Disclaimer: *the timeline is subject to change due to extended on-boarding of the pilot countries*

Country should form a Working Group (WG), consisting of the following representatives:

1. Representatives from government institution (e.g. Ministry) - a government institution, which will be responsible for eDelivery general and technical matters.
2. Local eDelivery network node operator - a private / public entity that will be responsible for technical eDelivery pilot management, maintenance and support.
3. Piloting parties:
a. 2-3 exporting and importing entities (business entities) which have high cross-border trade volumes with EU or EaP countries. For the piloting purposes two entities will be selected – for export to EU (in case of EU-EaP pilot) / EaP and import from EaP. The confirmation of willingness and readiness to participate in the pilot will have to be obtained from selected entities.
b. Government institution / public entity that needs to receive eInvoice exchanged between the parties (e.g. tax inspectorate or customs).

WG members should participate in the regular calls/meetings of the eDelivery pilot activity, including progress updates, risks/ problems escalation, key alignments that are required on Country level.

No.	Activity	Required involvement from pilot Countries	Result	2020 January	February	March	April	May	June	July	August	September	October	November	December
1	**3.1.4 Develop eDelivery pilot concept**		**R3.1-4. eTrade Pilot solution concept**												
1.1	Define cross-border eTrade pilot concept and plan	Involved parties: 1. Representatives from government institution (e.g. Ministry) 2. Local EaP eDelivery network node operator 3. Piloting parties Actions: - Participate in the kick-off meeting - Participate in analysis interviews dedicated to specific topics - processes, infrastructure, etc. - Consult EU4Digital experts on Country specific matters	Developed cross-border eTrade pilot concept document including: - conceptual diagram and its descriptions; - pilot architecture (system integration architecture design); - process diagrams of AP and SMP; - data structure of exchanged messages; - pilot project timeline; - recommendations for required changes / existing barriers from legal perspective (for pilot project implementation); - list of risks, with identified impact and recommended mitigation actions, recommendations; - list of applicable requirements and rules for preparation of infrastructure for successful cross-border eTrade Pilot realisation												
1.2	Align cross-border eTrade pilot concept and plan with EC	NA	Cross-border eTrade pilot concept and plan aligned with the EC												
1.3	Align cross-border eTrade pilot concept and plan with representatives of the pilot countries	Involved parties: 1. Representatives from government institution (e.g. Ministry) 2. Local EaP eDelivery network node operator 3. Piloting parties Actions: Align the concept and plan from Country perspective.	Cross-border eTrade pilot concept and plan aligned with the 4 pilot countries												
Milestone I	**Defined cross-border eTrade pilot concept and plan, incl. alignment of scope - selecting, clarifying and, in case of need, adjusting pilot object / use case**														
2	**3.1.5 Develop eTrade Pilot solution and pilot cross-border pilot case for cross-border documents and data exchange between cross-border parties (at regional level and with EU partner)**		**R.3.1.5. Pilot solution for electronical documents exchange.**												
2.1	Pilot infrastructure alignment with pilot countries	Involved parties: Local EaP eDelivery network node operator Actions: - Consult on already existing infrastructure (servers, system software, networks, cryptography/certificates). - Align prepared infrastructure recommendations. Involved parties: Piloting companies and government institution Actions (if decided by piloting parties): Adjust owned infrastructure to integrate with National Access Point	Conducted analysis on the infrastructure preparation in pilot countries. Developed and aligned with Pilot countries documentation for cross-border eTrade Pilot infrastructure, incl. adaptation / required changes for existing National infrastructure in order to successfully prepare and implement the Pilot.												
2.2	Required document standards alignment with pilot countries	Involved parties: 1. Representatives from government institution 2. National eDelivery (AP) operator 3. Piloting parties Actions: - Participate in the analysis interviews regarding currently used standards on national and company level - Align regarding usage of Peppol eDelivery standards and required adjustment due to country specifics, i.e. introduce necessary changes due to local taxation rules or other issues	Documented eInvoice standards for pilot project implementation, including detailed descriptions for specific countries and their participants.												
2.3	Prepare descriptions of pilot test cases	Involved parties: Piloting parties Actions: - Participate in the analysis interviews regarding use case development - Align pilot use case between pilot countries	Developed and aligned with participating parties documents (separate for country pairs) of use case descriptions for piloting activity, including: - defined AP involvement in the piloting process; - defined list of required participants; - identified types of documents to be exchanged; - identified pros and cons of each use case.												
Milestone II	**Aligned infrastructure set-up, documents standards to be used and use cases to be piloted with pilot countries**														

