

IT Tools and Monitoring Systems Network – Christoffer S. Villsen

Signature processes

Interreg



Co-funded by
the European Union

North Sea



Agenda

- **How it was (in 2014-2020)**
- **How it is (in 2021-2027)**
- **What has changed**
- **What is "next level"**



Disclaimer

This is purely from a North Sea point of view and the setup might not work in other programmes.



More than one way of doing things

Application stage

Implementation stage



More than one way of doing things

Application stage

- System generated templates for
 - Letters of intent, and
 - self-declarations
- User account verification (Authorised signatory) on project level

North Sea Region 2014-2020

Authorised signatory

- The concept of "Authorised signatory" is our first version of a "digital" signature.
- Printed
- Signed and co-signed by hand
- Scanned
- Uploaded to the system
- Send to the programme by post (also)
- Verification PIN issued by the programme
- User account verified by entering the PIN

Programme
Toldboden 3, st. E
DK-8800 Viborg
Denmark

Subject: **Appointment of authorised signatory**

Contact details of the authorised signatory

Full name:	
Title:	
Organisation:	
Postal address (street, post code, city and country):	
E-mail:	
Telephone:	

Signature of the authorised signatory
I confirm that I am aware of my role and responsibilities as an authorised signatory (enclosure
1). This means that I am entitled to (digitally) sign all formal documents between the project(s) I
represent and the North Sea Region Programme.

Date: _____

Signature: _____

For the person appointing the authorised signatory
I declare that I have the legal authority to appoint the authorised signatory (presented above) on
behalf of our organisation. The authorised signatory is a person with the legal authority to sign
on behalf of our organisation as part of our participation in a North Sea Region Programme

Full name:	
Title:	
Organisation:	
Telephone:	

More than one way of doing things

Application stage

- Application is submitted by the project authorised signatory.
- The application is not signed by hand

More than one way of doing things

- All partners must appoint an authorised signatory.
- followed by the verification of the partners authorised signatories (user account verification).

Implementation stage

More than one way of doing things

With the authorised signatories in place the project and partners can;

- Submit reports
- Sign project contracts
- Submit change requests

Implementation stage

- The appointment process of the authorised signatory takes time. Hence the applicants/projects need to plan ahead.
- It is not perfect.
- How to reduce the risk of suspicious behaviour

Challenges

- It has worked fine for both the programme and the project community.
- It was a great improvement compared to the 2007-2014 programme period.

Benefits

Moving on...



One way of doing things

- Application stage
- Implementation stage



Same setup with a twist

- **Authorised signatories still to be used,**

However

- **All documents are signed electronically and facilitated by the monitoring system.**

BUT...





Advanced electronic signatures

An advanced electronic signature is basically a simple signature with some additional elements in place to enhance the authenticity and security of your documents. These are the requirements for an advanced electronic signature:

- It must be uniquely linked to the signatory
- It must be capable of identifying the signatory
- It must be created using data that the signatory can use under their sole control with a high level of confidence
- It must be linked to the signed data in such a way that any subsequent change in the data is detectable



How do we do this?

- It must be uniquely linked to the signatory
- It must be capable of identifying the signatory
- It must be created using data that the signatory can use under their sole control with a high level of confidence
- It must be linked to the signed data in such a way that any subsequent change in the data is detectable

User data from the monitoring system

Two-factor authentication

Log of actions and activity



Two-factor authentication



Process being started in the monitoring system



A email is sent to the person requested to sign the document.



Once the actual signature process is initiated a verification code is sent.



Entering the verification code grant the signatory access to the document.

