembly is held with a quorum exceeding the minimum required to handle all issues on the agenda

▶▶ All members present are to sign the attendance log

Appointment of scrutineer and minute taker

Chair/ leader of the meeting :

▸▸ André Hoddevik (Secretary General of OpenPEPPOL AISBL)

Proposed scrutineer and minute taker:

▸▸ Mairi Hayworth (OpenPEPPOL Business Operations Manager) to act as Scrutineer, to prepare the minutes and co-sign the decision log

▸▸ The decision log will be prepared during the meeting

▸▸ Decision items have already been circulated to members

▸▸ If there are changes, these will be documented and circulated during the meeting or immediately thereafter

▸▸ Voting will be made by use of consensus as described in the OpenPEPPOL AISBL statutes, unless any of the Members present requires one or more of the voting procedures to be made by use of simple majority. (Article 14)

▸▸ Election of MC members will be done by concealed ballot.

2. Welcome and overview of OpenPEPPOL AISBL status

a. 2015 activities in review

b. Changes in operation, administration and fees

c. Strategic vision for the future

OpenPEPPOL AISBL

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).

PEPPOL is owned by OpenPEPPOL AISBL

Statutory scope of activities

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 – cont.

▶▶ 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 Article 4 of the Statutes.

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Membership to date

▶▶ Number of Members on 01.03.2016: **154**

    ▶▶ **6** PEPPOL Authorities

    ▶▶ **128** AP Providers

    ▶▶ **48** SMP Providers

    ▶▶ **3** Pre-Award Service Provider

    ▶▶ **4** eSignature Validation Service Providers

    ▶▶ **9** End Users

    ▶▶ **5** Observers

    ▶▶ **5** Others

▶▶ Membership of Coordinating Communities

    ▶▶ TICC – **128** Members

    ▶▶ PoACC – **69** Members

    ▶▶ PrACC – **27** Members

    ▶▶ eSign/eID CC – **20** Members

PEPPOL is owned by OpenPEPPOL AISBL

Briefing from the Secretary General – 2015 retrospective

▶▶ The Secretary General and Managing Committee have led the Association to:

- ▶▶ a continued growth increasing to 153 members and adding the Department of Health for England and the Belgian Federal Public Service for Information and Communication Technology (Fedict) as new PEPPOL Authorities

- ▶▶ increased the capability to handle life cycle management of PEPPOL specifications

- ▶▶ establishment of PEPPOL specifications in new areas.

▶▶ Operational capability and capacity has been strengthened, ensuring day-to-day operations and support for the Coordinating Communities

▶▶ After a process initiated in 2014, a Memorandum of Understanding (MoU) was signed with the European Commission (EC) in May 2015

- ▶▶ Under the terms of the agreement, the European Commission will host the Service Metadata Locator (SML) as part of the CEF eDelivery network

- ▶▶ Life cycle management of PEPPOL eDelivery remains an OpenPEPPOL responsibility

Achievements in 2015

▶▶ The number of Access Points (AP) in the PEPPOL network increased by 44 to a total of 127 in 2015, while the number of Service Metadata Publisher (SMP) services increased by 10 to a total of 47 in the same period.

▶▶ The PEPPOL Post Award space continuous to grow substantially; more than 21 million transactions were running through the PEPPOL network in 2015

▶▶ The first CEF eDelivery and eInvoicing DSI Generic Services calls from EC;

▶▶ Establishment of PEPPOL Access Points eligible for funding

▶▶ Implementation of PEPPOL BIS based eInvoicing eligible for funding

▶▶ Foundations for pre-award system-to-system communication established

▶▶ First tests using eDelivery between pre-award platforms completed, using both PEPPOL and e-SENS specifications

▶▶ Work procedures supporting increased quality in post-award BIS-messages, including validation artefacts, were established

Business Development and Marketing Working Group

David Eyes, Data Interchange

BD Marketing WG

▶▶ Activities and achievements: 2016

- ▶▶ Set up the Business Development and Marketing workgroup
- ▶▶ Created "Why PEPPOL?" deck for global speaking opportunities
- ▶▶ Presented "Why PEPPOL?" at Exchange Summit 2015 (October 2015)
- ▶▶ Presented "Why PEPPOL?" at Procurex North Live 2016 (February 2016)
- ▶▶ Created "Why PEPPOL?" flyer (hard copy of PDF version)
- ▶▶ Created a "Certified PEPPOL AP" logo for AP use (awaiting MC approval)

▶▶ Plans

- ▶▶ Storyboard sector-specific collateral (public sector departments, supply chain etc.)
- ▶▶ Produce and secure MC agreement for standard marketing templates
- ▶▶ Secure speaking opportunities at:
  - ▶ HSJ "Modernising Healthcare" Summit UK (May 2016)
  - ▶ Exchange Summit Barcelona (October 2016)
  - ▶ Exchange Summit Americas (June 2016)

Changes in Operations and Administration

At the administrative level, 2015 was used to revise routines essential for the day-to-day operations, in order to ensure legal compliance, economic efficiency and operational quality.

▶▶ Day-to-day governance and collaboration has been optimized by implementation of the CC executive board and the PA forum

▶▶ Internal regulations have been finalized at the organizational level

▶▶ Policies for communication and marketing have been documented

▶▶ Policies for staffing have been revised

▶▶ Consultant contracts have been revised

▶▶ Day to day processes and procedures have been revised, aligned, optimized and will be automated where possible

▶▶ New strategy for web and collaboration tools has been developed and implementation has been initiated

▶▶ Opening hours for the Operational Office have been redefined to align with the actual number of hours assigned to consultants. (10 – 15 hours a week per consultant in day-to-day operations); Monday – Thursday: 10.00 – 16.00 CET, Friday Closed.

