

Meeting System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (Revised in 2022)

To further improve the management system of the modern scientific research system and to make various meetings of the Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences more orderly, standardized, reasonable, and efficient, this System is formulated according to the *Comprehensive Management Regulations of Chinese Academy of Sciences on Institutes* (KFG ZI [2017] No. 45), the *Rules for Leadership Work of the Chinese Academy of Sciences* (KFB ZI [2014] No. 209), and the *Charter of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences* (Revised in 2017).

The meetings referred to in this System include institute-level meetings, including the Director Office Meeting, Party Committee Meeting, Institute Administrative Affairs Meeting, Discipline Inspection Commission Meeting, and Infrastructure Construction Meeting; special meetings, including Workers Congress Meeting, Academic Committee Meeting, Safety Meeting, as well as Annual Strategic Planning Meeting, Annual Theory-discussing Meeting, Assessment and Communication Meeting, and Annual Summary and Commendation Meeting. The promulgation of meeting minutes must strictly follow the review process, with institute-level meeting minutes sorted on their own, and special meeting minutes sorted separately.

Chapter 1 Director Office Meeting

I. The Director Office Meeting is a meeting where the leadership team of the Institute analyzes the work situation, discusses, decides, and deploys important internal work. It mainly includes:

1. Deploy and implement the strategic plans and work tasks determined by the Chinese Academy of Sciences, review and decide on the development plan, strategic goals, work priorities, and reform and innovation initiatives of the Institute;

2. Determine the basic management system and mechanism of the Institute, review and decide on discipline layout, organizational structure, resource allocation, personnel arrangements, salary management, assessment rewards and punishments, candidates for Board Chairman and supervisor of holding or directly managed enterprises, and major management regulations;

3. Determine the principles and strategies of external cooperation of the Institute, and review and decide on major matters of external cooperation;

4. Determine the principles and policies for the management of State-owned assets and State-owned capital of the Institute, review and decide on major economic matters such as the use, possession, disposal of institute-owned property, entry, transfer, authorization, and evaluation of intangible assets, and overseas investment, profit distribution, and equity changes of operating State-owned assets;

5. Determine the internal audit matters of the Institute, deliberate and approve the annual internal financial budget plan and financial budgetary final accounts report;

6. Deliberate and approve other important documents and major matters of the Institute.

II. The Director Office Meeting is convened and presided over by the director or by the institute leaders appointed by the director. The Secretary of the Party Committee, deputy director, Deputy Secretary of Party Affairs Committee, Secretary of Discipline Inspection Commission, Head and Deputy Head of the Preparatory Office of university of the Chinese Academy of Sciences participate as members of the Director Office Meeting, and the Director of the Department of General Affairs attends as a non-voting member. When necessary, relevant personnel are invited to attend as non-voting members according to the agenda.

III. The agenda of the Director Office Meeting is proposed by the Department of General Affairs upon soliciting opinions from members of Director Office Meeting and submitted to the President for approval. The relevant materials included in the agenda of the meeting shall be reported in writing or in PPT form, and submitted to the Department of General Affairs for distribution to the members of the Director Office Meeting three days before the meeting. The meeting generally does not discuss agendas other than those scheduled.

IV. The Director Office Meeting implements the decision-making system of the President.

V. The Director Office Meeting is generally held once a month, and the time is set to the second Tuesday of each month. In case of special circumstances, the Division of General Affairs is responsible for coordinating the meeting time.

VI. The Director Office Meeting is recorded by a dedicated person, and the meeting minutes are formed within 5 days after the meeting and followed up by the Department of General Affairs. The minutes of the Director Office Meeting are drafted by the Department of General Affairs, reviewed by the Director of the Department of General Affairs, co-signed by the Secretary of the Party Committee, and issued by the director.

