AP/SMP Recruitment

OpenPEPPOL
process and procedure overview

AP/SMP recruitment overview

Process area:

- Engage and onboard non PA members

SUB processes (Please refer to sub process description for details)

- Membership approval
- AP/SMP on-boarding
- Membership billing

Main Goal is to

- Expand the PEPPOL membership base

Trigger

- Membership applications received
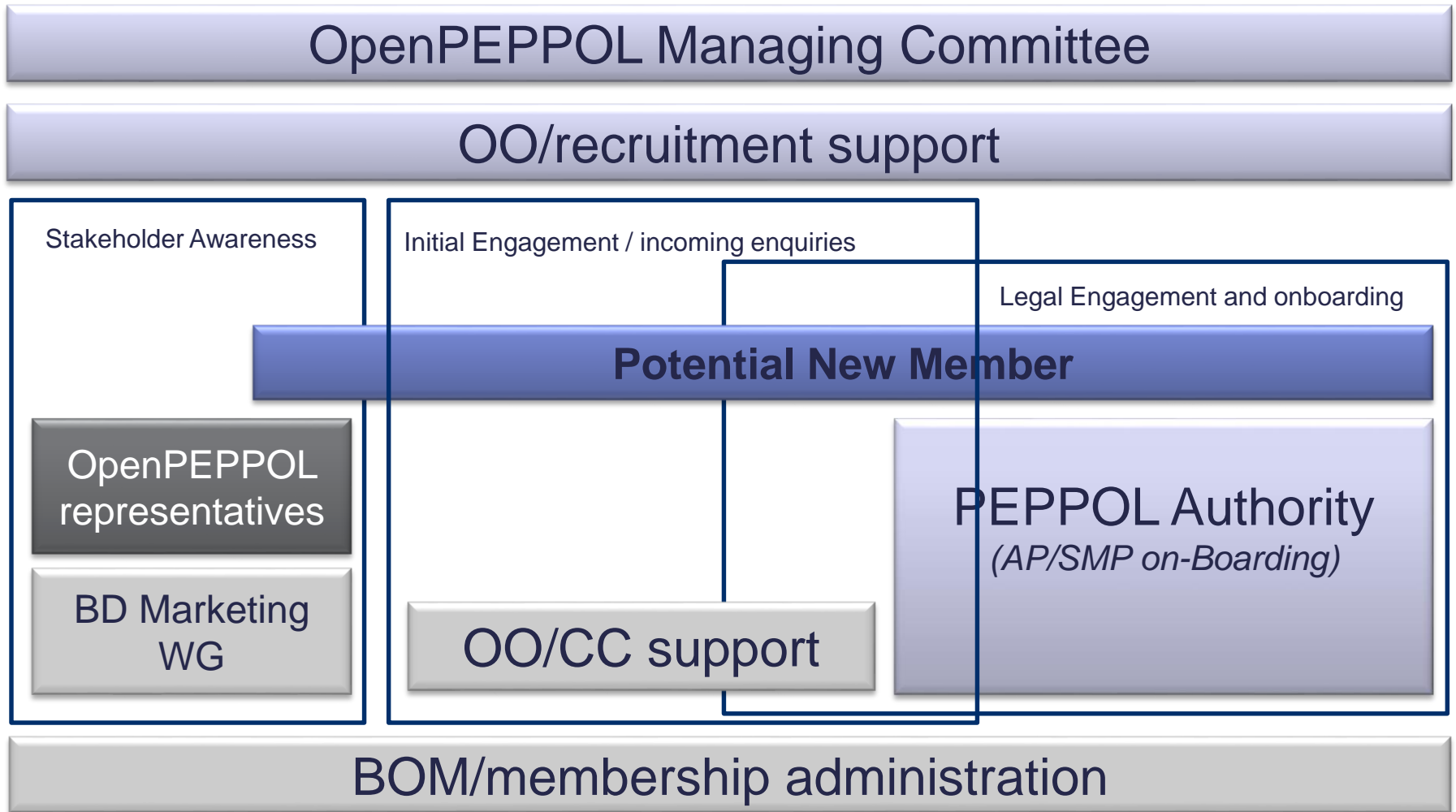- General incoming inquiries from potential members