OpenPEPPOL Work groups

Work Groups at organisational level

▶▶ **BD & Marketing WG** (David Eyes)

▶▶ **OpenPEPPOL web and collaboration tool** (Clara Møller-Nielsen)

▶▶ **Jira & Stash test WG**: (Peter Sone Koldkjær)

▶▶ **Confluence test WG** (TBD)

TICC Workgroups

▶▶ **TIA Revision WG**.(Jostein Frømyr)

▶▶ **MLR** (Bård Langøy)

▶▶ **PEPPOL eDELIVERY Capability Extension** (Niels Pagh-Rasmussen)

PrACC Internal Teams (WGs to be formalized)

▶▶ **E-Tendering** (Kornelis Drijfhout – tbc)

▶▶ **ESPD/VCD** (Andriana Prentza)

▶▶ **E-Catalogues** (Jan Mærøe)

PoACC Work groups

▶▶ **PEPPOL Directory WG** (Ger Clancy)

▶▶ **BIS Business level response** (TBD)

▶▶ **BIS Order agreement** (TBD)

▶▶ **BIS Punch out** (TBD)

PoACC Teams

▶▶ **PEPPOL BIS DEV Team** (Olav Kristiansen)

▶▶ **PEPPOL TEST TEAM:** (Jan Mærøe)

Changes in fee structure

The OpenPEPPOL structure for membership fee has been revised, from April 2016 going forward.

The revised fee structure operates with

1. An annual fee for members equal to the existing fee structure

2. A sign up fee paid by all new members joining after the annual GA 2016

    - AP's & SMP's up to 50 employees   500 €
    - AP's & SMP's over 50 employees   1000 €
    - PA's   2000 €
    - Others and end users   100 €
    - Observers   1000 €

3. In the first year, the annual fee will be calculated according to the remaining amount of months in the year

The implementation of a signup fee is one of the actions taken in order to establish a more self-sustainable organization

2c
Strategic vision for the future

OpenPEPPOL surroundings

Connecting Europe Facility (CEF)

CEF eDelivery DSI

CEF eInvoicing DSI

CEF eProcurement DSI

Core Service Platforms

Generic Services

New public procurement directive

New eInvoicing in public procurement directive

New eIDAS regulation

e-SENS

DG DIGIT

DG GROW

DG CNECT

OASIS UBL → ISO 19845

EMSFeI

EXEP

CEN TC 434
CEN TC 440

EUPLAT

National MSFeIs

EESPA

GS1

UN/CEFACT

Other industries

Strategic direction

PEPPOL Authorities

New industries/domains

2016

2018?

2c
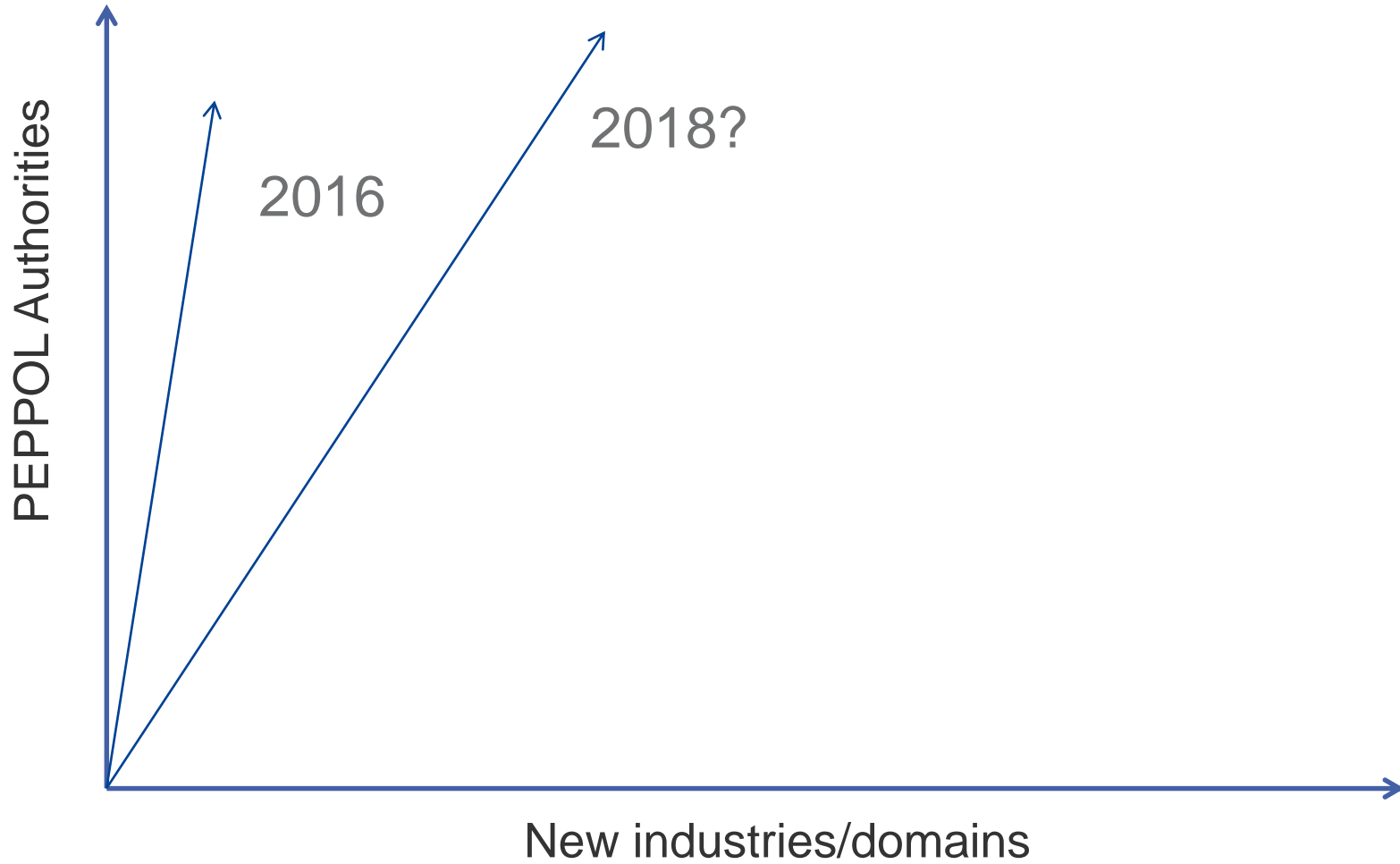
Strategic vision for the future – the public policy perspective

