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UNITED NATIONS  
CENTRE FOR TRADE FACILITATION AND ELECTRONIC BUSINESS  
(UN/CEFACT)

INTERNATIONAL TRADE PROCEDURES DOMAIN GROUP  
Trade and Transport Programme Development Area

**Recommendation 14**

**Authentication of Trade Documents**  
**~~By Means Other Than (a Manual-Ink) Signature~~**

**SOURCE:** Recommendation 14 Revision Project Team  
**ACTION:** Nearing a finalized draft for experts' consideration  
**STATUS:** Draft v0.9

53 **Foreword**

54

55 **Introduction**

56 The exchange of accurate, complete and timely information is fundamental to the efficient  
57 and effective conduct of domestic and international trade. Traditionally the exchange has been  
58 conducted by the use of paper-based documents. Increasingly electronic equivalents to paper  
59 have improved the speed and efficiency of data exchange for trading partners, trade services  
60 providers, government and other regulatory authorities and agencies.

61

62 A constant and continuing objective of UN/CEFACT is the reduction of documents used in  
63 the supply chain between business partners both domestic and international. Where removal is  
64 not possible because of legal obligation, regulatory requirement or business need,  
65 UN/CEFACT has pursued the objective that the document should NOT require a signature to  
66 convey the intent of the party originating it or for the recipient to act on the information  
67 contained on it.

68

69 Obviously, UN/CEFACT recognizes that the aim of removing the signature from all  
70 documents that remain in the supply chain is probably unattainable. Some documents will of  
71 legal necessity continue to require authentication. The requirements for a signature are tied to  
72 the use of paper documents; **it is unlikely that paper documents will be eliminated completely  
73 in the near future. That said, the** ever increasing use of electronic or other automatic means of  
74 data transfer makes it desirable to find alternative ways of authentication, **some of which may  
75 eliminate the need for a signature entirely and some may provide the electronic equivalent of  
76 a manual-ink signature.** Since the first version of this recommendation in 1979, a number of  
77 alternative methods of authentication have appeared and will probably continue to appear in  
78 the years ahead.

79

80 **Part ONE: Recommendation 14 on Authentication by Mean Other Than a Manual-ink  
81 Signature**

82

83 **1. Scope**

84 This Recommendation seeks to encourage the use of electronic data transfer in international  
85 trade by recommending that Governments review national and international requirements for  
86 signatures on trade documents in order to eliminate the need for paper-based documents by  
87 meeting the requirement for manual-ink signatures through authentication methods or  
88 guarantees that can be electronically transmitted.

89

90 Similarly this Recommendation encourages the trading community and trade services  
91 providers to examine business processes to identify where signatures (of any kind) are not  
92 required and trade related data could be transferred electronically and eliminate paper-based  
93 documents by adopting other methods of authentication other than the manual-ink signature.

94

95 **2. Use of International Standards**

96 The use of international standards can play a key role in larger acceptance of chosen solutions  
97 and eventually interoperability. In so far as possible, governments and private actors who  
98 intend to electronically exchange data using an authentication method should try to make use  
99 of existing international standards. Technical standards which were able to be identified  
100 during the development of this recommendation are referenced in Annex B.

101

102 The United Nations legal codification work in electronic commerce and electronic signature,  
103 undertaken by the United Nations Commission on International Trade Law (UNCITRAL)  
104 should be taken into account and used, whenever possible as a **foundation** for developing  
105 electronic authentication legal infrastructure for both national and international transactions.  
106

### 107 **3. Recommendation**

108 The United Nations Centre for Trade Facilitation and Electronic Business (UN/CEFACT)  
109 recommends that governments and those engaged in the international trade and movement of  
110 goods:

- 111 • Should actively consider the removal of the requirement for a signature (manual-ink or  
112 its electronic equivalent) from trade documentation except where essential for the  
113 function of the document or the activity and refrain from requiring the signatures in  
114 new rulings or practices.

