

# **Document of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences**

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## **Notice of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Issuance of the *Contingency Plan of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Security and Safety in Foreign Affairs***

All departments (units) of the SIAT:

With the continuous improvement of the internationalization level of the SIAT, to ensure the smooth completion of the overseas scientific research tasks of the SIAT, safeguard the personal and property security and safety of the personnel going abroad on business, and quickly, timely and properly deal with the security and safety emergencies that occur in the overseas scientific research work of the SIAT, according to the related contents of the *Emergency Response Law of the People*

*'s Republic of China, the Guide of the People 's Republic of China on Consular Protection and Service, the Contingency Plan for Sudden and Unexpected Events in Overseas Activities of Chinese Academy of Sciences,* combined with the actual situations of the SIAT, the Contingency Plan on Security and Safety in Foreign Affairs is hereby formulated. It is deliberated and approved by the 2th Institute Administrative Affairs Meeting in 2019 and are hereby issued for implementation. Please comply accordingly.

Attachment: Contingency Plan of Shenzhen Institute of Advanced Technology,  
Chinese Academy of Sciences on Security and Safety in Foreign Affairs

Regulations of Shenzhen Institute of  
Advanced Technology, Chinese  
Academy of Sciences

December 9, 2019

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Public Finance Department of Shenzhen Institute of Advanced Technology,  
Chinese Academy of Sciences

Issued on December 9, 2019

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# **Contingency Plan of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Security and Safety in Foreign Affairs**

## **Chapter 1 General**

**Article 1** With the continuous improvement of the internationalization level of the SIAT, going abroad to participate in international conferences, make cooperative research, pay academic visit, and construct overseas cooperation platform have become the matter of daily occurrence of international science and technology cooperation in the SIAT. To ensure the smooth completion of the overseas scientific research tasks of the SIAT, safeguard the personal and property security and safety of the personnel going abroad on business, and quickly, timely and properly deal with the security and safety emergencies that occur in the overseas scientific research work of the SIAT, combined with the actual situations of the SIAT, the Contingency Plan on Security and Safety Foreign Affairs is hereby formulated.

**Article 2** The Contingency Plan is hereby formulated according to the laws and regulations of the *Emergency Response Law of the People's Republic of China*, the *Guide of the People's Republic of China on Consular Protection and Service*, the *Contingency Plan for Sudden and Unexpected Events in Overseas Activities of Chinese Academy of Sciences*.

**Article 3** Actively prevent risks in overseas activities, and adhere to the principles of rapid response, unified leadership, coordination and linkage, reasonably dealing with, and strong safeguard for overseas emergencies.

**Article 4** It is applicable to temporary overseas activities on business, including traveling abroad and to Hong Kong, Macao and Taiwan on business.

## **Chapter 2 Management Department**

**Article 5** Bureau of International Cooperation, Chinese Academy of Sciences (hereinafter referred to as "Bureau of International Cooperation") is responsible for the guidance and coordination of overseas emergencies and the daily supervision and management of emergency safeguard work.

**Article 6** The Department of Science & Technology Development is the unified management department of the SIAT for foreign affairs. It is responsible for the early warning of foreign affairs security and safety risks of the SIAT, including risk information collection, research and judgment, and reminder; overseas emergency response, including setting up the foreign affairs working group of the SIAT, developing emergency plan, liaison with foreign organizations; aftermath of overseas emergencies for the SIAT, including developing and implementing aftermath plan and incident investigation.

**Article 7** The major principal in institute (business department) is the first responsible person for the foreign affairs security and safety of the institute (business department) who is responsible for the overseas risk assessment of the specific overseas projects of the department; assist in overseas emergency response.

**Article 8** At the site of an emergency, a field command group should be established or a leader should be designated to be responsible for on-site organization. Relevant departments and personnel involved in on-site response should abide by the unified command of the on-site command group.

### **Chapter 3 Early Warning of Foreign Affairs Security and Safety**

#### **Risks**

**Article 9** The Department of Science & Technology Development should perfectly conduct foreign affair security training, daily monitoring, strengthen the collection, analysis, research and judgment of overseas security and safety risk information, and issue targeted foreign affair security and safety reminders.

**Article 10** Personnel who will go abroad on business cannot travel abroad on business until he/she signs the *Foreign Affairs Security and Safety Notification of the SIAT* and the *SIAT's Disciplinary Liability Statement for Going Abroad on Business* 7 days before visit.

