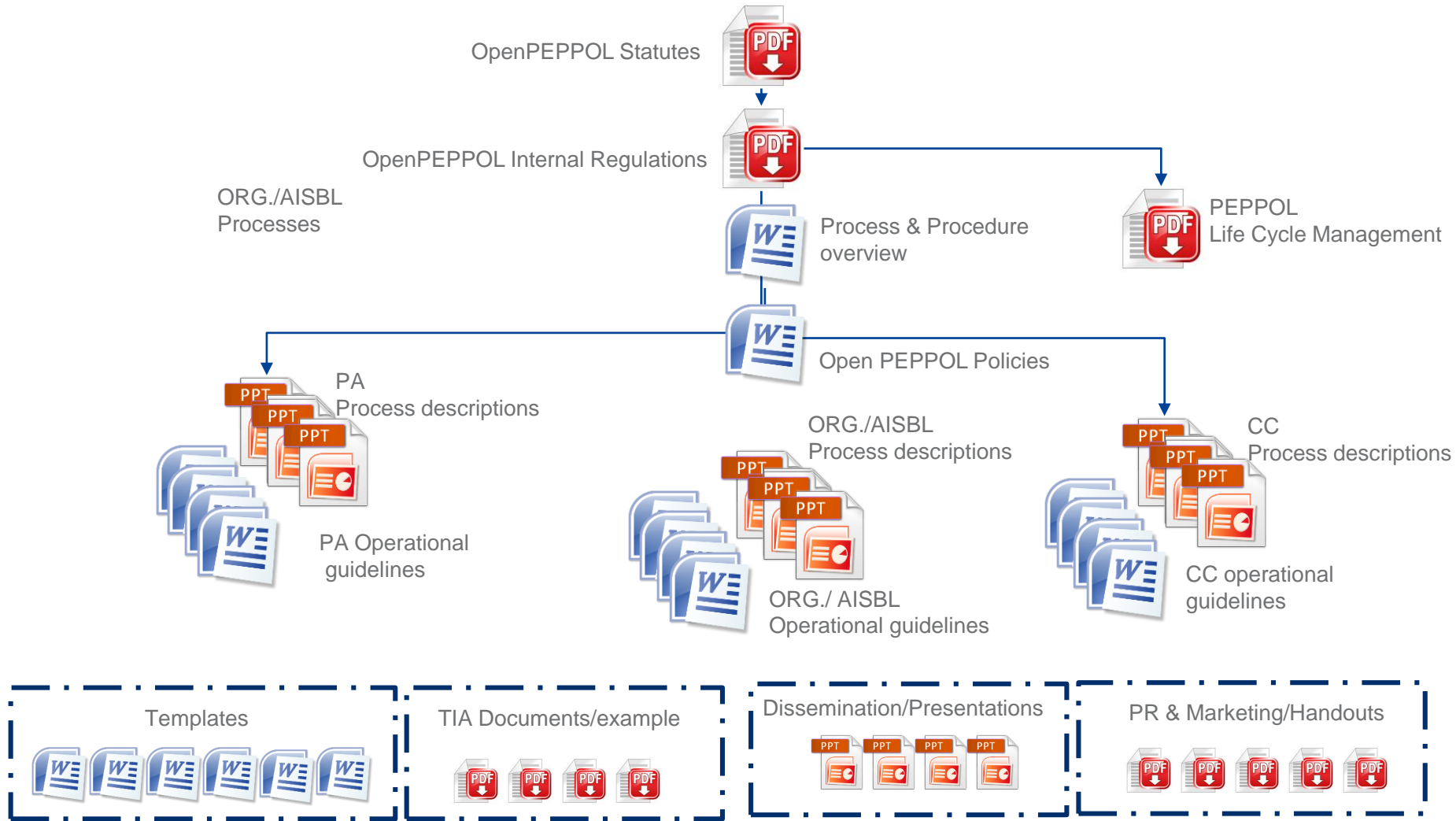# OpenPEPPOL Process & Policies