115  
116 In order to achieve this objective, UN/CEFACT recommends:

- 117 • A regular review of the documentation used for domestic and cross border trade by a  
118 joint public and private sector working party (or sector-specific working parties). The  
119 aim of the working party would be to eliminate the manual-ink signature and replace it  
120 with other authentication methods.

121  
122 Further, the United Nations Centre for Trade Facilitation and Electronic Business  
123 (UN/CEFACT), recognizing the importance of authentication methods in electronic exchange  
124 of trade-related documents, recommends that governments and those engaged in the  
125 international trade and movement of goods:

- 126 • Should consider the introduction of methods to authenticate trade documents  
127 electronically;
- 128 • Should create a legal **or contractual** framework that permits and gives equal status to  
129 authentication methods other than manual-ink signature.

130

## Part TWO: Guidelines for **Implementing Recommendation 14**

### 1. Introduction

These Guidelines, which are complementary to UN/CEFACT Recommendation Number 14 on Authentication of Trade Documents by Means Other Than a Manual-Ink Signature, are designed to assist Governments and Trade in identifying the function and use of signature. They provide an overview of the main issues that should to be addressed, some of the tools available and the steps to be taken when going towards electronic methods of authentication.

This recommendation will be accompanied by two Annexes which are aimed at assisting Governments and Trade to see ways in which electronic methods of authentication have been put in place or are currently implemented. Special attention is made to identify existing standards within these annexes.

### 2. Signature

#### 2a. Definition of Signature

The word signature in today's vocabulary encompasses both manual-ink signature and its electronic equivalent. The original 1979 version of this recommendation makes no distinction in the title because at that time, a signature was considered to always be manual-ink. This is thus the reason which requires further precision in the current recommendation title and throughout this document.

In its broadest sense, a signature (manual-ink or its electronic equivalent) creates a link between a person (physical or legal) and content (document, transaction, procedure, or other). This link can be considered having three inherent functions: an identification function, an evidentiary function and an attribution function.<sup>1</sup>

With very few exceptions, a signature is not self-standing. In international business relations, one of the basic foundations is trust between the parties; the requirements of a signature will, in many cases, most likely reflect that trust.

#### 2b. Functions of a Signature

- Identification function of a signature is a process & data that confirms or allows to establish the identity of that signatory and/or the content. The identification can include: the claimed/asserted identity of the person, the veracity of the identity claims, the credentials of any verifying organism, the proof of origin, the time and date, and any other aspect which identifies the related persons or the content.
- Evidentiary function of a signature. This usually will involve the legal implications and can include: integrity, consent, acknowledgement, and detection of any changes in the document after it was signed. It can reflect any level of commitment which the act of signing might have indicated.
- Attribution function of a signature. This is the link between the signing party or **that which is** authorized by the signatory and the document which is signed. This can include **the authority granted within** the role (i.e. within a company, within a government authority, within the market...) of the signatory.

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<sup>1</sup> These ideas of functions are developed in paragraph 7, page 5, UNCITRAL "Promoting Confidence in Electronic Commerce: Legal Issues on International Use of Electronic Authentication and Signature Methods", United Nations, Vienna 2009. Available as of March 2013 at [http://www.uncitral.org/pdf/english/texts/electcom/08-55698\\_Ebook.pdf](http://www.uncitral.org/pdf/english/texts/electcom/08-55698_Ebook.pdf).

177 These three functions can be considered to be on variable scales. There can be more or less of  
178 each of these functions inherent in every signature (manual-ink or its electronic equivalent).

179

## 180 **2c. Authentication of a document**

181 (Illustrate what authentication achieves in the paper world – functional equivalent in  
182 electronic world).

183

## 184 **3. Requirement for Signatures on Trade Documentation**

185 In general, there are various uses of a signature on trade documentation. When considering a  
186 transaction from a manual-ink signature process to its electronic equivalent, it is necessary to  
187 consider the context of the transaction itself.