Scott Bell, Scottish Government

The primary community facilitating electronic public procurement

▶▶ Linking citizen, government and business

▶▶ Using technology to deliver social, economic and environmental well-being

▶▶ Reducing barriers for SMEs

▶▶ Recognise what's unique in public procurement

   ▶▶ It is the year of ESPD

   ▶▶ Looking forward to Article 22

   ▶▶ And a world of cross platform eTendering

PEPPOL Authorities

▶▶ Current PEPPOL Authorities

    ▶▶ Department of Health (UK)

    ▶▶ Difi (Norway)

    ▶▶ DIGST (Denmark)

    ▶▶ ESV (Sweden)

    ▶▶ Fedict (Belgium)

    ▶▶ *OpenPEPPOL AISBL*

    ▶▶ SimplerInvoicing (Netherlands)

▶▶ Possible PEPPOL Authorities in 2016?
EU/EEA countries with PEPPOL Access Points without a national PEPPOL Authority

    ▶▶ Austria

    ▶▶ Czech Republic

    ▶▶ Finland

    ▶▶ France

    ▶▶ Germany

    ▶▶ Greece

    ▶▶ Iceland

    ▶▶ Ireland

    ▶▶ Italy

    ▶▶ Spain

2c

*Strategic vision for the future
– the industry perspective*

Niels Pagh-Rasmussen, IBM

▶▶ The service providers are ready – But we are waiting for decisions of use!

▶▶ European initiatives and build of a common cross border infrastructure represent huge opportunities and challenges for the ICT industry.

▶▶ Service providers have been very committed and contributing to the idea and vision of OpenPEPPOL's ambitions to take "lead" in eProcurement and to become the dominant Pan-European network for eProcurement.

▶▶ The challenge: Today there are still only a few countries who are running and using PEPPOL. Get a wider dissemination on PEPPOL in Europe.

Drivers

- ▶▶ The CEF program

- ▶▶ An open infrastructure architecture – avoid lock-in

- ▶▶ Partnership and governance setup – Open communities

- ▶▶ The eProcurement domain and the future:

  - ▶▶ Linking and close collaboration with other players in the eProcurement landscape – GS1, EESPA and EUPLAT. Possible steps towards a closer link.

- ▶▶ Use and extend existing infrastructure:

  - ▶▶ Using, respect/protect and capitalisation of the investment in the infrastructure services provided.

2c
Strategic vision for the future
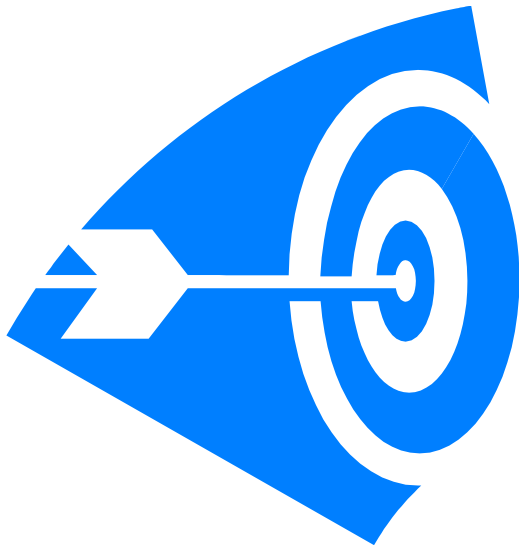
OpenPEPPOL as the key enabler
of pan-European e-Procurement

3. Approval of 2015 Accounts of the OpenPEPPOL AISBL (Vote)

Approval of 2015 Accounts of the OpenPEPPOL AISBL

The table below provides, together with the Account schedule handed out, the background information to Voting Item 1 In order to enable the GA to evaluate the Accounting of 2015 accordingly to the approved budget.

Budget to Actual - to Dec 31st	Total to Year-end Result	GA Approved 2015 budget Based on expected 40% income increase	Actual to GA approved 2015 budget
Income	282 326	314 277	31 950
Member Fees 2015 (billed)	218 770	262 080	
e-SENS refund Year (2+3) 12 month	30 900	36 000	
Miscellaneous Income Received	16 459		
2014 Income Carried Forward	16 197	16 197	
Expenses	264 307	314 277	49 970
Domiciliation & Accounting Fees	26 873	28 370	1 498
Off-boarding and Doubtful Accounts	-9 500	13 000	22 500
CC Direct Cost -conf/catering	15 263	25 744	10 481
OO Personnel / Consultants	120 798	158 357	37 559
OO Travel	16 423	18 488	2 065
D2D Consumables	44 397	33 744	-10 653
Web & Tools Project	18 900		-18 900
e-SENS Cost-	30 900	36 000	5 100
Financial/Bank Charges	253	574	321
TOTAL Surplus/ overspend***	18 019	0	18 020
*** Difference of 1 € in surplus figure due to rounding.			

