



# TIA Validity and Change Management Guideline

## Change Management of the Transport Infrastructure Agreements

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## 1. TIA Validity and Change Management Guideline

The OpenPEPPOL Transport Infrastructure Agreement is a multilateral agreement between OpenPEPPOL AISBL, the PEPPOL Authorities and the PEPPOL Service Providers. It is more of a circle of trust between the different members of OpenPEPPOL than a bilateral business-type agreement.

For operational reasons It is an agreement where annexes can be changed without requiring re-signing of all parties, as the changes in the annexes are of an operational or administrative nature rather than legal. Changes in the Annexes are to be seen as updates rather than changes and will be communicated to all relevant parties by the party responsible for the change.

Signing an agreement where annexes that can be changed without mutual consent may appear unusual, however taking in consideration the type of content in the annexes as well as the nature of a one-to-many agreement structure; it is the optimal way to ensure flexibility and validity.

The main part of the annexes is however focused on contact information, definitions and specifications, rather than standard contractual terms and conditions - these are in the main terms of the agreement and can't be changed without mutual consent.

In order to ensure the stable operation of services and to secure interoperability, all technical specifications are subject to the OpenPEPPOL Change Management Process under the governance of OpenPEPPOL. This is seen as a necessity to ensure timely and efficient reactions to operational requirements and should not be considered an issue with regard to the legal framework.

The signing of the TIA, as the legal framework, is the commitment to follow the specifications as stated.

## 2. Change Management of the Transport Infrastructure Agreements

The three Transport Infrastructure Agreements (TIA) form the Legal framework of the OpenPEPPOL trust model and are to be signed by all PAs, APs and SMPs. The TIA is developed in cooperation with members and legal professionals in order to cover the agreed trust model within the legal framework of European legislation.

The Agreement is made under Belgian law and is governed and changed according to the overall change management principles of OpenPEPPOL AISBL, as well as the TIA change management principles stated in Annex 6.

1. An Agreement Coordinator is Nominated by the Management committee to run, manage and monitor the change process
2. The impact and results of the proposed amendments will be evaluated in cooperation with the party proposing the amendment, and a draft revision will be provided based on the outcome of this evaluation.
3. A workgroup will be established to discuss how to realize and implement agreed changes and adjustments to the TIA. The workgroup is populated with volunteers and is open for all OpenPEPPOL members.
4. The implementation of a proposed change is evaluated by the Management Board and appointed associates to insure that the suggestion follows the overall principles of OpenPEPPOL AISBL as well as the legal framework of the organization.

5. The revised TIA can be sent to OpenPEPPOL members in an open hearing/review, or directly to the OpenPEPPOL GA for evaluation and approval.
6. In order to be approved and finally implemented the revised TIA needs to be supported by 75% of the established PEPPOL Authorities.
7. In a scenario where the suggested amendments will have a significant economic, legal or statutory impact on OpenPEPPOL Members, the principles behind the amendments will be sent to the OpenPEPPOL General Assembly for approval. This approval will follow the general approval processes of Open PEPPOL AISBL and can be carried out at the annual GA member meeting or by use of electronic approval.
8. Editorial changes to the main body of the TIA, corrections made to clarify roles, responsibilities and/or obligations as well as changes made to include existing statutory requirements, are not necessarily bound for public hearing or formal approval.
9. When the main body of the TIA agreement has been released for implementation a 6-12 months' transition period is initiated. Before the end of the agreed implementation period all PAs are obliged to change their PA agreement with OpenPEPPOL, as well as their agreements with local service providers.

When approved, the revised Tia will be implemented immediately for new PAs APs and SMP's, and a 6 - 12-month transition period will be initiated in order to renew the existing TIAs and complete the signing process.

### 3. Change Management of Annexes

In detail, the change management process for the annexes is structured as described below:

- Annex1-ContactPoints: contains contact information only – which by nature needs no mutual agreement in order to be changed
- Annex 2: Definitions –
  - Will be updated by OpenPEPPOL AISBL to reflect changes in the PEPPOL agreement structure, infrastructure or BIS specifications.
  - Changes are to be approved by the members of OpenPEPPOL in the GA or in the Coordinating Communities, and are not the result of bilateral agreements.
- Annex3-Services:
  - The Technical specifications and SLAs will have no impact on the local PA, as they are targeting the service providers only.
  - Technical specifications and service requirements are developed, maintained and approved by the OpenPEPPOL members, and as such not are a part of bilateral agreements.
- Annex4-Technical Standards:
  - Will be updated by OpenPEPPOL AISBL to reflect the current setup of the PEPPOL architecture, infrastructure and specifications.



- Changes are to be approved by the members of OpenPEPPOL in the GA or in the Coordinating Communities, and are not the result of bilateral agreements.
- Annex5-Regional Domain
  - Will be updated by the local PA to reflect local variations, terms and conditions.
  - Changes are to be reviewed by OpenPEPPOL in order to ensure that they are not in breach of the overall principles of OpenPEPPOL or the overall legal framework.
- Annex 6 Change Procedure
  - Will be updated by OpenPEPPOL AISBL - only if the agreement related change procedures are altered.