188

### 189 **3a. Considering the parties involved in the transaction**

190 In a business environment, considering two trading partners, trade documents can be  
191 summarized into the following categories:

- 192 • Documents authenticated by both trading partners, principally used by both trading  
193 partners
  - 194 ○ For example: Commercial contracts, Service agreements...
- 195 • Documents authenticated by one trading partner, principally used by the other trading  
196 partner
  - 197 ○ For example: Authorization requests, Written guarantees, Transport Orders,  
198 Lodging an appeal, Purchase order, Order to pay, ...
- 199 • Documents authenticated by a 3<sup>rd</sup> party, principally used by one or both of the trading  
200 partners
  - 201 ○ For example: Audit report, Legal statement, Certificate of origin, Bank  
202 guarantee, Authorizations, Permits, Formal Publications

203 Of course, any of these documents may be used or referenced by a 3<sup>rd</sup> party for a number of  
204 reasons such as fiscal or trade control purposes.

205

206 The relationship between these two trading partners will probably also entail some level of  
207 inherent trust which most likely is reflected in their bilateral exchanges.

208

### 209 **3b. Considering the legal context of the transaction**

210 Generally, for business to business transactions, the legal requirements can be within the  
211 framework of civil and public law. The requirements or trade practices may further be  
212 developed or defined by trade organizations for their members. Finally, many requirements  
213 within transactions between two independent trading partners will be explicitly defined in  
214 bilateral or multilateral agreements.

215

216 For transactions with government authorities or among government authorities, the legal  
217 requirements are defined almost exclusively within the framework of public law.

218

219 There may be several layers of public and private law to be considered: at a federal level, at a  
220 state level, at a ministerial level, at an agency level... at a regional level, at an international  
221 level... It may also be necessary to consider several types of public regulations: commercial  
222 regulations, transport regulations, health regulations, customs regulations, etc.

223

224 Furthermore, in the framework of single window initiatives, a same document may be used by  
225 several agencies of a same government, or even of different governments. In these cases, the

226 requirements of authentication will need to be aligned so as not to put into doubt the validity  
227 of the data which is being communicated.

228

229 Legislation must not create stringent requirements which would put in doubt the validity and  
230 enforceability of **otherwise legitimate** transactions.

231

### 232 **3c. Determining the needs of authentication in the context of a given transaction**

233 For transactions with government authorities, it is recommended that a joint public and  
234 private sector working party (or sector-specific working parties) be established in order to  
235 perform a regular review of the documentation used for domestic and cross border trade. The  
236 aim of the working party would be to eliminate the manual-ink signature whenever possible  
237 and either eliminates its necessity completely, if this is safe and reasonable in the context of  
238 the transaction, or replaces it with other authentication methods. A list of considerations is  
239 proposed in Annex B.1.

240

241 For business to business transactions, the two parties can likewise study the needs of  
242 authentication in the context of any given transaction. The list of considerations proposed in  
243 Annex B.1 should also provide guidance in this context.

244

### 245 **4. Use of electronic authentication methods**

246 The choice of other authentication methods will depend on the business process and a risk  
247 assessment of the needs of that process. A list of considerations when choosing an electronic  
248 authentication method is proposed in Annex B.1.

249

#### 250 **4a. Technology Neutrality**

251 In so far as possible, legislation **at the (highest?) general level** should remain technology  
252 neutral; **such laws** should not discriminate between forms of technology. **It is suggested that**  
253 **technological guidance should be based on** minimal requirements perhaps with examples, but  
254 with the possibility of responding to these requirements with other solutions which would be  
255 semantically equivalent. **A study of minimal requirements is proposed in Annex B.2.**

256

#### 257 **4b. Levels of reliability that a document is authentic**

258 Not every transaction needs to be the highest level of security. As described above, depending  
259 on the relationship between the parties and the context of the legal environment, some  
260 processes may require more or less security. Likewise, technological methods vary and may  
261 provide more or less security as required.

262

263 The chosen method of authentication should be “as reliable as was appropriate for the purpose  
264 for which the data message was generated or communicated, in the light of all the  
265 circumstances, including any relevant agreement.”<sup>2</sup>

266

267 Efforts should be made to try to avoid creating electronic solutions which are more  
268 cumbersome or costly than the manual process. Technology can provide implementations  
269 with very high levels of reliability. Implementation choice should be in line with the *level of*  
270 *reliability* required by the process and existing legal constraints.