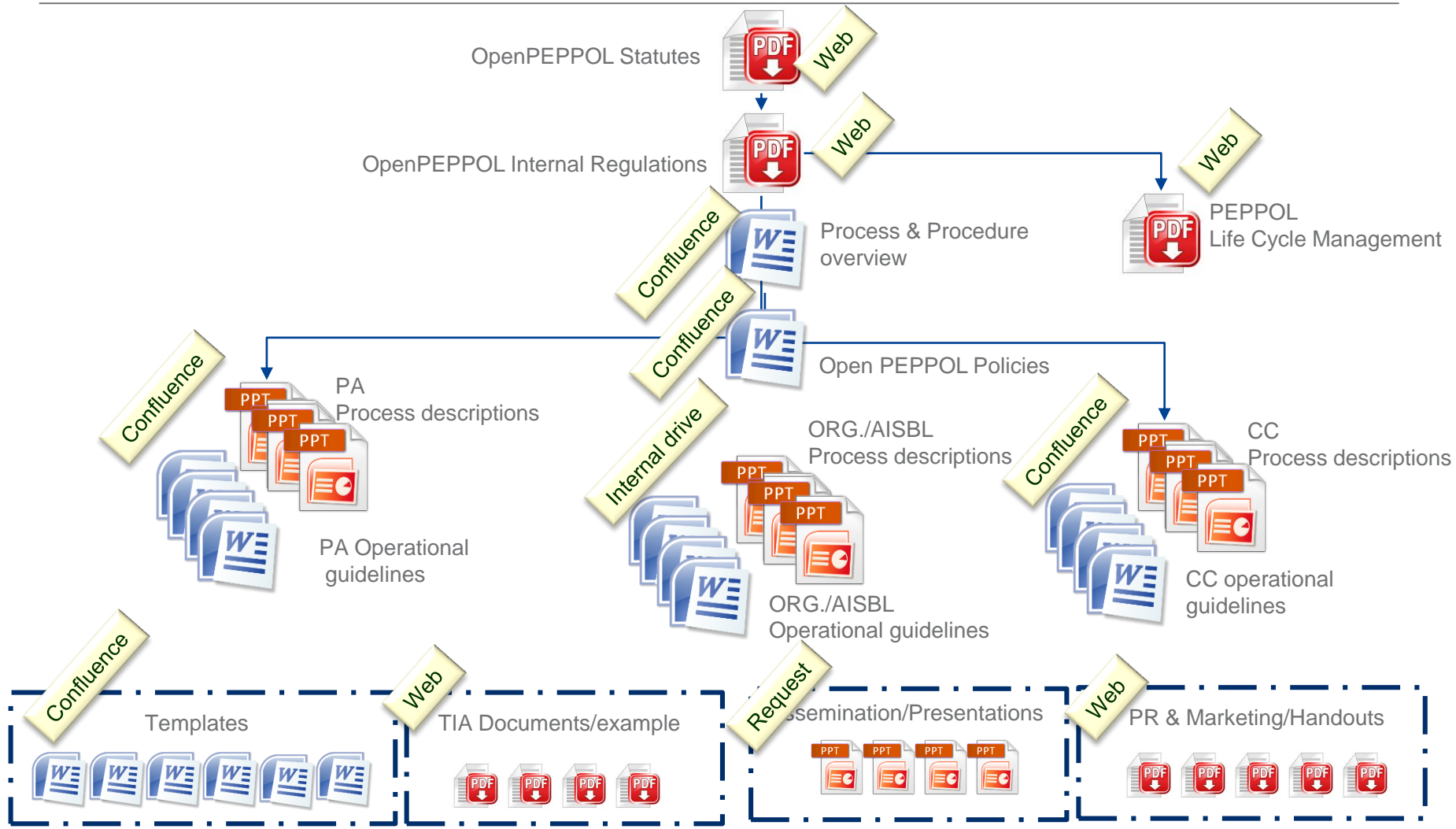
PA Introduction Session 9

