



# A-NZ Peppol All Stakeholders Working Group

Terms of Reference

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# 1 Context

Increased adoption and use of Peppol e-invoicing and e-Procurement in Australia and New Zealand has seen emerging business and/or technical issues which when resolved, will enhance interoperability and improve end users experiences. The A-NZ communities also need timely identification of opportunities for enhancing the benefit of the Peppol framework.

An A-NZ Peppol All Stakeholders Working Group (referred to as the 'group') has been established to give all stakeholders, particularly end users and corner 1 and corner 4 providers a vehicle to discuss issues and possible enhancements.

## 2 Purpose

The group will be primarily for advisory and consultation purposes to facilitate open discussion and collaboration with stakeholders across the Peppol network, particularly end users and their providers, enabling them to:

- Share experiences and challenges throughout a stakeholders' Peppol journey
- Explore complex business and technical issues and propose solutions/options to local Peppol Authorities and/or OpenPeppol
- Consider opportunities/proposal to enhance the benefit/value of the Peppol framework to A-NZ end users

## 3 Membership

This group will seek to include members from each of the following groups:

- End users - corner 1 and corner 4, e.g. government entities and businesses, including large enterprise, small-medium enterprises which cover a diversity of segments (e.g. construction, telecommunications, health)
- Service Providers - corner 2 and corner 3 access point (AP) providers, service metadata publisher (SMP) providers and technology and software providers
- Software providers for end users - e.g. accounting and ERP providers such as MYOB, Xero, SAP, Oracle etc.
- Advisors and/or intermediaries for end users (e.g. COSBOA, PwC, tax agents)

## 4 Scope

The group will discuss both business and technical issues.

The group is expected to facilitate:

- Effective consultation, e.g. on proposed changes to different Peppol network components (e.g. BIS); planning and rolling out of Peppol international invoicing (PINT).
- Discussion on implementation issues and proposing a course of action. For example, how best to implement Invoice Response.
- Collaboration and effective sharing of tips and experience for Peppol implementation.

Detailed discussions on specific issues will be addressed by focus working groups (subsets of this group) to enable in-depth understanding and cost-benefit analysis of various options. This may lead to:

- Proposing a solution/change to the relevant group including the Peppol Authority and OpenPeppol for change management, e.g. via an OpenPeppol request for change (RFC).
- Forming a basis to develop guidance or best practice materials for the A-NZ Peppol community.
- Initiating discussion or escalating issues to OpenPeppol as required.

This group does not duplicate, but should complement the existing OpenPeppol communities and Peppol Authority forums.

## 5 Operations

### 5.1 Roles

The A-NZ Peppol Authorities and DSPANZ will work together to facilitate the operation of this group.

- Group meetings will be co-chaired by DSPANZ and A-NZ Peppol Authorities
- Focus (sub) working groups will be established to address specific topics, and:
  - will be formed via expression of interest (EOI), and attendance will be determined by DSPANZ and the A-NZ Peppol Authorities
  - specialists, subject matter experts, industry representatives or other stakeholders may be invited to working groups
  - may be chaired/facilitated by DSPANZ, Peppol Authorities, or members of the group

## 5.2 Frequency of meetings

- The group will meet at least three times each year.
- The frequency and length for focus working groups will be driven by the requirement to address and progress key topics and will vary case by case.

## 5.3 Format of meetings

Meetings are conducted online (e.g. via Microsoft Teams or WebEx).

## 5.4 Documentation and record keeping

No formal meeting minutes will be recorded. Key discussion points, decisions and action items will be recorded and distributed.

The group's operating documents (agendas, artefacts, outcomes etc.) will be maintained on the A-NZ Peppol GitHub site or such other location as agreed by the A-NZ Peppol Authorities and DSPANZ.

# 6 Expectations of Attendees

### **General expectations of members**

- Have subject matter knowledge, skills and experience related to the purpose and scope of the group.
- Be representative, including faithfully and openly representing non-members.
- Engage in constructive, open and frank discussion in bringing a members' perspective to group discussion (excluding commercial sensitivities).
- Have a capacity and willingness to be a conduit for peers in their industry and/or market segment to provide input or receive feedback.
- Members and their organisations commit to attend the meetings of the group. Members are to nominate a proxy who will attend should they not be able to make a meeting.
- Members of the group are considered as equals and will be treated accordingly by others.
- Members of the group will act respectfully, interact and communicate with courtesy and diplomacy and use appropriate language during meetings.

- Members will not directly reference by name, brand, or other identifying attributes any implementations, solutions or service offerings provided by other members or non-members, including but not limited to discussion of:
  - Peppol standards compliance;
  - Operational performance issues; or
  - Direct customer or trading partner feedback;
 unless the reference is constrained to the member's own solution or explicit permission has been provided by the other member or non-member.
- Members of the group will not use their membership for any commercial advantage, including marketing.
- Members of the group will not take unfair advantage of access to privileged information.
- Act in the best interests of the Peppol framework and the A-NZ economy.

### **Expectations For Focus Working Group Members**

Focus working groups need to have sufficient members to cover the specific topic but limited in size to ensure efficiency.

To contribute to discussions, attendees need to have adequate knowledge or experience in at least one of the following areas:

- **B2B and B2G trading processes**  
This includes, but is not limited to, business processes to manage procurement activities, customer billing, payables and receivables automation, small business invoicing, policies and systems, general trends and emerging challenges.
- **Peppol components and operations**  
Business Interoperability Specification (BIS), e-Delivery (including service metadata location (SML) and SMP), and Peppol governance arrangements (e.g. Peppol Agreements, compliance policies etc).