271

#### 272 **4c. Typologies of electronic methods**

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<sup>2</sup> Article 7.1, UNCITRAL “Model Law on Electronic Commerce with Guide to Enactment 1996 with additional article 5 bis as adopted in 1998” United Nations, New York, 1999, p.5-6. Available as of March 2013 at [http://www.uncitral.org/uncitral/en/uncitral\\_texts/electronic\\_commerce/1996Model.html](http://www.uncitral.org/uncitral/en/uncitral_texts/electronic_commerce/1996Model.html).

273 A number of alternative methods exist that can replace a manual-ink signature. Technology is  
274 constantly evolving. Illicit or fraudulent activity is also constantly evolving, finding ways to  
275 undermine the level of reliability that might be placed in some aspects of a given method. For  
276 this reason, technical standards and technical implementations are further discussed in Annex  
277 B of this recommendation in order to facilitate its updating to correspond to current best  
278 practices and standards.

279  
280 Depending on risks, security needs, and other considerations, an authentication method used  
281 alone ("single factor authentication") may suffice. In high-risk situations, however, an  
282 appropriate combination of authentication methods and other techniques may be needed  
283 ("multi-factor authentication"). For example, a registration and verification process may be  
284 based on an ID/Password for identification accompanied by a VPN or other electronic  
285 method.

286

#### 287 **4d. Electronic Signature**

288 Almost without exception, all of these methods can generically be referred to as an electronic  
289 signature. An electronic signature can be defined as "data in electronic form in, affixed to or  
290 logically associated with, a data message, which may be used to identify the signatory in  
291 relation to the data message and to indicate the signatory's intention in respect of the  
292 information contained in the data message."<sup>3</sup>

293

294 Please note that an electronic signature in this broad sense does not inherently call for a  
295 specific form of technology. An electronic signature will serve the same functions as a  
296 manual-ink signature, again on a sliding scale so more or less of each of the functions (that is,  
297 identification, evidentiary and attribution).

298

299 An electronic signature should not be discriminated because of its origin. It should also not be  
300 discriminated just because it is an electronic method of authentication. However, it may be  
301 discriminated because of its intrinsic qualities.

302

303 A distinction should be made between "electronic signature" as it is defined here (and in  
304 UNCITRAL documents) and a "digital signature" which is addressed in the Annex B of this  
305 recommendation. For the sake of clarity, it is underlined that these two terms are not  
306 interchangeable. The generic term, which makes no reference to any technological choice,  
307 used within UNCITRAL documents is "electronic signature". "Digital signature", as defined  
308 in UNCITRAL documents implies that a technological choice has been made (for solutions  
309 with asymmetrical encryption, PKI signature technology being the main example).<sup>4</sup>

310 Regulators and those drafting contracts or technical documents, should bear this distinction in  
311 mind and prefer the term "electronic signature" unless they intend to imply such a  
312 technological choice has been made.

313

### 314 **5. Aspects for consideration of electronic methods of document authentication**

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<sup>3</sup> Cf Article 2a of the UNCITRAL "Model Law on Electronic Signature with Guide to Enactment 2001", United Nations, New York 2002, page 1. Available as of March 2013 at:

[http://www.uncitral.org/uncitral/en/uncitral\\_texts/electronic\\_commerce/2001Model\\_signatures.html](http://www.uncitral.org/uncitral/en/uncitral_texts/electronic_commerce/2001Model_signatures.html). To note that the original definition in this 2002 document cites the "signatories approval". Further UNCITRAL work has evolved towards the "signatories intention". **Reference needed?**

<sup>4</sup> Cf for example paragraph 21, page 15, UNCITRAL "Promoting Confidence in Electronic Commerce: Legal Issues on International Use of Electronic Authentication and Signature Methods", United Nations, Vienna 2009. Available as of March 2013 at [http://www.uncitral.org/pdf/english/texts/electcom/08-55698\\_Ebook.pdf](http://www.uncitral.org/pdf/english/texts/electcom/08-55698_Ebook.pdf).