Approval of 2015 Accounts of the OpenPEPPOL AISBL - VOTE

The OpenPEPPOL AISBL General Assembly gathered 10th of March 2016 in Brussels agrees to the 2015 accounts of the OpenPEPPOL AISBL as stated in the income statement provided by PWC and provided to you in advance, and presented at the meeting.

For further information related to these accounts, please refer to the background document covering Voting item 1 as well as the income statement received in advance and presented at the meeting 006540EN2-SFS ENG.pdf - Financial statement

4. Candidacies, appointments and election

a. Candidacies, election and appointment of the OpenPEPPOL Treasurer (Vote)

b. Approval of CC leader elected and appointed by the Coordinating Communities (Approval)

c. Candidacies, election and appointment of MC member(s) (Discussion, vote)

Candidacies, election and appointment of the OpenPEPPOL Treasurer

According to the rules and regulations related to an international NFP organization established under Belgian law, the Treasurer is to be (re)appointed each year at the GA.

The organization currently appointed as Treasurer is the Norwegian Agency for Public Management and eGovernment (Difi). This organization if re-elected, will carry out its responsibility as Treasurer by appointing Regine Deniel Ihlen for the role.

Candidacies, election and appointment of the OpenPEPPOL Treasurer - Vote

The OpenPEPPOL AISBL General Assembly gathered 10th of March 2016 in Brussels approves the re-election of the Norwegian Agency for Public Management and eGovernment (Difi) and the appointment of Regine Deniel Ihlen as Treasurer of the AISBL

Appointment of Pre-Award Coordinating Community leader

According to the OpenPEPPOL statutes Article 16 the Coordinating Community Leader shall be elected or appointed by the Coordinating Community every second year, and approved in the upcoming General Assembly.

The General Assembly is presented with the result of the election made in the Pre-Award Coordinating Community meeting this morning, in order for the General Assembly to approve the choice of the Coordinating Community.

The process that will be handled by use of consensus unless otherwise requested by the participants in the meeting.

Approval of Pre Award Coordinating Community Leader - Vote

The OpenPEPPOL AISBL General Assembly gathered 10th of March

2016 Brussels approves the election of the Pre-Award Coordinating

Community Leader, made by the Coordinating Community March 10th

10:00-12:30 and presented in the meeting by the Coordinating

Community.

Re-elected as Pre-Award Coordinating Community Leader is :

Isabella Rapisarda

Electoral Procedures

According to the provisions of art. 16 in the Statutes, the Election of members in the Management Committee (MC), the General Assembly is entitled to decide the number of MC members (up to two), determine whether the new MC member(s) should represent particular categories of Members and elect two members from the pool of announced candidates.

This will be effectuated by use of a 3 step voting procedure as listed below:

- The 7th General Assembly will be asked to approve the suggested number of MC members. This vote will be made by use of consensus unless otherwise requested at the meeting.

- The 7th General Assembly will be asked to approve the suggested categories of members to be represented. This vote will be made by use of consensus unless otherwise requested at the meeting.

- The 7th General Assembly will be asked to elect (up to) two Management Committee Members amongst the listed candidates. This election will be handled as two separate votes, conducted as concealed written ballots. Candidates are elected by use of simple majority amongst the represented members at the GA.

Approval of Numbers of MC members to be elected

The OpenPEPPOL AISBL General Assembly gathered 10th of March

2016 in Brussels approves that two members are to be elected to the

Management Committee at the 7th GA.

Approval of member categories represented in the MC

The OpenPEPPOL AISBL General Assembly gathered 10th of March

2016 in Brussels approves that the two open seats in the Management

Committee are to be populated with:

- one representative for service providers

- one representative for government institutions, public bodies and end users.

Candidacies for election and appointment of MC members

Announcement of candidacies for the OpenPEPPOL Management Committee

1. Niels Pagh-Rasmussen (IBM) representing Service Providers
2. Luca Delsanto (TESISQUARE®) representing Service Providers
3. Steve Graham (Department of health, UK)

All candidacies were submitted according to the procedure that has been announced and are therefore considered eligible.

All candidacy declaration statements were circulated to members as submitted to the Managing Committee

Candidate Statements
Niels Pagh-Rasmussen (IBM)

In 2014 I was elected to the OpenPEPPOL Managing Committee (MC) as the representative for the service providers in OpenPEPPOL. It has been a learning experience and interesting for me and I also truly believe that I have been able to add the service provider point of view to all MC discussions.

I have a deep interest in the development, implementation and dissemination of a Pan European standard for eProcurement as well as the Connecting Europe Facility (CEF) program where there is a convergence towards one common infrastructure covering various areas, including eProcurement. It is an interest that has grown during my career, has influenced my focus of work and has been fundamental for a large part of my achievements over time.

I have deep knowledge of the subject matter covered by OpenPEPPOL whether commercial, political or technical. Since the start of PEPPOL, and even before in the context of the Danish e-invoice directive from 2005, I have been personally committed and engaged in this area and have been working with a government perspective in NITA (National IT and telecom Agency, today DIGST), an EU perspective (EU-IDABC steering group) and with both a technical and commercial perspective through my job and role in IBM.