Outcome:

- New member approved and on-boarded

Documentation and reporting

- Membership application form
- Signed PEPPOL Authority Agreement and annexes

OpenPEPPOL Managing Committee

OO/recruitment support

Stakeholder Awareness

Initial Engagement / incoming enquiries

Legal Engagement and onboarding

Potential New Member

OpenPEPPOL representatives

BD Marketing WG

OO/CC support

PEPPOL Authority
(AP/SMP on-Boarding)

BOM/membership administration

Roles and responsibilities

MC (Strategic owner of the process)

- Approval of membership

BOM (onboarding coordinator) (Administrative and financial anchor point)

- Responsible for overall coordination of the process

- Responding to applicant

- Administrative and financial onboarding and administrative.

Stakeholder Awareness representative (Appointed OpenPEPPOL representatives)

- Represent OpenPEPPOL at events, seminars etc.

BD marketing WG (WG established under OpenPEPPOL)

- Provide Marketing and awareness material to be used

PEPPOL Authority – (Operational leader of engagement and on-boarding)

- Responsible for handling the PEPPOL TIA Authority agreement clarification and finalization

- National onboarding of AP & SMP's

- Provide annex 5 content to the TIA.

- Education and introduction to AP & SMP's

OO/CC support
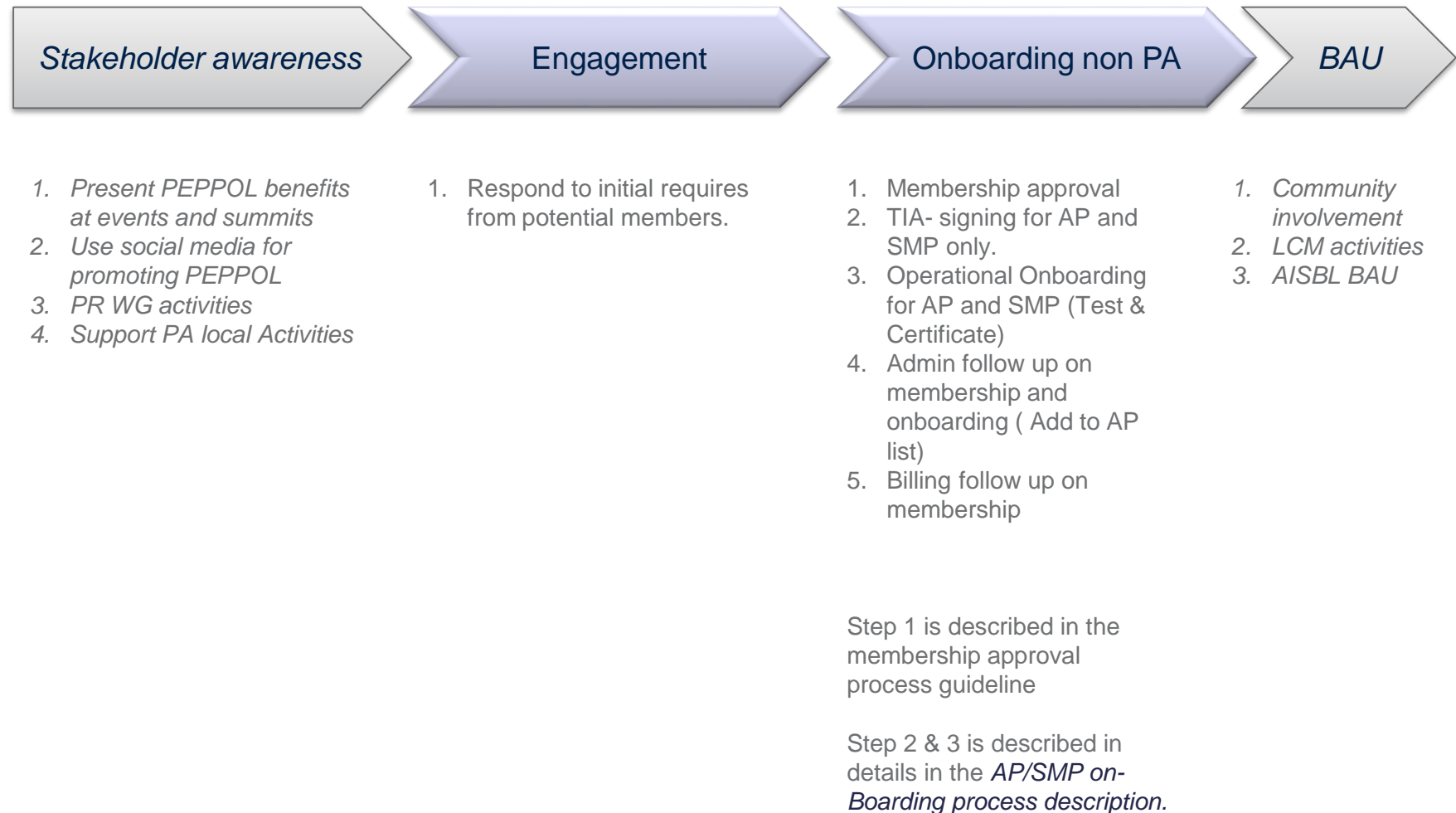
- Responding to incoming enquiries