315 These are some aspects that should be considered depending on the chosen methods of  
316 authentication.

317

### 318 **5a. Use of third party services**

319 The parties may prefer or need to call upon a third party to perform any aspect of  
320 transmission, archival, retrieval, etc. involved in the authentication method. In some cases, the  
321 third party services are mandated or validated by a government authority (issuing encryption  
322 keys, for example). In some cases, the third party services offer options to trading partners for  
323 full plug-and-play solutions, for enhancement of security, for archiving/retrieval services, etc.

324

325 In a very general sense, authorization to use a third party service should be able to be granted  
326 by either trading partner. In this case, the third party service would be considered an ‘intended  
327 party’ / ‘authorized party’ in the transaction process. Any limitations to this authorization or  
328 the possibility to use a third party service should be clearly outlined either in the appropriate  
329 legal text or the bilateral agreement between trading partners.

330

331 Where third party services are mandated or validated by a government authority, the  
332 requirements to become mandated should be transparent and the process should be open to  
333 all.

334

### 335 **5b. Security of data**

336 Access to the data should be limited to the intended parties (authorized parties). This can in  
337 part be determined by the legal responsibilities of the parties involved.

338

339 The requirements of the security of the data will correspond with the level of reliability  
340 required by the transaction which should have been determined by a risk assessment  
341 considering the process, the operational constraints, the legal constraints and the relationship  
342 of trust between the parties. If a trusted third party is acting within the process, they should  
343 ensure this same level of reliability. Depending on the determined level of reliability, parties’  
344 interests in the event of litigation should be protected.

345

346 Depending on the level of reliability, security of the data may encompass ensuring protection  
347 and ensuring that data is not deleted or destroyed.

348

### 349 **5b. Transmission of data**

350 The aspects of the actual transmission of data will depend on the electronic method chosen.

351 These are presented in the Annex B of this recommendation.

352

353 For private business to business exchanges, the two parties should explicitly agree on the  
354 method of communication and the method of authentication. They should consider the level  
355 of reliability required when establishing this agreement. This could, for example, be part of an  
356 Interchange Agreement between the two parties as per the model of UN/CEFACT  
357 Recommendation 26.

358

359 Depending on the level of reliability, the history of the data should be traceable. In some  
360 cases it may be useful or legally necessary to obtain confirmation of sending / confirmation of  
361 receipt of the transmission. This may be required under certain trading partner arrangements  
362 or in a given legal context.

363

### 364 **5c. Archiving / retrieval**



365 In most cases, trade documents will need to be archived either for later use for other  
366 processes, for a trace of the operations, etc. or in order to respond to legal obligations (for  
367 example the legal requirements to archive electronic invoices or customs declarations). When  
368 considering electronic methods of transmission and the authentication methods used, the  
369 archival duration period must be taken into consideration. Any specific technology used, or  
370 their functional equivalents, must be maintained during the entire archival period.  
371 Governments or bilateral agreements may want to foresee migration from one technology to  
372 another during archiving. Documents archived for long periods may require special attention,  
373 as existing authentication methods commonly weaken over time due to new technologies and  
374 heightened computing power.

375  
376 Archiving methods must correspond to at least an equivalent level of reliability as the  
377 authentication/signature method used. The method of archiving should be auditable; in other  
378 words, it must be possible to check its reliability to see whether it works or not, to check the  
379 correctness of retrieved data and its readability (format used), to verify that it encompasses the  
380 functional aspects of an authentication which is being accepted between the parties.

381  
382 Only authorized parties should be able to archive and retrieve the data. In this case, the third  
383 party solution should take into consideration the above points. Third party solutions may also  
384 have the possibility to issue a certificate with legal effect proving that an authorized party  
385 retrieved the data and when it was retrieved, if the level of reliability calls for such provisions.