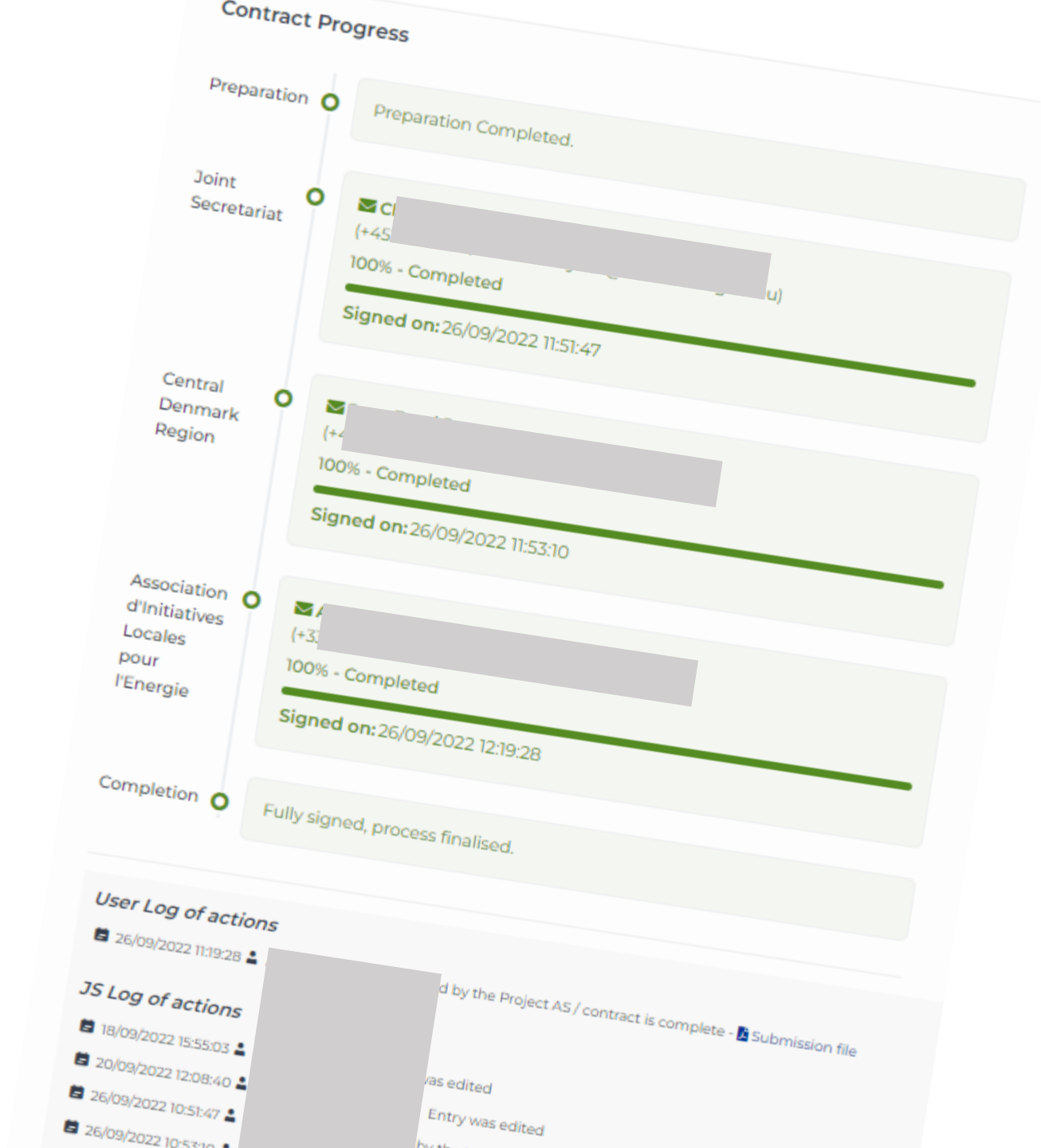


The document is equipped with a date and name of the signature.