No.	Activity	Required involvement from pilot Countries	Result	2020 January	February	March	April	May	June	July	August	September	October	November	December
1	**3.1.4 Develop eDelivery pilot concept**		**R3.1-4. eTrade Pilot solution concept**												
2.4	Development of Access Point and SMP (in the technical environment of the EU4Digital technical implementor)	NA	AP and SMP software is developed, test results proving that the software is fully functioning is provided and Test Admins (developers) are able to login.												
2.5	Rental of pilot infrastructure	Note: Representatives from pilot countries shall be involved ONLY if national/ private country infrastructure is used (NOT rented cloud infrastructure). Involved parties: 1. Representatives from government institution 2. National eDelivery (AP) operator Actions: - Decide on the infrastructure where the software will be installed - Prepare the infrastructure for the use of EU4Digital experts according to the requirements provided. During the preparation process, consultations from EU4Digital experts will be provided - Align on legal, organisational, technical conditions how the infrastructure will be used during the piloting (sign agreement with EY); - Obtain SSL sertificate (APs communicate with each other via TSL protocol)	- Prepared documents for the purchase. Purchased infrastructure and signed agreements - Obtained SSL certificate												
2.6	Technical infrastructure preparation (Document repository)	NA	Prepared technical infrastructure. Component diagram												
2.7	AP backend software development	NA	AP backend software is developed and able to send and receive AS4 messages												
Milestone III	**AP and SMP softwares are obtained and tested, pilot infrastructure is purchased and prepared**														
2.8	Initial install/setup of the pilot (https server)	NA	Infrastructure (server) is fully set up to be used by developers												
2.9	Implementation of Access point software core	NA	Selected AP software is implemented, test results proving that the software is fully functioning is provided and National Admins are able to login.												
2.10	Implementation of SMP software	NA	SMP software is implemented, test results proving that the software is fully functioning is provided and National Admins are able to login.												
2.11	Setup and configuration of developed software elements in the necessary digital infrastructure environment	NA	Access points connection to Document Repository (demo service)												
2.12	Internal testing (both for AP and SMP)	NA	Test report												
Milestone IV	**Selected AP and SMP software is implemented,**	**Actions: Validate SMP software**													
2.13	Conduct external testing of AP with CEF (DG CONNECT) using AS4.	Involved parties: Local EaP eDelivery network node operator (Solution administrators) Actions: - Participate in testing that will be conducted by EU4Digital experts with the aim of knowledge transfer	CEF connectivity test report												
2.14	- Sign AP and SMP Service Provider agreement with Peppol (identifying national legal aspects) - Conduct Peppol TestBed test - Acquire Peppol TestBed report	Involved parties: Local EaP eDelivery network node operator Actions: - Sign AP and SMP Service Provider agreement with Peppol (service contract will allow Local EaP eDelivery network node operator to become a member of Peppol association and obtain technical certificates for test environment). Consultations / support from EU4Digital experts will be continuously provided during the process - Share technical certificates, for test environment, with EU4Digital experts to access Peppol TestBed site to conduct tests - Acquire Peppol TestBed report	Signed AP and SMP Service Provider agreement with Peppol, obtained technical sertificates for test environment, obtained Peppol TestBed report with the possibility to obtain Production environment Peppol technical certificates												
Milestone V	**Access Point and SMP registration in Peppol (registration approval from Peppol)**														
2.15	Creation of access credentials for participants personnel and connection to the configured solution environment (SML and SMP)	Involved parties: 1. Local EaP eDelivery network node operator 2. Piloting parties Actions: - Register pilot party (legal entity based in EaP) in the Acceptance SML using GLN identifier (can be obtained from local GS1 organization) - Based on the data provided by piloting parties, register participants metadata in SMP instance. During the registration process, consultations from EU4Digital experts will be provided	Obtained GLN, configured SMP (with identified data to be exchanged) and registered in SML												