Chapter 2 Party Committee Meeting

I. The Party Committee Meeting is a meeting where the party committee conveys and learns the spirit of superior organizations, researches and deploys the construction of the party in SIAT, and discusses cadre work and participates in the decision-making of "three major and one large" matters. It mainly includes:

1. Convey and learn the party's line, principles, policies, and decisions of superior party organizations, as well as relevant documents, conference spirits, and study and implement opinions and measures.

2. Research and discuss the construction of the party's ideology, organization, style, integrity, and system; conduct thematic research on united front work, Workers Congress Meeting work, mass organization work, spiritual civilization construction, and innovative cultural construction.

3. Research and discuss the "three major and one large" matters of SIAT.

4. Deliberate and review the work plan for the term of the party committee, annual work plan, work summary, and special work.

5. Research and discuss the election of Party Committee, Discipline Inspection Commission, and party branch, the work of party member development, as well as the commendation, reward, and punishment of party branches and party members.

6. Work together with the administrative leaders to carry out the selection, education, training, assessment, and supervision of cadres. Research and discuss the preliminary candidates for middle-level party officials and propose opinions on the preliminary candidates for middle-level administrative officials.

7. Research and discuss the party's work on clean governance and the work reported by the Discipline Inspection Commission.

II. The Party Committee Meeting is convened and presided over by the Secretary of the Party Committee, attended by members of the Party Committee, and the Director of the Department of Party-masses Relationship and the Secretary of the Party Committee Meeting attends as non-voting members. When necessary, administrative members of the leadership team who are not members of the Party Committee are invited to attend and relevant personnel are invited to attend as non-

voting members according to the agenda.

III. The agenda of the Party Committee Meeting is proposed by the Department of Party-masses Relationship after soliciting the opinions of the members of the party committee, and submitted to the Secretary of the Party Committee for approval. The meeting materials are sent to the members of the Party Committee before the meeting.

IV. When the Party Committee Meeting makes decisions, it shall conduct sufficient deliberations and discussions, and on the basis of basic consensus, vote according to the principle of majority rule. The voting results are announced by the compere of the meeting on the spot.

V. The Party Committee Meeting is generally held once every quarter, and is scheduled to be held on the second Tuesday of the first month of each quarter. In case of special circumstances, the Department of Party-masses Relationship is responsible for coordinating the meeting time.

VI. The Party Committee Meeting is recorded by a dedicated person, and the meeting minutes are formed within 5 days after the meeting and followed up by the Division of Party-masses Relationship. The minutes of the Party Committee Meeting are drafted by the Department of Party-masses Relationship, reviewed by the Director of the Department of Party-masses Relationship, and issued by the Secretary of the Party Committee.

Chapter 3 Institute Administrative Affairs Meeting

I. The Institute Administrative Affairs Meeting is an office meeting where the Institute's leadership and key personnel of middle management communicate, communicate, and arrange daily work, discuss and deliberate relevant work policies, measures, regulations, and make decisions on major issues in daily work. It mainly includes:

1. Convey and learn the spirit of superior meetings and work, analyze and discuss national strategic needs and the dynamics of scientific and technological development;

2. Discuss and formulate relevant reform and development measures within the Institute and phase work priorities, determine the annual work tasks and assessment objectives of internal institutions;

3. Discuss and review important regulations within the Institute;

4. Report on the overall progress and situation of work within the Institute;

5. Deliberate other matters that shall be studied and decided by the Institute Administrative Affairs Meeting.

II. The Institute Administrative Affairs Meeting is convened and chaired by the director or institute leaders delegated by the director. The Secretary of the Party Committee, Deputy director, Deputy Secretary of Party Affairs Committee, Secretary of Discipline Inspection Commission, leaders of the Preparatory Office of university of the Chinese Academy of Sciences, deans of colleges, directors of institutes, and heads of functional departments and technical platforms attend. When necessary, relevant personnel are invited to attend as non-voting members according to the agenda.

