

# PEPPOL Transport Infrastructure Agreements

## Annex 6 – Change procedure

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### 1. General principles

- 1.1. A representative nominated according to OpenPEPPOL Internal Regulations – hereafter referred to as the Agreement Coordinator - shall supervise the accurate implementation of all changes to the PEPPOL Authority Agreement, the PEPPOL AP Provider Agreement, the PEPPOL SMP Provider Agreement or any of their annexes.
- 1.2. All amendments to the PEPPOL Authority Agreement, the PEPPOL AP Provider Agreement, the PEPPOL SMP Provider Agreement or any of their annexes must be approved according to the Internal Regulations of OpenPEPPOL before its implementation.

### 2. Submission of amendments

- 2.1. Each Party has the right to propose amendments to the PEPPOL Authority Agreement, the PEPPOL AP Provider Agreement, the PEPPOL SMP Provider Agreement or any of their annexes.
- 2.2. Any request for amendments should be submitted in writing to the Agreement Coordinator.

### 3. Evaluation and preparation

- 3.1. The Agreement Coordinator will evaluate the proposed amendment and its consequences in cooperation with the party proposing the amendment.
- 3.2. Based on this evaluation a draft corrected version will be developed and circulated to all PEPPOL Authorities for review and comments.
- 3.3. The PEPPOL Authorities is responsible for engaging any PEPPOL AP provider and/or PEPPOL SMP Provider with whom they have a contract in the review of proposed amendments.

### 4. Decision

- 4.1. Based on comments received during the review, the Agreement Coordinator will make a proposal for adoption or rejection of the amendment to the PEPPOL Authorities. Such proposal shall be made publically available on the PEPPOL Web Site ([www.peppol.eu](http://www.peppol.eu)).
- 4.2. Each time a new version of an Annex or any document referenced in an Annex is made available, the *PEPPOL Authority* will notify the *PEPPOL AP Providers* and *PEPPOL SMP Providers* at the addresses provided in Annex 1.
- 4.3. A decision for recommending adoption will be based on a qualified majority comprising at least  $\frac{3}{4}$  of votes casted of the PEPPOL Authorities.

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### **5. Adoption**

- 5.1. Based on the voting amongst the PEPPOL Authorities, the Agreement Coordinator will make the necessary preparations and submits the amended version to the Secretary General of OpenPEPPOL for adoption according to OpenPEPPOL Internal Regulations.
- 5.2. The decision of OpenPEPPOL is effective from the date announced. The effective date announced shall respect the required time for notice applicable for the agreements