### **Chapter 4 Emergency Information Report**

**Article 11** After the occurrence of an overseas emergency, the person in charge of the site involved must immediately report to Chinese embassy and consulate in the region, leaders in charge of international cooperation of the SIAT and the Department of Science & Technology Development.

**Article 12** After receiving the emergency information report, the Department of Science & Technology Development should immediately verify the fact, make a preliminary identification of the emergency nature, and timely report such situation to the Bureau of International Cooperation and safeguard an unimpeded emergency response channel.

## Chapter 5 Emergency Response Measures

**Article 13** Oversea "three prevention" emergency measures are as follows:

(1) In case of any incident of foreign intelligence agencies' cozying up, harassing, wooing, threatening, or enticing overseas, the personnel of the SIAT on business traveling should keep vigilant, calm, properly respond, and promptly report such situation to the head of delegation, the foreign affair competent department of the SIAT, and the Chinese diplomatic and consular in the local area to get guidance. Do not conceal this.

(2) After receiving emergency reports, the foreign affair competent department of the SIAT should conciliate the person concerned, assess the risk level, report important situation to the Bureau of International Cooperation, designate a liaison to ensure the unimpeded communication.

**Article 14** Emergency measures for treating passport loss abroad are as follows:

(1) If a Chinese passport is lost, stolen or robbed abroad, the person concerned should immediately report the loss to the local police department of the host country and apply for an exit visa to the host country if necessary. In the meantime, the person concerned should report to the Chinese embassy or consulate, and foreign affair competent department of the SIAT.

(2) After receiving the emergency report, the foreign affair competent department of the SIAT should conciliate person concerned and report the situation to the certification authority, and help issue supporting documents for the personnel staying abroad and go through the procedures for returning China.



**Article 15** Emergency measures for exit-entry block are as follows:

(1) When the visitor holding a valid visa is blocked from entering, leaving or transiting through the country of destination, he or she should truthfully explain the reasons for entry, exit or transit to the competent department of the host country and understand the reasons for being blocked. If the request is still not approved by the relevant authorities, report to the Chinese embassy or consulate, the foreign affair competent department of the SIAT immediately for help. If it is indeed unfairly treated, pay attention to collecting and preserving evidence so that it can be dealt with through legal procedures in the future.

(2) After receiving the emergency report, the foreign affair competent department of the SIAT should conciliate the person concerned, assess the risk level, and designate special personnel to be responsible for liaison and ensure unimpeded communication. Moreover, report to the Bureau of International Cooperation and develop contingency plan.

**Article 16** Emergency measures for overseas natural disasters

(1) Personnel in a place where natural disasters occur should immediately set up an emergency working group, set up a 24-hour contact telephone number, cooperate with local departments to avoid disasters, contact the Chinese embassy and consulate there for help, report to the foreign affair competent department of the Department of Science & Technology Development and keep in touch with it.

(2) After receiving an emergency report, the foreign affair competent department should conciliate person concerned, assess the dangerous case, report important situation to the Bureau of International Cooperation timely, and designate a special liaison to ensure unimpeded communication.

**Article 17** Emergency measures for overseas public health emergency

(1) The personnel in the place should take immediate treatment measures and promptly organize personnel to send the patient to the hospital. Major infectious diseases, mass diseases of unknown cause, food poisoning and other public health incidents affecting the health of a large number of people should be immediately reported to the local Chinese embassy and consulate. Take decentralized isolation

measures according to the opinions of relevant department to avoid expansion of the incident.

(2) After receiving the report, the foreign affair competent department should conciliate the frontline personnel, assess the risk level, report important situations to the Bureau of International Cooperation timely, designate a special person to coordinate the treatment of foreign cooperation units, and ensure unimpeded communication.

**Article 18** Emergency measures for field study

(1) During overseas field study, if the personnel of the SIAT encounter emergencies such as tracked, shouted, and checked by foreign personnel, they should keep calm, timely indicate their identity of the scientific investigation, provide explanatory materials such as visiting invitations, retain video images, and understand the identity and intention of the foreign personnel, as well as timely report to the principal leaders of the SIAT and the foreign affairs management department for guidance.

(2) After receiving an important situation report, the foreign affairs management department should conciliate the frontline personnel, assess the dangerous case, designate a special person to be responsible for liaison, and ensure unimpeded communication. Report important situations to the Bureau of International Cooperation timely, and contact overseas safeguard departments for support.