III. The agenda of the Institute Administrative Affairs Meeting is collected from various research institutes and functional departments by the Department of General Affairs. The meeting agenda is reported in writing in advance, and after obtaining the consent of the leaders in charge of specific areas of the Institute, it is determined by the President. The Department of General Affairs is responsible for organizing meeting agendas. Meeting agendas shall ideally be accompanied by written reports or PPT presentations, and they shall be submitted to the Department of General Affairs and distributed to members of the Institute Administrative Affairs Meeting three days before the meeting.

IV. The Institute Administrative Affairs Meeting implements the decision-making system of the director based on sufficient discussion.

V. The Institute Administrative Affairs Meeting is generally held every other month, scheduled for the second Tuesday of every other month. In case of special circumstances, the Department of General Affairs is responsible for coordinating the meeting time.

VI. The Institute Administrative Affairs Meeting is recorded by a dedicated person, and meeting minutes are formed within 5 days after the meeting. The minutes of the Institute Administrative Affairs Meeting are drafted by the Department of General Affairs, reviewed by the Director of the Department of General Affairs, co-signed by the Secretary of the Party Committee, and issued by the director. Matters that need to be handled as decided by the Institute Administrative Affairs Meeting are organized and implemented by leaders in charge of specific areas of the Institute or the Director Assistants. The Department of General Affairs is responsible for supervision, and the implementation status is reported at the next Institute Administrative Affairs Meeting.

Chapter 4 Workers Congress Meeting

The Workers Congress Meeting (hereinafter referred to as "Workers Meeting") is an important means to achieve transparency in institute affairs and rely on all employees to run SIAT well. SIAT's main responsibilities include:

1. Deliberate the goals of the director's term, the strategic planning for the development of SIAT, major reform plans, and important regulations; listen to the director's annual work report and asset and financial work report;

2. Deliberate major issues related to employee rights and welfare;

3. Conduct democratic evaluation and supervision of middle-level and above leaders of the Institute with relevant departments, and propose reward and punishment suggestions;

4. Collect and organize proposals, reflect employees' opinions and suggestions; supervise and inspect the implementation of proposals.

II. The Workers Congress Meeting shall be held annually. According to the work needs, if the Standing Presidium or the director proposes and the Party Committee agrees after discussion, the Workers Congress Meeting can be held; more than two-thirds of employee representatives must attend for it to be effective.

III. The Standing Presidium is responsible for organizing the collection and organization of proposals, and for tracking and supervising the handling of proposals. It may also entrust the Proposal Working Committee or a group to be responsible. The Department of Party-masses Relationship is responsible for organizing and coordinating the organization and work of the Workers Congress Meeting according to its responsibilities.

IV. Resolutions of the Workers Congress Meeting must be approved by more than half of all employee representatives present.

V. The Workers Congress Meeting is recorded by a dedicated person, and the meeting minutes are formed within 5 days after the meeting and followed up by the Department of Party-masses Relationship. The minutes of the Workers Congress Meeting are drafted by the Department of Party-masses Relationship, reviewed by the Director of the Department of Party-masses Relationship, and issued by the Director of the Workers Congress Meeting.

Chapter 5 Academic Committee Meeting

I. The Academic Committee Meeting conducts academic evaluations, consultations, and supervision on major scientific research deployments, discipline construction, research team building, and the construction of research ethics and academic atmosphere in SIAT. Specifically:

1. It provides consultation and advice on the development strategy, major scientific research deployments, and discipline construction of SIAT.

2. It provides evaluation opinions on the human resources development strategy and incentive system, scientific research team construction of SIAT, and the current international level of the team;

3. It provides evaluation opinions on scientific layout and the establishment and cancellation of research units;

4. It provides opinions and suggestions on academic atmosphere construction, and proposes handling suggestions for events violating scientific research ethics and academic misconduct.

II. The Academic Committee Meeting is convened and chaired by the head, and in the head's absence, the deputy head may be entrusted to convene and chair the meeting, with academic committee members attending. Secretary of the Party Committee, deputy director, Deputy Secretary of Party Affairs Committee, Secretary of Discipline Inspection Commission, Director Assistants, Directors, heads of various functional departments and technical platforms, and scientific research and management backbones attend as non-voting members when necessary.

