MEETING MINUTES

A-NZ Service Provider Forum

Date: **18 March 2020**

Time: 11am – 12:30pm (all times are in Sydney local time)

Co-chairs	Mark Stockwell, Australian Peppol Authority, ATO
	Mark Wierzbicki, New Zealand Peppol Authority, MBIE
Members	Helena Bone, MessageXchange
	Sam Hassan, Link4
	Simon Foster, Storecove
	Andrew Stein, Payreq
	Martin Eley Pacific Commerce
Observers	Various service providers undertaking accreditation were not identified to protect any potential commercial sensitivities
Apologies	Levine Naidoo, IBM
	Timothy Riley, Services Australia
	David Field Ozedi
Next meeting	TBC

Agenda item: 1 – Welcome and administration

- The co-chairs welcomed attendees
- No updates to Minutes, taken to be accepted
- Action items update provided (refer to action items summary)

Agenda item: 2 – Peppol Authority update

a. **Accreditation update in AU**
   - 8 accredited, 14 applications being processed
   Accreditation update in NZ
   - NZ confirmed the current status above.
   - **A-NZ specification update**

        o The purpose is to clarify that 'VAT identifier' means 'tax identifier' which translates to GST # in NZ and either the ABN or the ABN-plus-branch in AU
        o There is one correction of note – the spec previously said that AccountingCustomerParty tax identifier should be ABN/NZBN but should in fact be the tax identifier (GST # or ABN/branch)
        o Updated spec is with OpenPeppol for approval - we are expecting the updated A-NZ Invoice specification v1.0.2 **can** be used in production from Monday 23rd March 2020 and **must** be used from 12:01 am Monday 6th April

- o No update required to schematron
- o No interop testing required for those that have already completed it
- o Communication will be issued to the group when confirmation is received from Peppol.

b. **e-Procurement update**

- Nothing significantly different was received since our discussion at the previous SP forum
- As discussed then, the feedback covered multiple levels of labelling logistics units, support for cross-docking and other supply chain processes such as warehouse transfers
- A-NZ Authorities had a conversation with OpenPeppol about these gaps
  - – There are some synergies with what other stakeholders are requesting
  - – OpenPeppol sent the survey monkey a few weeks ago with feedback due Monday 2 March with a proposal to include additional optional data to support another level of logistics units
    - o Seemed to be support for that change
    - o We also responded to that with request for additional info to help with cross-docking/location support
    - o No further info received from OpenPeppol yet about how they will proceed
  - – Raised Request for Change for PRN and payment amount to be able to be included in the Invoice Response – possibly via the use of additional codes as we described in the paper, we sent out end January
- Thank you once again to the service providers that have invested time assessing impacts, talking with us, responding to the survey and taking a future-focused and pragmatic approach

c. **Adoption update in AU**
- Refer to agenda item 7

d. **OpenPeppol activities**
- o PA meeting – General Assembly (GA) being provided via streaming service. A-NZ PA have requested that the sessions be shorter to allow attendance.
- o TIA revision update – OpenPeppol is reviewing all supporting policy, procedural and technical supporting docs
- o Upcoming GA voting for A-NZ candidates and how to vote (delegations) – need to vote by responding to the email received from Peppol
- o Community group updates postponed
- o TLS 1.2 migration email was sent by OpenPeppol

Agenda item: 3 – Service Provider updates

- PAs sought any intelligence on how the network is performing, including and irritants or issues – no items reported

Agenda item: 4 – Reporting statistics

- Adoption of e-invoicing is important for all participants
- Last meeting there was recognition that the reporting statistics was quite high level and general and there may be further data which would be useful to assist with adoption activities – including where to focus effort (action item taken to discuss further)
- ATO has undertaken preliminary analysis to facilitate the discussion on what other data may could assist with adoption activities – looked at the proposed OpenPeppol reporting as starting point, as this would minimise future changes – analysis in Appendix 1 of attached paper

- There could be other information which PAs were invited to raise
- SPs advised they are uncomfortable with reporting volumes of e-invoices against business identifiers due to commercially sensitivity and privacy considerations.
- Some SPs expressed willingness to share further statistical data – as long as it is aggregated to avoid exposing commercially sensitive data or breaching privacy rules – this could be possible for locality (e.g. AU States and Territories) and Industry (for NZ). Some SPs were open to further discussions on this.
- Identifying benefits to clients of the proposed reporting requirements could assist with buy-in.
- It was recommended that PA could speak with Singapore on their Escrow programme which they are undertaking to assist with adoption. Information being sent to both Mark's for distribution.

