

Minutes of the Q4 meeting of the UK National e-Invoicing Forum held on:

Monday 7<sup>th</sup> December 2015 at the Department of Business Innovation & Skills (BIS)

**Participants and affiliation:**

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<b>Alis Irena Riviere-Osipov</b>	EU
<b>Alistair Nicholas</b>	Esker
<b>Amabel Grant</b>	Chair, Basware
<b>Andy Bishop</b>	DoH
<b>Andrew Coulson</b>	
<b>Andrew Henderson</b>	Regify
<b>Carmen Ciciriello</b>	Open PEPPOL, Celeris
<b>David Eyes</b>	Data Interchange
<b>Dean Schubert</b>	IBM UK
<b>Gary Benson</b>	Tungsten
<b>Gary Connolly</b>	NHS Shared Business Services
<b>Ieuan Friend</b>	Data Interchange
<b>Jeff Westwell</b>	IBM UK
<b>Ken Clark</b>	Open Text iX
<b>Kerry Jones</b>	Sponsor, Vice-chair, SC, BIS
<b>Lincoln Jopp</b>	Tungsten
<b>Lynn Peterson</b>	Scottish Government
<b>Mairi Hayworth</b>	Penmarin Ltd
<b>Matt Wigginton</b>	Serco
<b>Nicola Fobister</b>	Scottish Government
<b>Saeed Rezavi</b>	SAP
<b>Sam Mazloum</b>	Mastercard
<b>Sarah Jones</b>	Welsh Government
<b>Shan Welch</b>	GS1
<b>Stephen Carter</b>	Basware
<b>Steve Graham</b>	DoH
<b>Steve Shirley</b>	Mastercard
<b>Stephen Tokley</b>	CCS
<b>Trevor Parkinson</b>	TRP Associates
<b>Tony Nisbett</b>	Secretary, SC,

Note that minutes of the meeting, attendance list and relevant presentations are available as pdf downloads on the website. <http://www.uknef.org.uk/downloads-resources.aspx>

## **Welcome and Introductions**

Kerry Jones welcomed all attendees.

Round-room introductions were led by the chair, Amabel Grant.

## **Minutes of the last meeting**

The minutes of the last meeting on 7th September 2015 were approved.

## **Workshop Session on the objectives of UKNEF for 2016**

The assembled group split into four sections and were each allocated some interesting topics to discuss and report back. The following headlines were prepared by the groups on their topic questions:

### Group Topic - EDUCATING SUPPLIERS

Too many general communications

Different messages between national vs local suppliers

More bite-sized comms;

- 1 process
- 2 technology
- 3 on - boarding
- 4 BAU - manage day-to-day and ensure quality standards

UKNeF to provide

- 1 case studies
- 2 standard messaging
- 3 deadline for mandates (2018)
- 4 Market drivers by public sectors
- 5 Educating public sector buyers

### Group Topic - OVERALL AWARENESS/EDUCATION

Finance vs Procurement

Use CIPFA, LGA, G-CLOUD

Social Media

Stakeholder Map

Provide expertise at events

Group Topic - IS THE FORUM FOCUSED ON POLICY?

LOOSE vs FORMAL

- Need to be aware of policy:
  - European
  - UK
  - Devolved
- can we influence Policy > Strategy > Management > Operations
- GDS
  - Open Source
  - Transparency
  - SME involvement
- Should we spend more time in pushing back?
- Joining up disparate interests

SHOULD THERE BE A MORE PRACTICAL ANGLE TO OUR WORK?

- can we influence?
- Specification/Standards sub group? organise/volunteer?
- Exploiting wiggle room in directive
- Not Policy Paper - Position Paper different views - pros and cons
- Education
  - written docs
  - case studies/best practice
  - conferences
- Change Management
  - expertise
  - financing
  - reduced resourcing
- Dos and donts for service providers
- European Guidance/Checklist
- Links
- Last of consistency across Europe
  - New Standard
    - draft
    - review
- LGA / FSB / BCC
- BSI / CEN
- Other initiatives
- Public Sector "Closed" Website

## Group Topic - SHOULD WE ENCOURAGE WIDER MEMBERSHIP OF UKNeF

- Increase, but targeted membership
- Focus on the 5 key authorities that account for 80% of spend
- Shared service arrangements partner with private sector delivery
- Focus on the benefits that -invoicing brings and how this can be implemented not look just at mandating as the stick
- Neutral case studies
  
- supplier benefits - FSB etc
- Target the functions to take ownership - finance directors - CIPFA

### **“Making it Happen” Report Update by Steve Carter**

There have been a few iterations of the report circulated to the exec committee. There seems to be a need for a re-focus away from “policy” and towards “make it happen”.