386

## 387 **6. Recommendation review process**

388 The present recommendation is split into the recommendation text and annexes (which  
389 include repositories). It is suggested that the annexes and repositories are updated every three  
390 to five years. This will entail contacting each initial contributor to verify that the information  
391 is still pertinent / up-to-date (absence of a response should result in the elimination of the  
392 submission from the annex). Following the response from the contributor, the information in  
393 the annex should be confirmed, revised or eliminated as the case may be. This will also be an  
394 opportunity to request new submissions for the annexes and integrating any other  
395 contributions.

396  
397 Once all of the annexes and repositories have been updated, it is suggested to verify the  
398 content of the recommendation and its guidelines against the revised annexes. If there are no  
399 (or very minor) modifications, then it may be best not to update the recommendation in the  
400 interest of trying to keep a stable version. If there are elements from the annexes and  
401 repositories which contradict or render obsolete / erroneous the recommendation text, then it  
402 should be modified.

403  
404 This procedure being said, if Governments or Trade bring substantive concerns as to the  
405 pertinence of the text of the recommendation, this should be considered for revision even  
406 outside of the updating periods.

407  
408 **7. Other Options than a Manual-Ink Signature**  
409 This chapter aims to bring further precision to the three main recommendations of this  
410 document.

### 411 **7a. Removal of manual-ink signatures and their electronic equivalent when possible**

412 It is recommended to Governments and to all organizations concerned with the facilitation of  
413 international trade procedures to examine current commercial documents, to identify those  
414

415 where signatures and their electronic equivalent could safely be eliminated and to mount an  
416 extensive program of education and training in order to introduce the necessary changes in  
417 commercial practices.

418  
419 This removal of the requirements for a signature should be studied on a case-by-case basis for  
420 each given commercial document. Where the manual-ink signature or its electronic equivalent  
421 is not essential for the function of the document or the transaction, then it is recommended  
422 that these requirements be removed.

423  
424 Furthermore, when creating new trading environments or documents, it is recommended to  
425 naturally refrain from introducing requirements for signatures in new regulations, rulings,  
426 contracts or practices.

### 427 428 **7b. Enabling electronic means of replacing a manual-ink signature**

429 It is recommended to Governments and international organizations responsible for relevant  
430 intergovernmental agreements to study national and international texts which embody  
431 requirements for signature on documents needed in international trade and to give  
432 consideration to amending such provisions, where necessary, so that the information which  
433 the documents contain may be prepared and transmitted by electronic means.

434  
435 Amending the relevant provisions in every legal text where a signature is mentioned is not  
436 feasible given the very high number of occurrences. In order to resolve this at the national  
437 level, it is recommended to adopt legislation establishing functional equivalence between  
438 electronic and paper-based signatures such as that based on the UNCITRAL Model Law on  
439 Electronic Commerce and on the UNCITRAL Model Law on Electronic Signatures. This  
440 blanket provision would (apply to) reinterpret any reference to signature or authentication as  
441 meaning the possibility to allow for their functional electronic equivalent. At the international  
442 level, the same result may be achieved with the adoption of the United Nations Convention on  
443 the Use of Electronic Communications in International Contracts, 2005 (article 9(3)).<sup>5</sup> Since  
444 the Convention applies to international transactions only, it is also recommended to create a  
445 concurrent legal text for domestic transactions with such a blanket provision which would  
446 (apply to) reinterpret any reference to signature or authentication as encompassing their  
447 functional electronic equivalent.

448  
449 It is suggested that the paper-based process be identified and that this process be detailed step-  
450 by-step. Risk-assessment should be a guiding principle, considering the context of the  
451 transaction/service, the legal constraints, the operational constraints... Parties should be  
452 permitted and encourage to fulfill functional requirements of a manual-ink signature by using  
453 other methods.