## **Article 19** Other emergency response measures

Personnel of the SIAT who pay an overseas visit on business should enhance their self-protection awareness, cherish life, and keep away from danger; learn relevant security and safety knowledge and take preventive measures; be alert and stay awake; keep calm and immediately contact the Chinese embassy or consulate, competent departments at home and abroad. The foreign affair competent department of the SIAT should organize foreign affair training and provide personnel abroad with foreign affair security and safety support. After the occurrence of an emergency, it is necessary to ensure that the telephone is unobstructed 24 hours a day, timely coordinate and organize emergency work, and properly carry out relevant safeguard work.

## **Chapter 6** Aftermath of Emergency

**Article 20** After the occurrence of an overseas emergency, the foreign affair management department of the SIAT should take the lead to organize the investigation of the incident together with relevant departments, find out the cause and nature of the incident, and propose rectification and preventive measures and handling opinions.

**Article 21** The local principal in the incident place should timely organize develop and implement aftermath proposal including conciliation and condolence payments. The unit having purchased insurance should contact the insurance institution timely to carry out the relevant claim settlement.

## **Chapter 7** Bylaw

**Article 22** These Measures should be implemented from the date of promulgation

**Article 23** These Measures are interpreted by the Department of Science & Technology Development

Attachment 1 : *Foreign Affairs Security and Safety Notification of the SIAT*

Attachment 2: *SIAT's Disciplinary Liability Statement for Going Abroad on Business*  
Attachment 3 : *SIAT's List of Foreign Affairs Leading Group*

Attachment 4: Emergency Handling Processes for Emergencies and Accidents in Overseas Activities of the SIAT

## Attachment 1

### Foreign Affairs Security and Safety Notification of the SIAT

1. When leaving China, carry the following items to prevent inspection by overseas customs: Original passport, copy of passport first page and visa page, copy of invitation letter, copy of overseas hotel booking order, copy of air ticket itinerary, copy of insurance policy. In the meantime, find the security alert of the destination country and the contact information of local Chinese embassy and consulate by searching the mini program "Ministry of Foreign Affairs 12308" on WeChat.

2. When receiving entry inspection at the foreign customs, if the foreign customs officers exceeds the normal verification scope, for example, take an excuse to check the mission of the outbound delegation, the political status of the personnel and other relevant information, the personnel going abroad should be vigilant and politely decline or refuse to answer questions that go beyond the normal scope.

3. When it is necessary to carry internal confidential documents and materials due to work needs, the personnel concerned should strictly go through the approval procedure. After approval by the competent department, a confidential briefcase should be used, which should be safeguarded by and carried with a designated person to strictly prevent the briefcase from being lost or secretly tracked down by foreign forces.

4. If microphones, telephone bugs, micro recorders, infrared cameras, optical lenses are found in overseas rooms, stay calm and do not discuss secret matters in the room.

5. When foreign personnel ask for internal information or scientific research results from our personnel by explicit or implied manner, our personnel should politely refuse in an appropriate name. Never provide such information in person or post such information upon return China. Meanwhile, personnel concerned should be vigilant and take measures to protect material security.

6. Reactionary publications should generally be rejected if they are received in person outside the country. When reactionary publications and propaganda materials

sent by others are received, they should be disbelieved, not circulated, and not spread, and should be handed over to the leaders of the delegation and handled uniformly by the organization.

7. When asked questions or interviewed by foreign journalists, pay special attention to the content not involving state secrets. Absolutely not disclose China's internal secrets or unpublished data.

8. In case of any incident of foreign intelligence agencies' cozying up, harassing, wooing, threatening, or enticing overseas, it is necessary to keep vigilant, calm, properly respond, and promptly report such situation to the head of delegation, the foreign affair competent department of the SIAT, and the Chinese diplomatic and consular in the local area to get guidance. Do not conceal this.

9. When performing official duties abroad, it is necessary to enhance their self-protection awareness, cherish life, and keep away from danger; learn relevant

security and safety knowledge and take preventive measures. In case of emergencies, such as passport loss, natural disasters, public health emergencies, etc., stay calm and contact the local Chinese embassy or consulate, the domestic foreign affair competent department immediately.

The delegation head should carefully read the above contents and sign his/her name (signature style should be consistent with that of passport):

Signature of delegation head and date:

Signature of delegation member and date:

## **Attachment 2**

### **SIAT's Disciplinary Liability Statement for Going Abroad on Business**

#### **1. Disciplinary requirements for going abroad on business**

(1) During their stay abroad, those who go abroad for business should consciously safeguard the sovereignty, dignity and interests of China, and strictly abide by the requirements of the "Party's Eight-point Frugality Code" on regulating the activities of going abroad for business.