The results of the initial IGOV survey have been published and were very well received in many quarters. The next iteration of the full report, as above, will be with the exec committee and then published to the group in the New Year with wider publication following. A third document – Summary and Recommendations – will follow.

### **CCS Update by Stephen Tokley**

CCS is focusing on “barriers” to take-up. The floor suggested that any interested parties should be approachable by UKNeF so that we can leverage our significant expertise in the right direction.

CCS is also focusing on the mandate given by the Directive.

Stephen asked for information on the link to the draft European Norm – see later item.

CCS is looking at invoice volumes across departments.

### **DOH Update by Steve Graham**

There had been a call for applications for “demo” sites across acute hospitals in the NHS and the selection process had driven the response of 29 down to 6 favourites, which will be funded. The decision will be announced on 9<sup>th</sup> December and they will start on January.

Funding will be in tranches over two years. This is recognition of a need to enhance the system.

### **NHS PEPPOL update by Bishop**

PEPPOL is working with CCS to source the PEPPOL Framework, which will be in place by about end April 2016. The six demo sites will be able to select from the list of recommended access points included in the framework. There will be some attention given to bringing some of the largest suppliers to NHS to become PEPPOL compliant too.

Framework invitations will go to the current PEPPOL providers and will also be posted on the PEPPOL website. It is not too late for any organization to consider setting up an access point and joining in.

NHS is now legally a “PEPPOL Authority” and is operationally getting ready for connections..

### **Update on Multi-stakeholder Forum - submitted by Charles Bryant – read by the Chair**

The Forum met on 24 September, this being the second bi-annual meeting of the Forum in the current year.

Minutes have been distributed by the UKNeF Secretariat through Tony Nisbett.

This meeting provided the following highlights:

- An update on the activities of the 3 EMSFEI Working Groups covering e-Invoicing in public procurement, standards, and regulation.
- A progress report on CEN Project Committee 434 engaged in developing an EU Standard for a Core Invoice based on a semantic data model, and other related deliverables such as syntax bindings.
- Reports from a number of Member State delegates on progress with e-Invoicing.
- Details of the e-Invoicing component of the Connecting Europe Facility.
- Information about a parallel EU Expert Group on e-procurement (EXEP).
- Mention of a European Central Bank project on e-Invoicing.

The UK is leading the Activity Group on e-Invoicing in public procurement and is close to finalizing a Guidance Paper addressed to all EU public administrations setting out information and good practice on public sector e-Invoicing, and in particular covering the implications of Directive 2014/55/EU, which requires all public sector bodies to support e-invoicing based on the structured standard being developed by CEN PC434. Many comments are being incorporated in the Final Edit. This includes useful comments received from UKNeF members, which will be reflected. The next version is in the hands of the Commission and will be released shortly.

### **CEN PC434 Update by Tony Nisbett**

Based on work of CEN PC 434 in the timeframe September 2014 to date, the draft European Norm (standard) is was distributed to national standards organisations on 3<sup>rd</sup> December 2015 for formal public comment within 3 months. Details will be provided to UKNeF members once the draft is made available on the BSI website and comments are encouraged. Other stakeholders will be consulted. The BSI Mirror Group will coordinate a UK response. Volunteers are welcome.

A call for contributions on the list of syntaxes to be supported is currently underway among NSOs. The BSI Mirror Group will respond by 11 December 2015.

Tony explained that the Directive stipulates that public bodies will have to support ALL of the syntaxes which are decided upon by PC434. Currently there are four under review but the final decision has yet to be made.

Other deliverables are in process by CEN PC434:

- Syntax bindings
- Methodologies for Extensions and Core Invoice Usage Specifications
- Guidelines for interoperability at the transmission level

**Any Other Business**

None

Meeting Closed at 16:00

**Dates for 2016**            7th March, 6th June, 5th September and 5th December.