As a representative of IBM I have a mandate to provide the OpenPEPPOL Managing Committee with a strong commitment to support the dissemination and exploration of OpenPEPPOL in an impartial way, to connect with other standardization bodies already having IBM participation and ensure feedback regarding the experience from our OpenPEPPOL AP service provider division.

Candidate Statements
Luca Delsanto (TESISQUARE®)

TESISQUARE is an IT company operating in international B2B market; we trust in company collaboration and provider cooperation as a leading task of quick growing business between international business partners. The aim of TESISQUARE is to share this idea with every PEPPOL member and to support the leading people of PEPPOL to enlarge the network and enforce this idea in every PEPPOL member.The aim of TESISQUARE is to share this idea with every PEPPOL member and to support the leading people of PEPPOL to enlarge the network and enforce this idea in every PEPPOL member.

TESISQUARE® is an international provider member of international GS1 counties (certified France, Spain, Italy etc.), EESPA, PEPPOL Access Point etc. The company is involved in many international project using UBL 2.1 format exchanging documents with different European countries and e-Invoicing project with Turkey.

On Italian area TESISQUARE® is working on Italian PA Electronic Purchasing Process converting supplier private format into UBL 2.1 format for Emilia Romagna Region PA and we have experience in energy sector.

TESISQUARE® can offer its own knowledge and technical experience to the more complex organization in terms of PEPPPOL, EDI and e-Invoicing project.

TESISQUARE® believes in PEPPOL project as a European e-Invoicing standard. As PEPPOL access point, the company works to take an active part in OpenPEPPOL and Marketing Work Group and would like to join actively "Service Providers" PEPPOL Managing Committee.

Candidate Statements
Steve Graham (Department of health, UK)

Steve Graham leads on NHS eProcurement policy at the Department of Health in England. He developed a new NHS eProcurement Strategy for the English National Health Service, which was published by the Department of Health in May 2014, and now leads a small team focused on delivery of the strategy. He previously led the Innovative Technology Adoption Procurement Programme for the Department of Health, which focused on increasing the adoption of medical technologies to improve patient outcomes whilst reducing costs.

Steve has significant private sector experience, with several years in manufacturing industry in his early career, as well as Commercial Director for a division of a European pharmaceutical wholesaler, where he managed a national sales force selling medical consumables to the health sector; and as Director of Public Sector Business for an innovative supply chain finance solution provider.

As an MCIPS-qualified procurement professional, Steve has led national, regional and local procurement teams in the NHS, and has set up and managed several regional NHS procurement organisations. He has managed warehousing and distribution operations, and led the national procurement of medical devices and services, particularly in the cardiac and disability sectors

Member Voting

Secret ballot – votes are cast and counted – results announced

Short Break

15 minutes

5. OpenPEPPOL Budget and Operational Plan for 2015

a. Presentation of the Association's objectives and activities for 2016

b. Briefing on the Coordinating Community operational plan for 2016

- Pre Award Coordinating Community
- Post Award Coordinating Community
- Transport Infrastructure Coordinating Community

c. Summary of operational plan and budget for 2016

d. Questions and comments re: objectives, budget and operational plan

e. Approval of 2016 operational plan and budget (vote)

Presentation of the Association's Objectives and Activities for 2016

The Secretary General, supported by the Deputy Secretary General, will:

▶▶ Represent OpenPEPPOL AISBL and promote PEPPOL specifications, building blocks and services in relevant forums.

▶▶ Strengthen and further develop the operational capability and capacity of the Association, ensuring day-to-day operations and support for the Coordinating Communities.

▶▶ Lead efforts to recruit new Members, with particular 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 definition and formulation of the Association's Internal Regulations

▶▶ Assist Coordinating Communities in further adoption of broader and deeper internal governance and operational routines.

▶▶ 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 particular emphasis on the Connecting Europe Facility (CEF) and CEN standardisation efforts.

OpenPEPPOL AISBL
2016 Milestones and Meetings

▶▶ Key milestones in 2016

  ▶▶ Q2: Amendment to MoU with the EC on PEPPOL eDelivery alignment with CEF eDelivery DSI

  ▶▶ Q2/Q3: New rounds of CEF eDelivery and eInvoicing DSI calls

  ▶▶ Q4: Phase-in of eSENS pre-award pilot results into PEPPOL BIS

▶▶ Meeting schedule 2016

  ▶▶ Monthly Managing Committee meetings

  ▶▶ OpenPEPPOL representation in European Multi-stakeholder Expert Group on eProcurement (EXEP), meetings 3-4 times annually

  ▶▶ OpenPEPPOL representation in European Multi-stakeholder Forum on eInvoicing (EMSFeI), meetings 2 times annually

  ▶▶ OpenPEPPOL representation in CEN/TC434 eInvoicing and CEN/TC440 eProcurement, meetings 4-6 times annually

Pre-Award Coordinating Community
2015 Retrospective

▶▶ Strategy and Operations:

    ▶▶ To set foundations for Pre-Award system-to-system communication

    ▶▶ To test use of e-Delivery between Pre-Award platforms using both PEPPOL and e-SENS specifications

    ▶▶ To liaise with institutional stakeholders including CEF and EXEP and to outline a role for OpenPEPPOL in the upcoming governance framework for Pre-Award

▶▶ Activity Scope and Content

    ▶▶ Cooperation with the e-SENS pilots on e-Tendering and ESPD/VCD in specification and execution, as well as prepare adoption of results;

    ▶▶ Providing support for the definition and operationalization of a governance framework for system-to-system transactions during eTendering, focusing on the implementation of a Pre-Award Circle of Trust and the related TIA

    ▶▶ Developed BIS documents up for review in the Pre-Award CC in the eTendering, ESPD/VCD

Pre-Award Coordinating Community
2016 key initiatives

‣‣ Strategy and Operations:

    ‣‣ To develop the PrACC further, opening up to industry providers and stakeholders to ensure growth

    ‣‣ To further define and operationalize a governance role in Pre-Award and ensure stakeholders acceptance and participation

    ‣‣ To continue providing support to the implementation of solutions and assist its members in leveraging CEF funding opportunities in Pre-Award.