(2) A delegation going abroad with more than 2 members must designate a leader or a person in charge. During the period abroad, the team members must strictly implement the system of requesting instructions and reporting. The head or person in charge of the delegation should be mainly responsible for the overseas activities of the delegation within the scope of authorization.

(3) Employees should strictly abide by the regulations of going abroad on business, carry out the mission of visiting according to the approved document of the Chinese Academy of Sciences. Students and in-station postdoctoral researchers should carry out overseas missions according to the OA prior approval. Without authorization, it is not allowed to extend the number of days abroad, change the visiting route, increase the stop points or detour, participate in activities and meetings unrelated to the mission of going abroad, misappropriate, over claim or repeatedly claim expenses of going abroad.

(4) Enhance the awareness of emergency response, security and confidentiality. During foreign exchange, attention should be paid to the distinction between internal and external materials, of which classified information should not be introduced to foreigners, and classified carriers should not be taken out of China without approval. All major matters involved should be carefully stated according to the central government's policies, and if interviewed, politely declined according to the specific circumstances. Pay attention to guard against interference and sabotage by anti-China hostile forces, avoid contact with suspicious persons, and refuse to accept any



suspicious letters and articles; remain on high alert against terrorist attacks and criminal activities such as theft, robbery and fraud. In case of unforeseen circumstances, it is necessary to report to the Chinese Embassy or consulate, the foreign affair competent department of the SIAT.

(5) Enhance the awareness of certificates and documents management, and earnestly abide by the relevant regulations of the certificates and documents. During period staying abroad, the certificate and documents should be properly kept by oneself or the designated person, and submitted to the Department of Science & Technology Development for unified storage according to the administrative authority within 7 days after returning China.

(6) After the completion of the visiting mission, it is necessary to conduct (OA) post-disclosure. It is necessary to submit the visiting summary within 1 month, and

disclose the actual implementation of the visit, the cost and the visit report within the unit, so that the results of the visit are shared, and the disclosure time should not be less than 5 working days in principle.

**2. Excerpt of the Regulations on Use Public Funds to Travel Abroad and Related Disciplinary Violations Punishment (Ministry of Supervision, Ministry of Human Resources and Social Security Decree No. 23)**

(1) The act of enjoying tour abroad at public expense refers to the act of organizing or participating in activities such as visiting and sightseeing abroad with public funds paid for all or part of the expenses without official business assignment abroad; includes activities without substantive official business, using public funds to enjoy tour abroad in disguised form in the name of inspection, study, training, participating in seminars, investment promotion, exhibition, conferences, etc.

(2) Those who enjoy tour abroad at public expense should be given the sanction of giving a demerit or a major demerit; if the circumstances are relatedly serious, personnel concerned should be given the sanction of demotion or removal from office; and dismissal in case of serious circumstances. Those who organize tour abroad at public expense should be given the sanction of demotion or removal from office; and dismissal in case of serious circumstances.

(3) Those who commits one of the following acts will be given a warning or a demerit; if the circumstances are relatedly serious, a major demerit or a demotion will be given; if the circumstances are serious, a dismissal will be given: including falsely reporting official business abroad to obtain approval by deception; purchasing or forging invitation letters or making up false schedules to obtain approval by deception; forging personal identities, information, etc. to arrange for unrelated personnel to official business abroad to go abroad; avoiding the competent department and entrusting a non-competent department to handle the review and approval procedures for going abroad for official business; violation of the management regulations for traveling abroad on business by splitting a group into several subgroups for approval or review and approval; other violations of the management regulations for review and approval for traveling abroad on business.

(4) Without authorization, those who approve or agree to extend the staying duration abroad, arrange detours, or go to countries (regions) or cities where official activities are not approved, causing adverse effects or economic losses, will be given a

warning, a demerit or a major demerit; if the circumstances are serious, and dismissal in case of serious circumstances.

(5) Those who enjoy tour abroad at public expense should be ordered to refund all expenses paid with public funds.

The delegation head should carefully read the above contents and sign his/her name (signature style should be consistent with that of passport):

Signature of delegation head and date:

Signature of delegation member and date:

### Attachment 3: List of Foreign Affairs Leading Group

Head: Lv Jiancheng

Deputy head: Xu Jianguo, Zheng Hairong

Member: Zhang Peng, Wang Rui, Cai Danjing

### Attachment 4: Emergency Handling Processes for Emergencies and Accidents in Overseas Activities of the SIAT