III. The Academic Committee Meeting generally holds a full committee meeting once a year in mid-year. The Department of Science & Technology Development is responsible for planning application, agenda determination, time coordination, and budgeting, which are implemented after discussion and approval by the Director Office Meeting.

IV. Matters requiring a vote at the Academic Committee Meeting must have attendance from more than two-thirds of all committee members. Voting is conducted by anonymous ballot. Proposals are considered passed if more than half of the attending committee members agree, and confirmed proposals are signed by the head. Specially invited committee members are notified of all matters of the Academic Committee Meeting, but do not participate in voting.

V. The Department of Science & Technology Development is responsible for organizing the Academic Committee Meeting, and meeting minutes are formed within 5 days after the meeting. Meeting minutes of the Academic Committee Meeting are drafted by the Secretariat Department of the Academic Committee Meeting, reviewed by the Department of Science & Technology Development Director, co-signed by the leaders in charge of specific areas of the Institute, and issued by the head of the Academic Committee.

Chapter 6 Strategic Planning Meeting

I. The Strategic Planning Meeting is a working meeting where the Institute's leadership team and key scientific research and management personnel analyze the current situation, formulate medium- to long-term development plans for the Institute, and determine and deploy annual plans.

II. The Strategic Planning Meeting is chaired by the director or institute leaders delegated by the director. The Secretary of the Party Committee, deputy director, Deputy Secretary of Party Affairs Committee, Secretary of Discipline Inspection Commission, President assistants, Director, heads of various functional departments and technical platforms, scientific research and management backbones, and external specially appointed experts participate, with relevant personnel in attendance as non-voting members.

III. The Strategic Planning Meeting involves the director reporting on the overall planning and task deployment for the year, directors of various research institutes and heads of functional departments reporting on annual work objectives, task indicators, and implementation measures for their respective units, and external specially appointed experts delivering thematic analysis reports on the situation and development.

IV. The Strategic Planning Meeting is generally held once a year at the beginning of the year. The Department of Science & Technology Development is responsible for planning applications, agenda determination, time coordination, and budgeting, which are implemented after discussion and approval by the Director Office Meeting.

V. The Department of Science & Technology Development is responsible for organizing the Strategic Planning Meeting and compiling written summary materials within five working days after the meeting, which are then published throughout the Institute upon approval by the director.

Chapter 7 Annual Theory-discussing Meeting

I. The Annual Theory-discussing Meeting is a meeting where the Institute's leadership team and scientific research and management personnel analyze and assess the current situation, learn about relevant domestic and international policies, scientific and technological trends, management experiences, summarize and review the Institute's work execution, and clarify future development guidelines, goals, and measures, or it may be a seminar focusing on the Institute's current important or critical work.

II. The Annual Theory-discussing Meeting is chaired by the director or institute leaders delegated by the director. The Secretary of the Party Committee, deputy director, Deputy Secretary of Party Affairs Committee, Secretary of Discipline Inspection Commission, Director Assistants, Director, heads of functional departments and technical platforms, research and management backbones, and external specially appointed experts participate, with scientific research and management personnel and external specially appointed experts in attendance as non-voting members when necessary.

III. The Annual Theory-discussing Meeting involves the President summarizing the stage work of the current year, making requirements for important or critical work in the next stage, institute leaders, external specially appointed experts, and internal scientific research or management backbones delivering thematic speeches focusing on the important or critical work proposed by the director or on issues related to the Institute's development and reform process, and, if necessary, directors of various research institutes, heads of functional departments and technical platforms reporting on the completion of stage work objectives, task indicators, and implementation measures.

