



## MEETING AGENDA

### A-NZ Service Provider Forum

Date: 12 February 2020

Time: 11:00am – 1:00pm (all times are in Sydney local time)

**You have the option to join via video or phone only.**

#### Instructions for joining the Web-ex meeting:

Join from your computer	<a href="https://ato.webex.com/join/mark.stockwell">https://ato.webex.com/join/mark.stockwell</a>   576719141
Join from your device	<a href="mailto:mark.stockwell@ato.webex.com">mark.stockwell@ato.webex.com</a>   576719141
Join by Phone only	1800 888 453 Australia Toll Free   Access code: 576 719 141
<i>If this is your first time using Web-ex, please allow additional time to install either the Web-ex browser extension, or the <a href="#">Web-ex Meetings app</a> on your device.</i>	

#### [Global call-in numbers](#)

If you are unable to join the meeting please contact the ATO IT Service Desk on 1800 500 122.

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<b>Co-chairs</b>	Mark Stockwell, Director, Australian PEPPOL Authority Mark Wierzbicki, Director, New Zealand PEPPOL Authority
<b>Members</b>	Timothy Riley, Department of Human Services Helena Bone, MessageXchange David Field, Ozedi Sam Hassan, Link4 Simon Foster, Storecove Andrew Stein, Payreq Levine Naidoo, IBM
<b>Guests</b>	Various Service Providers that have submitted an EOI
<b>Apologies</b>	[Name], [Entity], ([Name] attending as proxy)
<b>Secretariat</b>	Rose McBride, Australian PEPPOL Authority

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NO.	AGENDA ITEM	LEAD
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- Indicates a paper has been provided for the agenda item.

<b>1</b> 10:00am – 10:10am	<b>Administration</b> Welcome and introductions	Co-chairs
<b>2</b> 10:10am – 10:30am	<b>Purpose of the Forum</b> <ul style="list-style-type: none"> <li>• Terms of Reference </li> <li>• Governance structure, where the Forum sits</li> <li>• Format and operations</li> <li>• Member expectations</li> </ul>	Co-chairs
<b>3</b> 10:30am – 11:00am	<b>Operations</b> <ul style="list-style-type: none"> <li>• Environmental scan</li> <li>• Reporting</li> <li>• Testing</li> <li>• Queries and issue management</li> <li>• Mailing lists</li> <li>• Communications</li> </ul>	Co-chairs  All
<b>4</b> 11:00am – 11:50am	<b>Procure 2 Pay</b> <ul style="list-style-type: none"> <li>• P2P </li> </ul> Feedback received to date re the proposed approach for the e-procurement suite	Hilary
<b>5</b>	<b>Adoption and Communication</b> <ul style="list-style-type: none"> <li>• ATO/NZ strategies</li> <li>• Case studies</li> <li>• Consultation and engagement activities</li> </ul>	Mark Stockwell Tiri Connell
<b>6</b> 11:50am – 12:00pm	<b>Other business</b> <ol style="list-style-type: none"> <li>a. Other business items</li> <li>b. Meeting reflection</li> <li>c. Next meeting: 18/03/2020 via WebEx</li> </ol>	Chairs and all