Agenda

- Open PEPPOL documentation – Overview

- OpenPEPPOL documentation - availability strategy

- OpenPEPPOL documentation availability (Interim)

- OpenPEPPOL PA process overview 1

- OpenPEPPOL PA process overview 2 - PA Operation and Support Processes
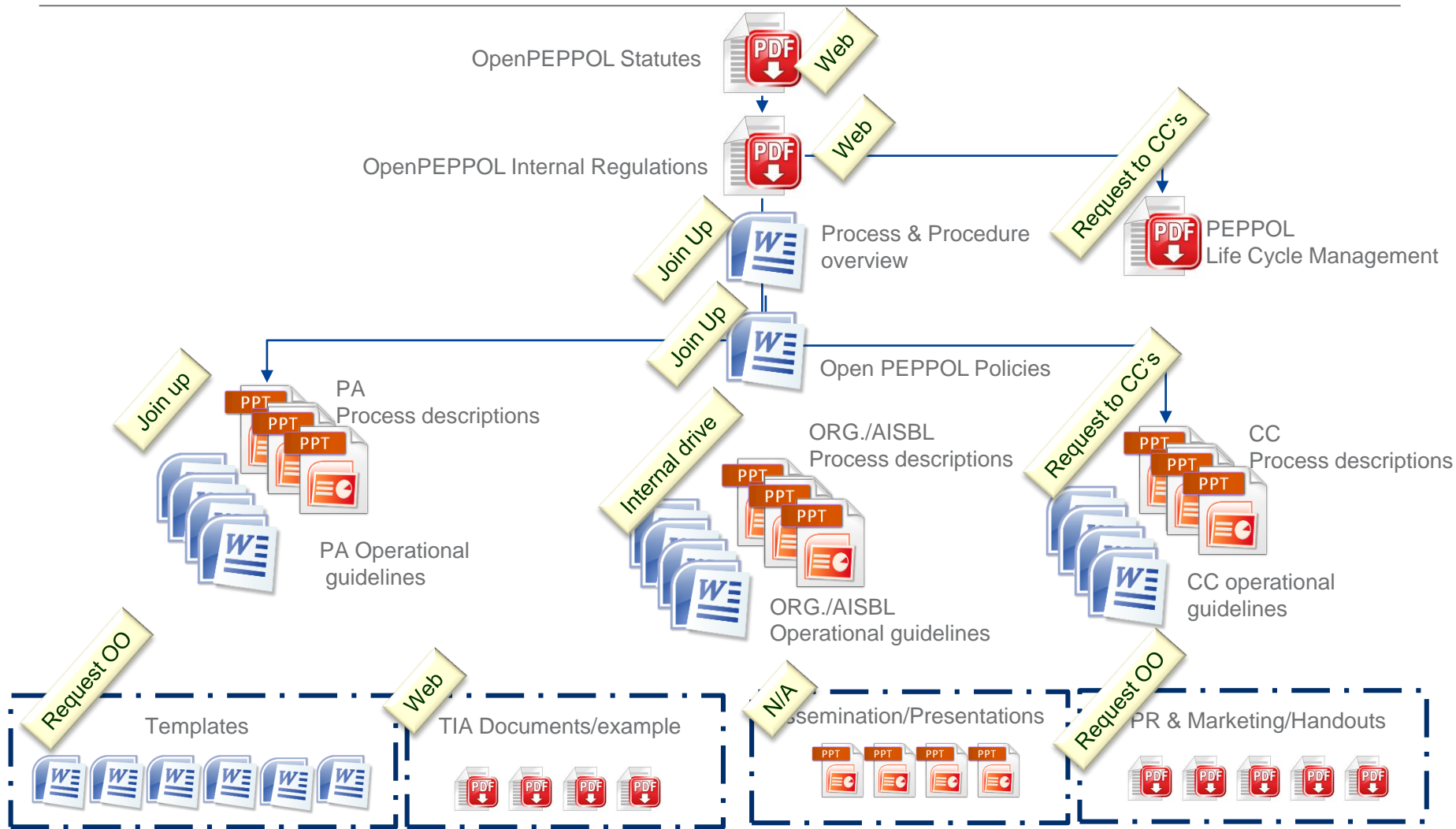
- Education deck

PEPPOL is owned by OpenPEPPOL AISBL

OpenPEPPOL documentation - overview

OpenPEPPOL Statutes

OpenPEPPOL Internal Regulations

ORG./AISBL
Processes

Process & Procedure overview

PEPPOL
Life Cycle Management

Open PEPPOL Policies

PA
Process descriptions

ORG./AISBL
Process descriptions

CC
Process descriptions

PA Operational
guidelines

ORG./ AISBL
Operational guidelines

CC operational
guidelines

Templates

TIA Documents/example

Dissemination/Presentations

PR & Marketing/Handouts

OpenPEPPOL documentation – Availability strategy

OpenPEPPOL Statutes — Web

OpenPEPPOL Internal Regulations — Web

Web — PEPPOL Life Cycle Management

Confluence — Process & Procedure overview

Confluence — Open PEPPOL Policies

Confluence — PA Process descriptions

PA Operational guidelines

Internal drive — ORG./AISBL Process descriptions

ORG./AISBL Operational guidelines

Confluence — CC Process descriptions

CC operational guidelines

Confluence — Templates

Web — TIA Documents/example

Request — Dissemination/Presentations

Web — PR & Marketing/Handouts

OpenPEPPOL documentation – Availability Interrim

OpenPEPPOL Statutes — Web

OpenPEPPOL Internal Regulations — Web — Request to CC's

Join Up — Process & Procedure overview

Request to CC's — PEPPOL Life Cycle Management

Join Up — Open PEPPOL Policies

Join up — PA Process descriptions

PA Operational guidelines

Internal drive — ORG./AISBL Process descriptions

ORG./AISBL Operational guidelines

Request to CC's — CC Process descriptions

CC operational guidelines

Request OO — Templates

Web — TIA Documents/example

N/A — Dissemination/Presentations

Request OO — PR & Marketing/Handouts

PA Process Overview (1)