‣‣ Activity Scope and Content

    ‣‣ To develop further solutions in the Pre-Award by testing and delivering new use cases, like Submit Tender and the ESPD/VCD in cooperation with e-SENS;

    ‣‣ To form a Circle of Trust and operate, with the support of TICC, a running network between Pre-Award providers which conduct transactions in their systems, in a way comparable to the Post-Award

    ‣‣ To phase-in results of e-SENS pilots, including testing of the AS4 transport protocol

Pre-Award Coordinating Community
2016 milestones and meetings

▶▶ Key milestones in 2016

    ▶▶ Supporting the Pre-Award community to seek CEF support (Q2)

    ▶▶ Phase-in of eSENS pilot results into PEPPOL BIS (Q3/4);

    ▶▶ Implement the Pre-Award Circle of Trust on the PEPPOL network (Q4)

▶▶ Meeting schedule 2016

    ▶▶ 2 F2F meetings (Spring, Autumn)

Pre-Award Coordinating Community
Workgroup Activities

▶▶ Pre-Award WG Activities:

    ▶ Development of Pre-Award PEPPOL BIS in all subject matter areas

        ▶ eTendering

        ▶ ESPD/VCD

        ▶ eCatalogues

▶▶ Main responsibilities and scope of these workgroups

    ▶▶ Contribution to the TIA Revision project of TICC – providing requirements for the Pre-Award Circle of Trust and its governance implications

    ▶▶ Adoption of the e-SENS eTendering pilot results, in cooperation with the eDelivery Capability Extension Project of TICC providing pre-award requirements and contributing specifications and solutions piloted by MS

▶▶ Meetings

    ▶▶ Two F2F meetings (Spring, Autumn),

    ▶▶ Net-meetings in WGs and PEPPOL BIS teams

Post-Award Coordinating Community
2015 retrospective

▸▸ Strategy and Operations:

    ▸▸ Improved stability in the infrastructure

    ▸▸ Establish work procedures supporting increased quality in BIS-messages including validation artefacts

▸▸ Activity Scope and Content

    ▸▸ Established PoACC organisation with regular CMB meetings

        ▸ Clear process for management of change requests, releases, etc.

    ▸▸ Established team for development

    ▸▸ Established team for test

    ▸▸ Bi-yearly release cycle

    ▸▸ Two F2F Member meetings

Post-Award Coordinating Community
2016 key initiatives

▶▶ Strategy and Operations:

    ▶▶ Improved stability in the infrastructure

    ▶▶ New and improved BIS messages supporting processes based on needs of buyers, suppliers and operators

▶▶ Activity Scope and Content

    ▶▶ Documenting work procedures for the post award coordinating community (PoACC) supporting increased quality and speed in deliverables

    ▶▶ Prepare for support and migration to the European Norm for e-invoice

    ▶▶ Continued collaboration with EC

Post-Award Coordinating Community
2016 milestones and meetings

▶▶ Key milestones in 2016

  ▶▶ Order Agreement BIS

  ▶▶ Punch-out BIS

  ▶▶ PEPPOL directory service

  ▶▶ Spring and Autumn releases

▶▶ Meeting schedule 2016

  ▶▶ CMB net meetings

  ▶▶ Development team net meetings

  ▶▶ Test team net meetings

  ▶▶ Two F2F Member meetings - Spring and Autumn

  ▶▶ WG net-meetings and F2F meetings when necessary

Transport Infrastructure Coordinating Community 2015 retrospective

▶▶ Strategy and Operations:

▶▶ Market adoption and scalability

▶▶ Interoperability and Services

▶▶ Long Term Sustainability

▶▶ Activity Scope and Content

▶▶ Number of APs increased from 83 to 127 in 2015 (SMP's 37 to 47)

▶▶ Enrolment of two new PA's: NHS England and Fedict (BE)

▶▶ Transfer of SML Services to the EC

▶▶ AP interoperability test now part of on-boarding procedures

▶▶ Scaling of organisational operations

▶▶ Continued collaboration with EC, CEF and e-SENS

▶▶ Two F2F Members meetings and CMB in operation

Transport Infrastructure Coordinating Community 2016 key initiatives

▶▶ Strategy and Operations:

  ▶▶ Focus on OpenPEPPOL member needs

  ▶▶ Position and preferred eInvoicing infrastructure

  ▶▶ Extend the PEPPOL eDelivery for use in the Pre-Award domain

▶▶ Activity Scope and Content

  ▶▶ OpenPEPOL support dispatch and tracking facilities

  ▶▶ Extend eDelivery capabilities for Pre-Award use cases such as Tender Submission

  ▶▶ Continued support for adoption in industry segments and verticals to increase the use of PEPPOL eDelivery

  ▶▶ Continue collaboration with EC, CEF DSI and prepare for a permanent transfer of the SML to EC and adopting CEF AS4 eDelivery

