

PEPPOL e-Signature Validation Infrastructure Agreements

Annex 6 – Change Procedure

1. General Principles

- 1.1. A representative nominated by the PEPPOL Coordinating Authority – hereafter referred to as the Agreement Coordinator - shall supervise the accurate implementation of all changes to the PEPPOL-VS Community Agreement, the PEPPOL Validation Service Provider Agreement or any of their annexes.
- 1.2. All amendments to the PEPPOL Community Agreement, the PEPPOL Validation Service Provider Agreement or any of their annexes must be approved by the PEPPOL Coordinating Authority before its implementation.

2. Submission of Amendments

- 2.1. Each Party has the right to propose amendments to the PEPPOL-VS Community Agreement, the PEPPOL Validation Service 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-VS Regional Authorities for review and comments.
- 3.3. The PEPPOL-VS Regional or Coordinating Authority is responsible for engaging any PEPPOL Validation Service 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-VS Regional Authorities or directly contracted Validation Service Providers. Such proposal shall be made publically available on the PEPPOL Web Site [Editor Note: need to add URL].
- 4.2. Each time a new version of an Annex or any document referenced in an Annex is made available, the *PEPPOL-VS Regional or Coordinating Authority* will notify the *PEPPOL Validation Service Providers* at the addresses provided in Annex 1.

PEPPOL e-Signature Validation Infrastructure Agreements Annex 6 – Change Procedure

- 4.3. A decision to adoption will be based on a qualified majority comprising at least $\frac{3}{4}$ of votes casted of the PEPPOL-VS Regional Authorities or directly contracted Validation Service Providers.

5. Adoption

- 5.1. Based on the voting amongst the PEPPOL-VS Regional Authorities or directly contracted Validation Service Providers, the Agreement Coordinator will make the necessary preparations and submits the amended version to the PEPPOL Coordinating Authority for adoption.
- 5.2. The decision of the PEPPOL Coordinating Authority is effective from the date announced. The effective date announced shall respect the required time for notice applicable for the agreements