Action Item	Description	Responsible
202003/01	Investigate reporting options based on feedback, including approach being taken by Singapore. Engage in conversations with SPs offline on what data could be shared without exposing commercially sensitive data or breaching privacy rules.	A-NZ Peppol Authority
202003/02	Send reference to Singapore Escrow program to PA for distribution	Simon Foster

Agenda item: 5 – Open Peppol working group/community's membership

- Last meeting it was agreed that we can "share the load" of participating in OpenPeppol activities and PA and SPs attendees would report back to SP Forum
- Drawn together picture of key OpenPeppol forums / working groups – and identified A-NZ PA nominees
- Sought input which SPs are going to the forums
- Facilitated conversation for an additional nominee – captured some SP names against forums
- Apart from International Invoicing working group other groups have not had meetings recently.

Agenda item: 6 – Service Provider Contacts

- AU PA is looking to firm up /clarify our contacts so that we know who the right person is for various engagements.
- We will be asking the Annex 1 contacts to confirm/provide contacts (we will start with what we think we know) – e.g. for Service Provider Forum, Reporting, General maintenance, Critical issues, Technical, Operational
- Encouraged SPs to let Annex 1 contacts know this is coming if you have the chance
- Information is published on Peppol website however the level of information we are gathering may have extra detail - PA will review what is on Peppol website to include those in the starting picture.
- SPs generally considered it would be useful to share contact information amongst accredited PA – suggested to start with that and ask SPs if any issues with sharing.

Agenda item: 7 – Adoption strategy

Australia

- ATO and NSW are establishing a State Govt working group to support Govt adoption
- ATO is establishing a Govt Supplier forum with agencies to identify ways to onboard across govt
- Meeting with Big5 Consulting firms to influence large corporate clients
- Establishing an Adoption working group with cross section of stakeholder groups
- Small delay to ATO commencement - now April

New Zealand

- Similar approach to Australia identifying adopters/influencers.
- Direct approach to central Govt agencies (34) and big business
- Small business adoption via software providers and influencing groups
- Letter sent September 95% of invoices paid in 10 days by Govt – now effectively immediately as per a recent letter from the Prime Minister and Minister of Finance. E-invoicing should make it easier to meet the target.
- Marketing and comms strategy in place on who to approach, CRM used to track and report interactions
- Technical Forum successful with half attendees being new people and users.

Agenda item: 8 – Other business

- Feedback has been received that Wednesday's between 10-2pm is not a good time as there are some international standards meetings at that time.
- No objections raised to exploring Tuesday / Thursday alternatives.
- Noted Singapore is using 'stay healthy, go digital' slogan to encourage e-invoicing.

MEETING CLOSED: 12.30pm

Action item summary

Updated from outcomes of the meeting (including new action items raised)

Action Item	Description	Responsible	Status	Progress / Comments
202002/01	Determine member attendance at OpenPeppol meetings and most effective manner of sharing of information. Advocate on behalf of SP's regarding timing of Peppol meetings and format e.g. Not Friday evenings and prefer global impact items first.	A-NZ Peppol Authority	Closed	Discussed as part of Agenda Item 5
202002/02	Members to consider attending OpenPeppol working groups, events, etc. to ensure they are included in decision making.	All SP's	Closed	
202002/03	Members to ensure they participate in relevant communities (and thus receiving email updates) i.e. Service Provider, eDelivery Domain Community and Post-Award Domain Community at a minimum.	All SP's	Closed	Apart from the International Invoicing working group the other working groups haven't held sessions recently. Will revisit later.
202002/04	Gather learnings from interoperability testing requirements to determine any gaps and clarify testing requirements. Convene hook-up to share learnings from recent testing, to provide to OpenPeppol so they can update their documents where there is ambiguity.	A-NZ Peppol Authority	Open	Compiling report for distribution
202002/05	Discuss reporting requirements with members at a future meeting to complement existing requirements	A-NZ Peppol Authority	Closed	Discussed as part of Agenda Item 4
202002/06	Provide information to members on the send/receive responsibilities for service providers.	A-NZ Peppol Authority	Closed	Referred SP's to compliance policy and scenarios
202002/07	Members to provide feedback on paper by 14/02/2020. Feedback to be sent via email.	All SPs	Closed	Update provided as part of Agenda Item 2 – e-Procurement update
202002/08	Understand each member's onboarding strategy	A-NZ Peppol Authority	Open	ATO to engage with Australian SP's by Easter
202002/09	Seek case studies from all members	A-NZ Peppol Authority	Closed	Reminded SP's to send case studies
202003/01	Investigate reporting options based on feedback, including approach being taken by Singapore. Engage in conversations with SPs offline on what	A-NZ Peppol Authority	New	

	data could be shared without exposing commercially sensitive data or breaching privacy rules.			
202003/02	Send reference to Singapore Escrow program to PA for distribution	Simon Foster	New	