Transport Infrastructure Coordinating Community 2016 milestones and meetings

▶▶ Key milestones in 2016

- ▶▶ Continue growth in PA's and Service Providers
- ▶▶ Prepare migration to Oasis standards for SML/BDXL and SMP
- ▶▶ Conclude Working Groups on
  - ▶ TIA revision
  - ▶ Message Level Response
  - ▶ Extended eDelivery Capabilities

▶▶ Meeting schedule 2016

- ▶▶ Two F2F meetings - Spring and Autumn
- ▶▶ WG net-meetings
- ▶▶ Ad-hoc Member net-meetings

OpenPEPPOL Operating Office
2015 retrospective

▶▶ Strategy and Operations

To ensure and professionalize the support of:

- ▶ Management
- ▶ Organisation
- ▶ Operations

▶▶ Activity Scope and Content

- ▶▶ Revised the contractual setup for consultants and increased availability, competence and capacity, and to separate strategic and operational functions.
- ▶▶ Increase level and type of support and assistance provided
- ▶▶ Professionalize day-to-day activities

OpenPEPPOL Operating Office
2016 key initiatives

▶▶ Strategy and Operations:

    ▶▶ To increase the resource availability and capability to include full operational support to Coordinating Community activities in addition to the current operational and administrative support

    ▶▶ To implement shared spaces and tools for member support, communication and collaboration

    ▶▶ To initiate the establishment of economic, operational and functional independence from the elected and appointed MC members & CC leaders, in order to run an even more professional and efficient Operating Office

    ▶▶ To free resources from any time consuming manual procedures and work-arounds, by further optimization and automation of day-to-day processes

Summary of operational plan and budget for 2016

Presentation of Voting Item 5

Summary of operational plan and budget for 2016 (1)

▶▶ Operational Plan for the Secretary General.

OpenPEPPOL unit	• Main priorities 2016
Secretary General (SG) and Managing Committee (MC))	• Represent OpenPEPPOL AISBL and promote PEPPOL specifications, building blocks and services in relevant forums. • Strengthen and further develop the operational capability and capacity of the Association, ensuring day-to-day operations and support for the Coordinating Communities. • Lead efforts to recruit new Members, with particular 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 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 Connecting Europe Facility (CEF) and CEN standardisation efforts.

Summary of operational plan and budget for 2016 (2)

▸▸ Operational plan for the Pre-Award Coordinating Community (PrACC)

OpenPEPPOL unit	Main priorities 2016
Pre-Award Coordinating Community (PrACC)	• To focus on developing the PrACC further ensuring growth and to consolidate its role towards the European Commission and the CEF (Connecting Europe Facility) Digital Program and Calls • To include the industry of Pre-Award platform providers (tendering systems, evidence aggregators etc.) in PrACC • To create an operational Circle of Trust between Pre-Award providers which conduct transactions among their systems, in a way comparable to the running of the Post-Award PEPPOL network • To implement a Pre-Award governance framework with domain stakeholders. • To prepare for adoption of the e-SENS pilot results in eTendering and eSPD/VCD

Summary of operational plan and budget for 2016 (3)

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▶▶ Operational Plan for the Post-Award Coordinating Community (PoACC)

OpenPEPPOL unit	Main priorities 2016
Post-Award Coordinating Community (PoACC)	• Continue to improve stability in the infrastructure by improving the quality of the validation artefacts in two releases per year • Prepare for support of the European e-invoicing Norm • Continue work with the PEPPOL directory service with the goal to get it established and into production. • Start and finish the work with new BIS profiles for Order Agreement and Punch-out • Start the work with new BIS profiles for Message Level Response and Business Level Response Punch-out

Summary of operational plan and budget for 2016 (4)

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▶▶ Operational Plan for the Transport Infrastructure Coordinating Community (TICC)

OpenPEPPOL unit	Main priorities 2016
Transport Infrastructure Coordinating Community (TICC)	Continue to develop the OpenPEPPOL Transport Infrastructure community and domain including: • Focus on scaling of the organization providing professional services for on-boarding of PEPPOL Authorities and Services Providers • Continued cooperation with the EC regarding CEF eDelivery governance and SML service provision and prepare a permanent transfer of the SML taking into account continued support for PEPPOL specifications and financial sustainability, subject to the OpenPEPPOL decision process as well as supplementing the CEF eDelivery DSI support to Service providers • Continued support for adoption in industry segments and verticals to increase the usage of the PEPPOL eDelivery network by creating awareness and supporting service providers • Continued collaboration with the PoACC supporting the work in the PEPPOL Directory project and Message Level Response (MLR) Working Groups

Summary of operational plan and budget for 2016 (5)

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▶▶ Operational Plan for the Transport Infrastructure Coordinating Community (TICC)

OpenPEPPOL unit	Main priorities 2016
Transport Infrastructure Coordinating Community (TICC)	• Continue and conclude the PEPPOL TIA WG and the eDelivery eXtension WG taking new requirements for PreAward use • Continue sustainability efforts for PEPPOL network specifications in the EU ICT MSP, Oasis and other relevant standards organizations • Initiate and prioritize specific efforts needed to support the needs of our members and the aims of the association

Summary of operational plan and budget for 2016 (6)

▸▸ Operational Plan for the Operating Office (OO)

OpenPEPPOL unit	Main priorities 2015
Operating Office (OO)	• To increase the resource availability and capability to include full operational support to Coordinating Community activities in addition to the current operational and administrative support • To implement shared spaces and tools for member support, communication and collaboration • To initiate the establishment of economic, operational and functional independence from the elected and appointed MC members & CC leaders, in order to run an even more professional and efficient Operating Office • To free resources from any time consuming manual procedures and work-arounds, by further optimization and automation of day-to-day processes

