1. Introduction
   a. Agenda
   b. Purpose
Agenda Items

1. Introduction
2. Participation and Voting procedures
3. Agenda items and background material
4. Presentation of candidates for Managing Committee positions
5. Q&A
Purpose of the Informative Session

- The 12th General Assembly of OpenPeppol AISBL is the first one to be conducted entirely online
- Different procedures under extraordinary circumstances
- There is a need to communicate with Members as much as possible to ensure awareness, understanding and acceptance
- Motivate members to participate in the process remotely – absence of a F2F meeting takes away the important networking opportunity of a GA and Communities get-together
- Give the opportunity to candidates for Managing Committee positions to address members before voting starts
- Provide a floor to members for asking questions and getting clarifications about the process but also the agenda and decision items, if they so desire
2. Participation and Voting procedures
Overview of procedures

1. Register for the 12th General Assembly procedures
   • Complete the registration form and send it to ga@peppol.eu by June 12th, 2020
   • The person who completes the Registration Form must be authorised to vote on behalf of
     the Member organisation. Only one person per Member can register.

2. Register for the online meeting of June 16th, 2020 (09:00 – 11:00 CEST)
   • When you send the Registration Form to OpenPeppol you will receive a link for the online
     meeting and you can register for it immediately. You will receive a personalised link.
   • Note: The person who registers for the online meeting must be the same person that
     completed the Registration Form.

3. Vote
   • In the Registration Form choose if you will vote by Voting Form or by Proxy.
   • You will receive a Voting Form or a Proxy Delegation Form and must submit it to
     ga@peppol.eu by June 12th, 2020. Vote must be sent by the person who registered.
Registration and Participation Process

**Member**
- Complete Registration Form
- Send to ga@peppol.eu
- Receive Link
- Register to the online tool
- Participate on June 16th

*Person authorized to vote

*Same person as in Registration Form

**OpenPeppol**
- Receive Registration Form
- Send Link for online Meeting

No later than June 12th
Registration Form

• Link on Confluence

12th OpenPeppol General Assembly
MEMBER REGISTRATION FORM

Member Organisation: 

Member Representative

First Name: 

Last Name: 

Email address: 

I will attend the meeting that will be held online on June 16th, 2020, and I will vote using the Member Voting Form. 

☐

I will not attend the meeting that will be held online on June 16th, 2020, and I will delegate my right to vote to the OpenPeppol Secretary General, André Hoddevik, who will act as proxy and cast the vote stated on the Proxy Delegation Form. 

☐

The aforementioned person confirms that he/she represents the OpenPeppol member organisation mentioned in this form and has been duly authorised to vote on its behalf.

Only one person per member organisation should be registered for the 12th OpenPeppol General Assembly, and should have the right to vote on its behalf.

Registration Forms should be sent by email to ga@peppol.eu

Deadline: June 12th, 2020
Registration to the online tool

- After your Registration Form for the 12th General Assembly is received, you will get a link to the online tool where you can register for the meeting on June 16th.
- You can register at any time prior to the meeting.
- You will receive a personalised link that you will use to access the meeting on June 16th.
Vote Options for Members

Choose to vote by Proxy → Complete Proxy Delegation Form → Send to ga@peppol.eu before June 12th → SG casts Vote at Meeting

Choose to vote by Voting Form → Receive Voting Form → Send before June 12th

Registration Form → Vote Counter
Voting Form

- To be sent to registered participants

### 12th OpenPeppol General Assembly

**MEMBER VOTING FORM**

**Member Organisation:**

**Member Representative**

| First Name: |  |
| Last Name: |  |
| Email address: |  |

The aforementioned person confirms that he/she represents the OpenPeppol member organisation mentioned in this form and has been duly authorised to vote on its behalf.