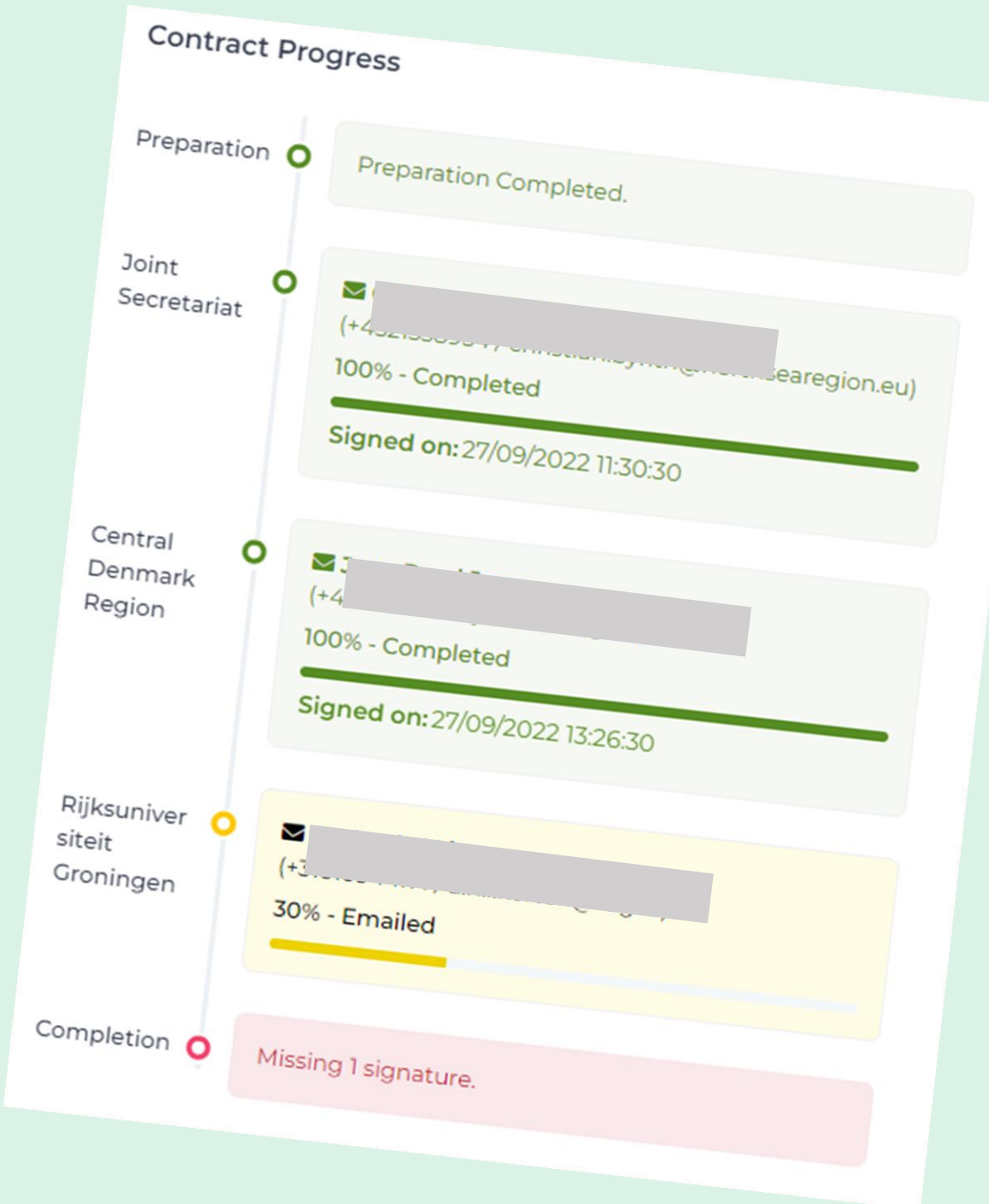


The process and signed document is recorded in the monitoring system

Log of actions



Tracking the signature process



- Still not the national standards for electronic signature.

Challenges

- Quicker process for signing documents
- It is now more traceable who did what when.

Benefits

What changed?



”Next level”





Thank You