### 454 455 **7c. Creation of Legal Framework**

456 Examples of legally enabling environments are provided in Annex A. The operational  
457 capability of replacing a manual-ink signature by an electronic method must be accompanied  
458 by appropriate legislation which gives equal status to these other authentication methods. This  
459 legal framework should foresee the acceptability in court of alternative transmission methods  
460 and archiving processes. Two main aspects may need to be addressed either jointly or

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<sup>5</sup> “United Nations Convention on the use of Electronic Commerce in International Contracts”, United Nations, New York, 2007. Available as of March 2013 at: [http://www.uncitral.org/pdf/english/texts/electcom/06-57452\\_Ebook.pdf](http://www.uncitral.org/pdf/english/texts/electcom/06-57452_Ebook.pdf)

461 separately: the legal framework for private-sector operations and the legal framework for  
462 operations between the private sector and government agencies.

463

464 Concerning operations between private businesses and between business and consumers,  
465 governments should undertake a study (including e-Commerce legal benchmarking and ‘gap  
466 analysis’ studies) to determine an appropriate set of measures that may need to be taken to  
467 address legal issues related to authentication of national and cross-border exchange of trade  
468 data.

469

470 Concerning operations between business and government agencies, the government, at the  
471 highest level, must first provide the legislative mandate for agencies to provide the option for  
472 electronic maintenance, submission, or disclosure of information, when practicable as a  
473 substitute for paper. As part of this mandate, the Government should, in consultation with  
474 other agencies and the private sector, develop practical guidance on the legal considerations  
475 related to agency use of electronic filing and record keeping so that the agency can in return,  
476 make the appropriate assessment for its mission. Consideration should be given by the agency  
477 on how to design the process to protect the agency’s legal rights and how best to minimize  
478 legal risks to the agency.

479

480 Government should, when possible, provide guidance to the private community on this issue.  
481 Any guidance provided by the Government and/or the specific agency should also take into  
482 consideration current legal requirements pertaining to the use, storage and disclosure of  
483 information, and its use as evidence in courts or administrative bodies.

484

485 The legislative frameworks should be reviewed regularly in order to correspond to actual  
486 business practices. Public law should aim, whenever possible, to align with current way of  
487 doing business and with current best practices and standards.

488

489 Annex A – Legally Enabling Environment.

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1. Recommended checklist for government agencies when reviewing their legal environment?
  - Compliance with applicable laws and regulations?
  - Compliance under confidentiality laws?
  - Comprehensive plan to address all issues raised by moving to an electronic system?
  - Consultation with impacted parties, including other relevant offices and agencies?
  - Is any information used in the process required by law or regulation to be in a particular form, paper or otherwise? If part of the process is paper, how will this be satisfied?
  - Is there a legal requirement or an agency need to maintain the information? And if so, for how long?
  - Is the information of importance to national security, public health or safety, public welfare, the protection of the environment, or other important public purposes?
  - Is there impact to the public if this information is not available?
  - What is the importance of the information to the agency's mission/ programs?
  - Is there a revenue impact to the agency?
  - Might the information be needed for use in criminal proceedings or other legal proceedings?
2. Examples from countries in ISO-country alphabetical order.
3. Examples from industries and other

513 Annex B – Technical Implementations.

514 1. Checklist of considerations to determine the needs of authentication in the context of a  
515 given transaction

516 It is suggested to take into consideration the following points when determining the needs of  
517 authentication. This list should be applicable to transactions with government authorities as  
518 well as business to business transactions.

519 • Context considerations

- 520 ○ is a signature required at all to authenticate the trade document?
- 521 ○ Is an electronic transmission of the data suitable (after reviewing the paper-  
522 based process)?
- 523 ○ Assessment of whether the current paper based process requires  
524 improvement/change, and incorporating those changes in the electronic  
525 environment
- 526 ○ (b) the nature of their trade activity;
- 527 ○ (c) the frequency at which commercial transactions take place between the  
528 parties;
- 529 ○ (d) the kind and size of the transaction;
- 530 ○ (i) compliance with trade customs and practice;