<table>
<thead>
<tr>
<th>Voting Item</th>
<th>Agenda Item</th>
<th>Voting Item Description</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.a</td>
<td>Approval of the proposed agenda as notified to members on May 6th, 2020.</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>1.b</td>
<td>Appointment of Mr. Dimitrios Prentzas (Operations) as Scrutineer and Ms. Mari Hayworth (Operations) as minute taker.</td>
<td>Yes</td>
</tr>
<tr>
<td>3</td>
<td>1.d</td>
<td>Approval of the Participation and Voting Procedures, as notified to members on May 6th, 2020.</td>
<td>Yes</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Approval of the OpenPeppol AISBL Accounts for 2019.</td>
<td>Yes</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2019</td>
<td>Yes</td>
</tr>
<tr>
<td>6</td>
<td>4.e</td>
<td>Approval of the 2020 Operational Plan and Budget.</td>
<td>Yes</td>
</tr>
<tr>
<td>7</td>
<td>5.a.i</td>
<td>Election of a Managing Committee member to represent the OpenPeppol member category of Service Providers: (Only one candidate must be chosen)</td>
<td>Anti Allikas OpusCapita Simon Foster Stonacove</td>
</tr>
<tr>
<td>8</td>
<td>5.a.ii</td>
<td>Election of a Managing Committee member to represent the OpenPeppol member category of Peppol Authorities:</td>
<td>Anna Doppia, KoSIT</td>
</tr>
<tr>
<td>9</td>
<td>5.c</td>
<td>Appointment of Mr. Gunnar Wessel Thomasen (Norwegian Digitalisation Agency) as OpenPeppol Treasurer for a 1-year term.</td>
<td>Yes</td>
</tr>
<tr>
<td>10</td>
<td>6</td>
<td>Approval of the special power of attorney to Ms. Elise De Baerdemecker and any lawyer working at PWC Legal BV/SRL, each acting individually and with the power of substitution to complete and sign the publication forms, and file all documents at the clerk’s office of the competent Court of Undertakings.</td>
<td>Yes</td>
</tr>
</tbody>
</table>

Voting Forms should be sent by email to gaf@peppol.eu

Deadline: June 12th, 2020

Only one voting form per member must be cast. Not selecting an option means abstaining.
Proxy Delegation Form

- To be sent to registered participants who opt to vote by proxy

<table>
<thead>
<tr>
<th>Voting Item</th>
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<th>Voting Item Description</th>
<th>Vote</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>1.a</td>
<td>Approval of the proposed agenda as notified to members on May 8th, 2020.</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>2</td>
<td>1.c</td>
<td>Appointment of Mr. Dimitris Prentzas (Operations) as Scrutineer and Ms. Mairi Hayworth (Operations) as minute taker.</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>3</td>
<td>1.d</td>
<td>Approval of the Participation and Voting Procedures, as notified to members on May 8th, 2020.</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>4</td>
<td>2</td>
<td>Approval of the OpenPeppol AISEL Accounts for 2019.</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>5</td>
<td>3</td>
<td>Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2019.</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>6</td>
<td>4.e</td>
<td>Approval of the 2020 Operational Plan and Budget.</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>7</td>
<td>5.a.i</td>
<td>Election of a Managing Committee member to represent the OpenPeppol member category of Service Providers. (Only one candidate must be chosen)</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>8</td>
<td>5.a.ii</td>
<td>Election of a Managing Committee member to represent the OpenPeppol member category of Peppol Authorities.</td>
<td>[ ] Yes [ ] No</td>
</tr>
<tr>
<td>9</td>
<td>5.c</td>
<td>Appointment of Mr. Gunnar Wessel Thomassen (Norwegian Digitalisation Agency) as OpenPeppol Treasurer for a 1-year term.</td>
<td>[ ] Yes [ ] No</td>
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<tr>
<td>10</td>
<td>6</td>
<td>Approval of the special power of attorney to Ms. Elise De Baerdemaeker and any lawyer working at PwC Legal Services, each acting individually and with the power of substitution to complete and sign the publication forms, and file all documents at the clerk's office of the competent Court of Undertakings.</td>
<td>[ ] Yes [ ] No</td>
</tr>
</tbody>
</table>

Proxy Delegation Forms should be sent by email to ga@peppol.eu

Voting Process

Member

Complete Registration Form

Choose Voting Form or Proxy Delegation

Send Registration Form to ga@peppol.eu

Receive Voting Form or Proxy Delegation

Complete Voting Form or Proxy Delegation

Send

Receive Registration Form

Send Voting Form or Proxy Delegation

Vote Submitted

*Person authorized to vote
12th General Assembly info on Confluence

• Confluence site with all necessary information

12th OpenPeppol General Assembly

On this page members can find links to all information needed to register, attend, and vote at the 12th OpenPeppol General Assembly. For any questions please contact OpenPeppol at info@peppol.eu

In this page you can find the following information:
• A. Schedule
• B. Registration and joining details
• C. Voting
• D. Background Material
• E. Elections and Candidates

In the following pages you can find information on:
• GA12 Agenda
• GA12 Voting Items
• GA12 Participation and Voting Procedures
• GA12 Background Documents
• GA12 Open Positions and Candidates
3. Agenda items and background material
1. Participation and agenda
   a. Approval of agenda (Vote 1)
      • Standard procedural item in every GA
   b. Participation and validity of representation
   c. Appointment of scrutineer and minute taker (Vote 2)
      • Standard procedural item in every GA
   d. Approval of the Participation and Voting Procedures (Vote 3)
      • New item needed because of the new procedures for an online GA