IV. The Annual Theory-discussing Meeting is generally held once a year, scheduled for the second week of August.

V. The Department of Science & Technology Development is responsible for planning applications, agenda determination, time coordination, and budgeting of the Annual Theory-discussing Meeting, which are implemented after discussion and approval by the Director Office Meeting.

VI. The Department of Science & Technology Development is responsible for organizing the Annual Theory-discussing Meeting and compiling written summary materials within five working days after the meeting, which are then published throughout the Institute upon approval by the director.

Chapter 8 Assessment and Communication Meeting

I. The Assessment and Communication Meeting is a comprehensive assessment and evaluation meeting conducted by the Institute's leadership team on the work of various units and centers (research rooms) throughout the year. It is also a reporting meeting for the Institute and various units and centers (research rooms) on their annual business work.

II. The Assessment and Communication Meeting is chaired by the director, with the Secretary of the Party Committee, deputy director, Deputy Secretary of Party Affairs Committee, Secretary of Discipline Inspection Commission, director Assistants, leaders of various units (centers, rooms) and scientific research and management backbones participating. All institute employees and students may attend as non-voting members.

III. The Assessment and Communication Meeting involves directors of various research institutes, heads of functional departments and technical platforms, and leaders of centers (research rooms) summarizing the completion of annual work objectives of the units and individuals, task indicators, and implementation measures and work highlights, and answering questions. Members of the assessment committee or institute leaders comment and rate the reporting units and individuals.

IV. The Assessment and Communication Meeting is held once a year at the end of the year, with the Department of Human Resources responsible for planning applications, time coordination, budgeting, and the evaluation committee program, which are implemented after approval by leaders in charge of specific areas of the Institute and final approval by the director.

V. The Department of Human Resources is responsible for organizing the Assessment and Communication Meeting, compiling the assessment results within five working days after the meeting, and preparing written materials for approval by the Director Office Meeting before publication throughout the Institute.

Chapter 9 Annual Summary and Commendation Meeting

I. The Annual Summary and Commendation Meeting is an annual work summary and commendation meeting jointly held by the Institute's party and government leadership team.

II. The Annual Summary and Commendation Meeting is chaired by the director or institute leaders delegated by the director, with the Secretary of the Party Committee, deputy director, Deputy Secretary of Party Affairs Committee, Secretary of Discipline Inspection Commission, director assistants, heads of various units, scientific research and management backbones, and student representatives attending. Guests may be invited to attend as non-voting members when necessary.

III. The Annual Summary Meeting involves the President summarizing and reporting on the Institute's annual party and government work and outlining preliminary ideas for the next year's work, announcing commendation decisions, and presenting award certificates.

IV. The Annual Summary Meeting is held once a year at the end of the year or the beginning of the next year, sponsored by the Trade Union, with the Department of Party-masses Relationship, Department of Human Resources, and Department of General Affairs assisting. They jointly plan applications, determine agendas, coordinate time, and budget, which are implemented after discussion and approval by the Director Office Meeting.

V. The Trade Union, Department of Party-masses Relationship, and Department of Human Resources are responsible for organizing the Annual Summary Meeting, compiling written meeting materials within five working days after the meeting, and submitting them for approval by the President before promulgation throughout the Institute.

Chapter X Meeting Minutes

I. Specialized meeting minutes for major matters coordinated and decided by the Institute's leadership team, including safety minutes, Workers Congress Meeting minutes, Strategic Planning Meeting minutes, and archives-themed meeting minutes, are issued with unified numbering. The organizing unit drafts, and the review and issuance procedures follow the document approval process.

II. Meeting minutes for the Institute Administrative Affairs Meeting, Director Office Meeting, and Infrastructure Construction Meeting are issued with independent numbering.

Chapter XI Bylaw

I. Legal persons (Shenzhen Institute of Advanced Technology) shall execute this System in accordance with its provisions;

II. Party-government joint meetings may be held during meetings as needed;

III. This System is interpreted by the Department of General Affairs and the Department of Party-masses Relationship and shall be implemented from the date of issuance.