- PA Process overview ; (*Doc. not finalized – described in PA Introduction Session 9)*

PA Processes for PEPPOL Governance

- OpenPEPPOL TIA revision (Process) (*Doc. not finalized – described in PA Introduction Session 4)*
  - TIA Validity and Change Management Guideline *(TIA Validity and Change Management Guideline v1.1)*
  - OpenPEPPOL TIA revision implementation (Guideline) (*Doc. not finalized – described in PA Introduction Session 4)*

PA dissemination collaboration and dispute handling Processes

- OpenPEPPOL Communication policy (*OpenPEPPOL Communication policy v 1.0, High-level Intro in PA session 2)*

- OpenPEPPOL PA collaboration process (*Doc. not finalized – High Level Intro in PA Introduction Session 2)*

- Adherence and dispute handling process (*Doc. not finalized – Principles described in Statutes & TIA)*
  - OpenPEPPOL Escalation ladder Guideline (*Doc. not finalized – Principles described in Statutes & TIA)*

PA Process Overview (2)
PA Operation and Support Processes

PEPPOL — PAN-EUROPEAN PUBLIC PROCUREMENT ONLINE

making procurement better.eu

- PA operation and administration *policy (Not finalized – High-level Intro in PA Introduction session 3)*

- OpenPEPPOL Central Storage and Archiving policy *(Not finalized – High-level Intro in PA Introduction session 3)*

- AP/SMP Recruitment Policy (*Doc. not finalized – Principles described in the Implemented TIA*)

- PA operation and administration process overview *(Not finalized – High-level Intro in PA Introduction session 3)*

- AP/SMP Recruitment Process (*Process description AP/SMP Recruitment v 1, High level intro in PA session 3)*

  - AP/SMP on-boarding process (*Process description AP/SMP onboarding v 1.1, High level intro in PA session 3,3 & 4)*

    - AP/SMP Membership approval (guideline) (*Guideline OpenPEPPOL membership approval v1)*

    - AP/SMP Tia Signing and Issuing of Certificates (Guideline) (*Guideline for TIA signing and issuing of Certificates v1 - High level intro in PA session 5)*

    - AP/SMP Accreditation letter Guideline (Guideline for obtaining a PEPPOL accreditation letter v 1.1)

PA Process Overview (3)
PA Operation and Support Processes

- AP & SMP test support (*Doc. not finalized – High level intro included in AP/SMP onboarding process and in support documents (see below))*

    - How to become an AP *(short version support document) (How_to_set_up_AP v 02_21-12-2015)*

    - How to become an AP (long version support document) *(20151106 How To Set Up A PEPPOL Access Point)*

    - Enrolment for OpenPEPPOL Certificates *(TECH support document) (How to enroll for OpenPEPPOL Certificates v 1-6)*

    - Difi Test templates *(201151116 Test template_DIFI)*

- AP/SMP Certificate renewal process (Guideline) (*Guideline for OpenPEPPOL PKI certificate renewal v1)*

    - AP & SMP support processes (*Doc. not finalized – Principles & Structure described in PA Introduction Session 5)*

- Usage reporting and statistics (Not implemented)

Education Deck

Document ID	Document Name … Where content can be found
PA Kickoff 1	OpenPEPPOL PA education overview and planning
PA Introduction Session 1	PA session 1- Introduction OpenPEPPOL Governance setup v
PA Introduction Session 2	PA session 2- Introduction to the PA Environment v 1.1
PA Introduction Session 3	PA Session 3 - PA roles and responsibilities v 1.1
PA Introduction Session 4	PA Session 4 - PEPPOL Governance-TIA structure, processes roles and responsibilities v2
PA Introduction Session 5	PA Session 5 - PEPPOL support structure processes roles and responsibilities v 1.1
PA Introduction Session 6	PA session 6-CC Community Activities v 1.1
PA Introduction Session 7	PA session 7 – OpenPEPPOL-Who is Who v 1.1
PA Introduction Session 8	PA Session 8: AP/SMP Onboarding in details v 1 - *AP/ SMP Onboarding by PEPPOL authority (process description)* - *Service provider onboarding Documentation and templates (Membership/ TIA/Test/Certificates)*
PA Introduction Session 9	PA Session 9- PA process manual introduction v1
PA Introduction Session 10	PA Session 10 – PEPPOL Tool setup Introduction v 1