531 • Technological considerations

- 532 ○ (a) the sophistication of the equipment used by each of the parties;
- 533 ○ (f) the capability of communication systems;
- 534 ○ (g) compliance with authentication procedures set forth by intermediaries;
- 535 ○ (h) the range of authentication procedures made available by any intermediary;
- 536 ○ Assessment of costs and benefits / (l) the availability of alternative methods of  
537 identification and the cost of implementation;
- 538 ○ (m) the degree of acceptance or non-acceptance of the method of identification  
539 in the relevant industry or field both at the time the method was agreed upon  
540 and the time when the electronic communication was communicated;
- 541 ○ What are the potential threats / risks?
  - 542 ■ Have vulnerabilities or attacks been experienced or identified under  
543 existing systems? Does a move to a new system create additional  
544 vulnerabilities?
- 545 ○ What are the strengths of each alternative authentication method?
- 546 ○ Compatibility issues of authentication methods
- 547 ○ Analysis of existing technology and usability of that technology for purposes  
548 of data retention and/or future access

549 • Legal considerations

- 550 ○ Does the transaction require legal validity or is the authentication merely for  
551 enhancing security?
- 552 ○ Context of national civil and public laws on all levels described above / (e) the  
553 function of signature requirements in a given statutory and regulatory  
554 environment;
- 555 ○ International conventions
- 556 ○ Awareness of legal concerns that might restrict the process
- 557 ○ Awareness of current legislative and/or regulatory restrictions
- 558 ○ (j) the existence of insurance coverage mechanisms against unauthorized  
559 communications;
- 560 ○ Determination of the level of protection needed and the potential of risk of  
561 liability for the agency / trading party

562 • Relationship considerations

- 563 ○ (k) the importance and the value of the information contained in the electronic
- 564 communication;
- 565 ○ Relationship between the trading parties (trust, etc.)
- 566

567 2. Overview of minimal requirements

568 Proposed chart of minimal requirements study

	Minimal requirements														
Authentication typologies															
Biometric methods															
“Click through process”															
Communication channel															
Devices (smart phone)															
Digital Signatures															
Electronic seals															
ID/Password															
Registration / Verification															
Scanned signature															
“Something I know”															
Structural agreement															
3 <sup>rd</sup> party validation															
Tokens															
Typed signature															

569 [For each minimal requirement, each typology should respond if it is (0) impossible to  
 570 comply; (1) sometimes possible to comply depending on the system; (2) possible to comply;  
 571 (3) recommended to be an attribute of this typology, so it will comply; (4) an inherent quality  
 572 of this typology, so it will comply]  
 573

574 3. Typologies of electronic equivalents to a manual-ink signature

575 The different typologies of electronic equivalents to a manual-ink signature can include (non-  
 576 exhaustive list and there is no promotion intended in any of these methods):

- 577 • Biometric methods
- 578 • “Click through process”
- 579 • Communication channel (for example VPN)
- 580 • Devices (authentication with a smart phone, for example)
- 581 • Digital signatures (encryption, PKI)
- 582 • Electronic seals
- 583 • ID/Password
- 584 • **PGP**
- 585 • Registration & verification process
- 586 • Scanned signatures
- 587 • “Something I know”
- 588 • Structural agreement enabling electronic data exchange with no authentication
- 589 • Third-party validation / Trusted-third parties
- 590 • Tokens
- 591 • Typed signatures
- 592

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594  
595  
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## Recommendation 14 “Authentication of Trade Documents by Means Other Than a Manual-Ink Signature” Template for comments and observations

Please return completed templates to Working Group Chair, Lance THOMPSON: [lance.thompson@conex.net](mailto:lance.thompson@conex.net)

Date submission:	
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Please make all comments using this template.  
Please propose suggested changes in order to make the Recommendation Draft align with your comments.

Ref. (leave blank)	Draft version number	Line numbers	Type of comment <sup>1</sup>	Comments	Proposed changes	Working Group Observations (leave blank)

599  
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<sup>1</sup> Types of comments: ge = general; te = technical; le = legal; ed = editorial  
(This document is inspired by the ISO/IEC/CEN/CENELEC electronic balloting commenting template/version 2012-03)