**List of UNDP Systems and Tools for Electronic Records and Electronic Approvals**

**Current solutions**

| **Tool / Solution**  | **E- Record Repository** | **Electronic Approval** | **Authenticity**An electronic record or electronic approval is considered to be authentic if it can be proved that it was not modified, altered or otherwise compromised after it was placed. | **Integrity**The integrity of an electronic approval refers to whether the electronic record being approved has been tampered with or altered. Integrity is assured if the document which was e-approved can be shown to not have been altered throughout its lifecycle beyond that which was envisaged at the time of approval. |
| --- | --- | --- | --- | --- |
| **DocuSign** | **Yes**Documents are stored in DocuSign and users receive a signed copy by email once e-signature is completed. As single sign-on is enabled with Office 365 applications, users can manually upload documents stored in DocuSign to SharePoint. | **Yes** | **Yes**DocuSign maintains the authenticity of all signed documents | **Yes**DocuSign maintains the integrity of all signed documents |
| **Quantum** | **Yes*** Project Documents, work plans, etc.
* Expenditures (Voucher)
* Commitments (PO)
* Leave Management
* E- tendering
* E- recruit
 | **Yes*** Purchase Orders
* Letter of Appointment
* Leave
* E- tendering
* E- recruit
* Voucher
 | **Yes**Quantum is required to guarantee that the data it presents is correct as agreed by the parties concerned.Example-: The leave date requested is the leave date agreed too. | **Yes**Quantum maintains the integrity of the data for as long as it is required. |
| **UNall** | **Yes*** Incidents
* Requests
* Knowledge articles
* Seats reservations
 | **Yes*** Requests approvals
 | **Yes** UNall is required to guarantee that the data it presents is correct as agreed by the parties concerned. | **Yes**UNall maintains the integrity of the data for as long as it is required. |
| **Quantum+** | * Yes
* IWP records
* ROAR records
* STARS requests records
* Risks management records
* HACT records
* UNITY records
* And any other modules implementation in the future
 | * Yes
* Records submission approval
 | **Yes** Quantum+ is required to guarantee that the data it presents is correct as agreed by the parties concerned. | **Yes**Quantum+ maintains the integrity of the data for as long as it is required. |
| **SharePoint- Corporately Managed** | **Yes*** DMS
* ACP Online,
* OPG
* Quality Assurance
* Intranet
* POPP
* PROMPT
 | **Yes*** DMS,
* ACP Online
 | **Yes**For corporate management applications, SharePoint guarantees the authenticity of the records. Example-: The policy that is read on POPP is the same policy that the policy holder has approved. | **Yes**The electronic records need to be maintained as authentic over time, for example the budget for IWP.  |
| **Share Point- Decentralized Unit/ Country Office** | **Yes*** E- Registry,
* Custom Lists,
* Unit Trackers
 | **Yes*** Workflows defined locally
 | **Needs Assessment** on a case by case basisShare point is used in different ways, so the policy is needed to provide the record creator with a reference for authenticity and integrity. | **Needs Assessment** on a case by case basis |
| **E mail- Office 365** | **Not official repository, but commonly used** * Individual Inbox
* Group inboxes
 | **Yes, in practice*** Indicates approval under certain business processes, but it does not constitute an electronic signature:
* Supervisor approval
* Process owner approval
 | **Yes**An e mail is timestamped and comes from an account that is secured by corporate policies. | **Yes**An e mail can be stored and even if a change is attempted, the original can always be accessed |
| **Shared Drives****Local** | **Yes, depending on the decentralized authority*** CO Network
* Team archives
* Individual user
 | **No** | **Not by default**Although it is a repository, it needs assessment on a case by case basis since local drives would need to comply with corporate policies | **Not by default**Although it is a repository, it needs assessment on a case by case basis since local drives would need to comply with corporate policies |
| **Individual User Local PC** | **Yes*** PDF’s, Scans, Word
* Working copies
 | **No** | **No**Although it is a repository, local drives cannot be considered as providing authenticity by default, compliance with corporate policies will need to be assessed. | **No**Although it is a repository, local drives cannot be considered as providing authenticity by default, compliance with corporate policies will need to be assessed. |
| **Locally Developed System** | **Yes*** Stream at RBEC was also scaled globally (2020)
* Ukrainian paperless office project (DocuSign) was scaled globally (2020)
* POCOMAS from Philippines scaled globally (2021)
* Asset Tracking System in RBAP scaled up to RBA (2020)
 | **Yes*** Ukraine paperless office
* POCOMAS
* Asset TRacking
 | **Needs Assessment** on a case by case basisAll of the products need to be assessed on a case by case basis against the new policy. | **Needs Assessment** on a case by case basisAll of the products need to be assessed on a case by case basis against the new policy. |
| **Cloud Systems – Corporately Managed** | **Yes*** PMD,
* LMS,
* Viva suites (Viva topics, Viva insight, Viva goals)
 | **Yes*** PMD,
* LMS
 | **Yes**All data transferred needs to have authenticity in order for it to be viable | **Yes**It needs to remain authentic over time. |
| **Cloud Systems –Unit/ Country Office / Individual User** | **Not official repository, but commonly used** * One Drive,
* One Drive for Business.
 | **No** | **Needs Assessment** on a case by case basisAll of the products need to be assessed on a case by case basis against the new policy. | **Needs Assessment** on a case by case basisAll of the products need to be assessed on a case by case basis against the new policy. |

**Emerging solutions**

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| **Tool** | **E- Record Repository** | **Electronic Approval** | **Authenticity**An electronic record or electronic approval is considered to be authentic if it can be proved that it was not modified, altered or otherwise compromised after it was placed  | **Integrity**The integrity of an electronic approval refers to whether the electronic record being signed has been tampered with or altered. Integrity is assured if the document which was e-approved can be shown to not have been altered throughout its lifecycle beyond that which was envisaged at the time of approval |
| Adobe sign | Yes | Yes | Yes | Yes |
| e-Registry | Yes | Yes | Yes | Yes |
| Partner Govt. Systems | Yes | Yes | Needs assessment on a case by case basis | Needs assessment on a case by case basis |
| Project Spaces | Yes | Yes | Yes | Yes |