Budget 2016

2016 Budget figures	January 1st Baseline	Uplift formula to be used in the rolling budget	GA budget (30% uplift of Baseline)
Income	**266 000 €**		**340 400 €**
Member fee 2016	248 000 €		322 400 €
Income carried forward	18 000 €		18 000 €
Expenses	**266 000 €**		**340 400 €**
Domiciliation and Accounting	28 900 €	5 %	32 620 €
Allowance for doubtful Accts.	8 000 €		8 000 €
CC Direct cost (including conf./catering)	21 000 €	5 %	24 720 €
Dissemination, PR & Marketing	15 000 €	25 %	33 600 €
AISBL meeting cost	7 000 €	5 %	10 720 €
OO Personnel 2016	135 170 €	40 %	164 930 €
OO Travel 2016	14 800 €	10 %	22 240 €
D2D Consumables	35 780 €	10 %	43 220 €
Bank charges	350 €		350 €
TOTAL	*0 €*		*0 €*

Questions and Comments

Re: objectives, budget and operational plan

Approval of 2016 operational plan and budget (vote)

The OpenPEPPOL AISBL General Assembly gathered 10th of March 2016 in Brussels agrees to the Operational Plan and the Budget of OpenPEPPOL AISBL 2016 as presented at the 7th GA and presented in the voting item document.

6. Dismissal, appointment and reappointment of management members

Approval of historical overview for publication (Vote)

Dismissals, Appointments and Re-appointments of Management members

According to Belgian law an AISBL is obliged to publish the changes to the management of the organization in the annexes of the Belgian Official Gazette

▶▶ Voting Item 6 implements an annual voting item in the OpenPEPPOL General Assembly, for the 7th general assembly to approve:

▶▶ A historical overview of dismissals, appointments and approval of management members has been prepared for approval at the 7th GA (sent out in advance)

▶▶ Alignment of election terms is formally presented to and approved by the 7th GA (sent out in advance)

▶▶ Publication of elections and appointments to the management team, made at the 7th GA

The above are handled by approving the Formal appendix to the GA minutes stating dismissals, appointments and re-appointments as it is presented to the members of the General Assembly at the meeting.

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The incorporation meeting 13 July 2012,

▸ **Mr André Hoddevik** Direktoratet for forvaltning og IKT (Difi),

▸ **Ms Anna Fiorenza** Intercent –ER Agenzia regionale di sviluppo del mercati telematici,

▸ **Mr Lars Thölken** Bremen Online Services Entwicklungs- und Betriebsgesellschaft mbH & Co KG

▸ **Mr Sven Rasmussen** Digitaliseringsstryrelsen/ The Danish Agency for Digitalisation, represented (DIGST)

4th General Assembly held January 30th 2013

▸ **Ms Regine Deniel Ihlen (Difi) was reappointed as Treasurer**

▸ **Mr Sven Rostgaard R**asmussen. (DIGST) was appointed as TICC leader

▸ **MR Anders Kingstedt** Ekonomistyrningsverket (ESV) was appointed as Post Award CC Leader

5th General Assembly held January 29th 2014,

▸ **Ms Regine Deniel Ihlen (Difi)** was reappointed as Treasurer

▸ **Ms Isabella Rapisarda** (Consip S.p.A) replaced Ms Anna Fiorenza (Intercent-ER) as. Pre-Award CC Leader

▸ **Mr Alain Ducass** (SGMAP) replaced Mr Lars Thölken 8 Bremen Online Services) as e-ID/e_Signature CC leader

▸ **Mr Niels Pagh-Rasmussen** IBM Danmark ApS, was elected as MC Member

▸ **Mr Scott Bell**. Scottish Government, was elected as MC Member

6th General Assembly held on March March 19th 2015

▸ **Ms Regine Deniel Ihlen (Difi)** was reappointed as Treasurer

▸ **Mr André Hoddevik (Difi)** was re-appointed as Secretary General, Appointed by MC October 2014

▸ **Mr Sören Petersen (ESV)** replaced Mr Anders Kingstedt (ESV) as Pre-Award CC leader Appointed by CC February 2015

▸ ~~**Mr Sven Rostgaard Rasmussen** (DIGST) was re- approved as TICC Leader Appointed by CC February 2015~~

Alignment of election terms and approval of this year

In order to ensure that the formal GA approval is obtained correctly, the elections of management members needs to be done in correspondence with the annual General Assembly.

▶▶ As a result the election terms of management members up for election in 2016 and first quarter of 2017 are to be extended to the date of the GA, as described below:

▶▶ The Post-Award CC representative (extended from February 2017 to March 2017

▶▶ The Transport Infrastructure CC representative (extended from February 2017 to March 2017)

▶▶ The Secretary General (extended from October 2016 to March 2017)

At the 7th GA march 10th 2016 the following members was elected:

▶▶ **Ms Regine Deniel Ihlen (Difi) was reelected as** Treasurer (one Year)

▶▶ **Ms Isabella Rapisarda (Consip S.p.A)** was reapproved as Pre-Award Coordinating Community leader (2 years)

▶▶ TBD

▶▶ TBD

Approval of dismissals, appointments and reappointments of management members - Vote

The OpenPEPPOL AISBL General Assembly gathered 10th of March 2016 in Brussels approves the overview of dismissals appointments and reappointments of management members of OpenPEPPOL AISBL, as presented at the meeting

7. AOB

8.Closing