INSTRUCTION PROCEDURE FOR DIGITAL SIGNATURE OF CANDIDACY

STEP 1
A Microsoft Teams site has been created for all Electoral Committees (‘UU Kiescommissies’). This Team is used to make the models and instructions created by the Central Electoral Office available to the Electoral Committees.

STEP 2
Each of the Electoral Committees will create a separate Microsoft Teams site for its own Electoral Committee (‘Dedicated Team’):

1: this Dedicated Team will be for members of the relevant Electoral Committee

2: a channel must be added to this Dedicated Team for each of the list submitters. Please note that access to each of these channels should be restricted to the relevant list submitter in addition to the Secretary of the Electoral Committee. As such, list submitters will only have access to their own channels and will not have access to the channels of other list submitters. To restrict access to a channel, select ‘private’ under the ‘Privacy’ feature in the ‘Add channel’ option. Thereafter you will be able to list the email address of the list submitter. As the Secretary of the EC, you automatically become a member of every channel.

STEP 3 – Digital signatures
The digital signature process is carried out through ValidSign, see https://intranet.uu.nl/en/news/announcements/new-portal-for-signing-documents.

Staff members all have automatic access to this portal, students and students with staff status have not, they must request access via servicedesk@uu.nl, plus cc to digitalehandtekeningits@uu.nl

A model has been created for each document to be signed:
- List of Candidates
- Declaration of Consent
- Supporter statement

These models are available in UU Kiescommissies Teams

Activities for List of Candidates
1. ECs will adapt it for their elections
2. ECs will share the adapted document with list submitters by posting it in the specific channels on the Dedicated Team site
3. List submitters will adapt the document for their own list of candidates
4. List submitters will upload the adapted document via ValidSign and sign it
5. List submitters will receive the signed candidate lists and will submit them to the EC by posting them in their channel on the Dedicated Team site

Activities for Declaration of Consent
1. ECs will adapt it for their elections
2. ECs will share the adapted document with list submitters by posting it in all channels on the Dedicated Team site
3. List submitters will adapt the document for their own list of candidates
4. List submitters will upload the adapted declarations via ValidSign and will invite each of the candidates to sign the documents (please note that this step must be repeated for each candidate individually!!)
5. Upon receipt, candidates will provide the relevant details, date and sign the declarations
6. List submitters will receive the signed declarations and will submit them to the EC by posting them in their channel on the Dedicated Team site

Supporter statement – activities (only for new candidate lists)
1. ECs will adapt it for their elections
2. ECs will share the adapted document with list submitters by posting it in all channels on the Dedicated Team site
3. List submitters will adapt the document for their own list of candidates (please remember to add the list of candidates!!)
4. List submitters will upload the adapted statements via ValidSign and will invite each of the supporters to sign the documents (please note that this step must be repeated for each supporter individually!!)
5. Upon receipt, supporters will provide the relevant details, date and sign the statements
6. List submitters will receive the signed declarations and will submit them to the EC by posting them in their channel on the Dedicated Team site

Please note that in the event that digital signatures have already been collected using a different method, these files can also be uploaded to the MS Teams channel of that list.

For any technical questions, please contact the ITS service desk. Please direct any other questions to Ms Anne Marie Partridge.