No.	Activity	Required involvement from pilot Countries	Result	2020 January	February	March	April	May	June	July	August	September	October	November	December
1	**3.1.4 Develop eDelivery pilot concept**		**R3.1-4. eTrade Pilot solution concept**												
2.16	Set-up the test pilot solution (eDelivery AP instance)	Involved parties: 1. Local EaP eDelivery network node operator 2. Piloting parties Actions: After EU4Digital experts set-up test pilot solution (AP) in the selected infrastructure, Local EaP eDelivery network node operator and Piloting parties participate in testing that will be conducted by EU4Digital experts.	Testing protocols from all 4 pilot countries obtained that APs are ready to go-live												
Milestone VI	**Setup is fully operational and ready to be piloted in all 4 countries**														
2.17	Preparation of training material	NA	Presentation, user manuals												
2.18	Training of the pilot group: -introduction of the pilot solution and its objectives; -introduction of the pilot processes and procedures; -introduction of new instructions and procedures to follow during piloting, including instructions for exchange of information	Involved parties: 1. Local EaP eDelivery network node operator 2. Piloting parties 3. Representatives from government institution (e.g. Ministry) (optional) Actions: Participate in the trainings.	Trainings for all four pilot countries (preliminary 1-2 working days for each country). Separate trainings for AP Admins and Users (due to different functions).												
Milestone VII	**Companies and government agencies know how to use piloted solution**														
2.19	Pilot solution launch	Involved parties: Piloting parties Actions: Exchange digital invoices with the counter-parties from the other country. Consultations / support from EU4Digital experts will be continuously provided during the process. Involved parties: Local EaP eDelivery network node operator Actions: Administer eDelivery pilot solution. Consultations / support from EU4Digital experts will be continuously provided during the process. Note: at the end of the pilot implementation, all EaP country representatives shall be invited to the piloting countries to see how the pilot operates in practice and discuss possibilities to replicate the pilot in other EaP countries.	Preparation of successful pilot solution launch report												
2.20	Pilot project maintenance and support	Involved parties: 1. Local EaP eDelivery network node operator 2. Piloting parties Actions: Report issues, problems that occur during the piloting to the EU4Digital expert.	Maintenance and support to all 4 pilot countries throughout the whole solution piloting process.												
2.21	Preparation of documentation describing the components and functionality of the pilot system (support and maintenance report)	Involved parties: 1. Local EaP eDelivery network node operator 2. Piloting parties Actions: Review and confirm the prepared report	Technical support document												
Milestone VIII	**Pilot implementation and support completed (support report)**														
2.22	Prepare pilot project report	Involved parties: 1. Representatives from government institution (e.g. Ministry) 2. Local EaP eDelivery network node operator 3. Piloting parties Actions: - Provide feedback regarding the piloting process - Review and align recommendations regarding further development and roll-out of eDelivery in the Country - Participate in the Closing workshop of the pilot.	Pilot project report (draft v.1)												
2.23	Collection of feedback from target groups and stakeholders		Prepared questionnaire, collection of the results												
2.24	Summarization of collected feedback (to be included into final pilot project report)		Analysis of the collected information												
2.25	Preparation of pilot project final report		Pilot project report (final version), incl. version for publication on EU4Digital website												
2.26	Preparation of solution for the handover to the interested stakeholders		Information package for publication in EU4Digital website												
2.27	Collection of information and preparation of recommendations for further project development		Recommendations document, incl. version for publication on EU4Digital website												
Milestone IX	**Pilot project final report is ready**														