2. Approval of the OpenPeppol AISBL Accounts for 2019 (Vote 4)
   • Standard formal item in every GA – background posted on Confluence

3. Discharge to the Managing Committee Members for the exercise of their mandate during accounting year 2019 (Vote 5)
   • New item, standard requirement by new Belgian Company Code, to be added from now on
4. OpenPeppol Operational Plan and Budget for 2020
   a. Retrospective of 2019, Objectives and Plans of the Association for 2020 (Secretary General)
   b. Retrospective of 2019, Objectives and Plans of the Domain Communities for 2020 (Domain Community Leaders)
       • Pre-Award Community, Post-Award Community, eDelivery Community
   c. Retrospective of 2019, Objectives and Plans of the Stakeholder Communities for 2020 (Stakeholder Community Leaders)
       i. Peppol Authority Community, Service Provider Community, End-User Community
   d. Questions and comments to the 2020 Operational plan and budget
   e. Approval of the 2020 Operational Plan and Budget (Vote 6)
       • Standard formal item in every GA – background posted on Confluence
5. Candidacies, elections and position announcements
   a. Election of Managing Committee members
      i. Election of Service Providers Representative (Vote 7)
         • Competetive election. Votes will be cast by email as explained in the process – results will be announced at the online meeting
      ii. Election of Peppol Authorities Representative (Vote 8)
         • Only one candidate, the GA is asked to accept the candidacy.
   b. Announcement to the GA of the new Managing Committee composition
   c. Appointment of Gunnar Wessel Thomassen (Norwegian Digitalisation Agency, former Difi) OpenPeppol Treasurer for 2020 (Vote 9)
      • Standard formal item in every GA

6. Approval to provide a proxy for the formal filing to Belgian Authorities (Vote 10)
   • Standard procedural item in every GA

AoB – Closing
4. Presentation of candidates for Managing Committee positions
# Managing Committee positions – status in 2020

<table>
<thead>
<tr>
<th>Position</th>
<th>Code</th>
<th>Name</th>
<th>Organisation</th>
<th>Term</th>
<th>Ends</th>
<th>Status 2020</th>
<th>Candidates 2020 - 28.02.2020</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Secretary General</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>SG</td>
<td>André Hoddevik</td>
<td>Difi</td>
<td>2-year</td>
<td>March 2021</td>
<td>Continues for 1 more year</td>
<td>position not open</td>
</tr>
<tr>
<td><strong>Peppol Authority</strong></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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<td></td>
</tr>
<tr>
<td>Representatives</td>
<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MC-PA1</td>
<td></td>
<td>Anna Dopatka</td>
<td>KoSiT</td>
<td>2-year</td>
<td>March 2020</td>
<td>Election for a new 2-year term</td>
<td>Anna Dopatka, KoSiT</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Robert Tay</td>
<td>IMDA</td>
<td>2-year</td>
<td>March 2021</td>
<td>Continues for 1 more year</td>
<td>position not open</td>
</tr>
<tr>
<td><strong>Service Provider</strong></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Representatives</td>
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<td></td>
</tr>
<tr>
<td>MC-SP1</td>
<td></td>
<td>Ahti Allikas</td>
<td>OpusCapita</td>
<td>2-year</td>
<td>March 2020</td>
<td>Election for a new 2-year term</td>
<td>Ahti Allikas, OpusCapita</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Olivia Vosrtheim</td>
<td>SAP SE</td>
<td>2-year</td>
<td>March 2021</td>
<td>Continues for 1 more year</td>
<td>Simon Foster, Storecove</td>
</tr>
<tr>
<td><strong>End User</strong></td>
<td></td>
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<tr>
<td>Representatives</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>MC-EU1</td>
<td></td>
<td>Audrey-Anne Callus Randich</td>
<td>Ministry For Finance, Malta</td>
<td>2-year</td>
<td>March 2021</td>
<td>Continues for 1 more year</td>
<td>position not open</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Arne Johan Larsen</td>
<td>Equinor Energy AS</td>
<td>2-year</td>
<td>March 2021</td>
<td>Continues for 1 more year</td>
<td>position not open</td>
</tr>
</tbody>
</table>
Open Positions for 2020 - Candidates

One (1) Representative of Peppol Authorities

• Anna Dopatka, KoSiT(DE)

One (1) Representative of Service Providers

• Ahti Allikas (OpusCapita)
• Simon Foster (Storecove)
THANK YOU!

MORE INFORMATION
info@peppol.eu
www.peppol.eu

FOLLOW US