**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 basis  Share 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 basis  All of the products need to be assessed on a case by case basis against the new policy. | **Needs Assessment** on a case by case basis  All 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 basis  All of the products need to be assessed on a case by case basis against the new policy. | **Needs Assessment** on a case by case basis  All of the products need to be assessed on a case by case basis against the new policy. |

**Emerging solutions**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **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 |