Guideline for AP/SMP recruitment (policy)

- AP & SMP members are free to choose any Open PEPPOLPA as their Authority

- By choosing a national PA as authority the AP/SMP members should be sure to apply to local legislation

- The local PA provides the member with the full Agreement package and support the AP SMP during the TIA signing process.

- The Local PA supports the new member during the Test and implementation phase.

- The new AP/SMP needs to have been approved as an OpenPEPPOL member before the PA can initiate the request for a Pilot/Test Certificate.

PEPPOL is owned by OpenPEPPOL AISBL

Activity overview the BIG picture

Stakeholder awareness	Engagement	Onboarding non PA	*BAU*

Stakeholder awareness
1. *Present PEPPOL benefits at events and summits*
2. *Use social media for promoting PEPPOL*
3. *PR WG activities*
4. *Support PA local Activities*

Engagement
1. Respond to initial requires from potential members.

Onboarding non PA
1. Membership approval
2. TIA- signing for AP and SMP only.
3. Operational Onboarding for AP and SMP (Test & Certificate)
4. Admin follow up on membership and onboarding (Add to AP list)
5. Billing follow up on membership

Step 1 is described in the membership approval process guideline

Step 2 & 3 is described in details in the *AP/SMP on-Boarding process description.*

BAU
1. *Community involvement*
2. *LCM activities*
3. *AISBL BAU*

Templates and support dokuments

- TIA agreement for AP and SMP and Annexes (please see AP/ SMP Onboarding for details)

- Support Documents

  - AP/SMP Onboarding by PEPPOL Authority

  - Guideline for TIA Signing and Issuing of Certificates

  - Guideline for PKI Certificate Renewal

  - Guideline for PEPPOL AP and SMP accreditation

  - OpenPEPPOL State of play handout

  - About Open PEPPOL handout

  - PEPPOL Marketing flyer handout (3 fold)

Obligation and documentation

- OpenPEPPOL AISBL are obliged to

  - Provide the Local PA with any updates to legal documentation

  - Provide the local PA with access to formal marketing materials

  - Handle the membership approval process

- The Local PA are obliged to

  - Ensure validity and storage of legal documents

  - Support and coordinate the AP/SMP test process

  - Coordinate national activities for local AP/SMP members

  - Inform AP/SMP members about the possibility of accreditation

Tools – Interim use

Templates

- Document templates to be used when available

Document Sharing

- Individual setup of Google drive & google docs is allowed during interim
- Mail distribution after meeting as possible solution

Meeting facility

- No common tool available, Engagement and onboarding LEAD to provide meeting space of own choice

Internal chat

- Skype used for internal chat during interim

Publication of results

- Results and deliverables to be send to Openpeppol@peppol.eu for publication when approved.

Tools – future structure

Templates

- Document templates to be used when available – shared through Confluence

Document Sharing

- Confluence to be used for D2D sharing and continuously access to newest version of process documentation

Meeting facility

- Confluence and HipChat to be used for webinars and meetings

Internal chat

- HipChat to be used for internal chat

Publication of results

- News items and success stories are made public available by the OO – according to the OpenPEPPOL communication policy