

# **Management Measures of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Information Disclosure Work**

## **Chapter 1 General**

**Article 1** To strengthen and regulate the organization and management of information disclosure work of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT), in accordance with the *Regulations of the People's Republic of China on the Disclosure of Government Information* and other relevant laws and regulations and files of the party and State, and in accordance with the requirements of the *Management Measures of the Chinese Academy of Sciences on Information Disclosure Work* (KFCB ZI [2015] No. 7), and combined with the actual situation of SIAT, these Management Measures are formulated.

**Article 2** The term "information" referred to in these Measures refers to the information generated, produced, or acquired by SIAT in the process of performing its duties, recorded and preserved in a certain form.

**Article 3** The principles and requirements of information disclosure work at SIAT are to guarantee the right to know and supervise the work of SIAT for citizens, legal entities, and other organizations in accordance with laws and regulations, effectively enhance transparency in work, improve the level of public services, actively respond to social concerns, and create a favorable public opinion atmosphere and social environment conducive to scientific and technological innovation.

## **Chapter 2 Scope of Information Disclosure**

**Article 4** Information of SIAT is divided into three types: proactive disclosure, disclosure upon request, and non-disclosure. Proactive disclosure includes comprehensive disclosure and internal disclosure information.

**Article 5** Comprehensive disclosure information in proactive disclosure refers to information released to the public, including:

(I) Basic information such as rules and regulations, organizational structure, and annual reports of information disclosure at SIAT;

(II) Work progress and achievements in various aspects such as scientific research, personnel, exchange cooperation, scientific popularization, annual statistics, and publications at SIAT;

If the above information contains information that is not disclosed according to the provisions of Article 6, other information is partially disclosed.

**Article 6** Internal disclosure information in proactive disclosure refers to information whose scope is limited to internal information of SIAT, including but not limited to:

(I) Specific decisions and determinations related to the development interests of SIAT;

(II) Management policies and decisions related to personnel, finance, scientific research, graduate student education, logistics, etc.;

(III) Financial budgets, fund allocation, and utilization of major scientific and technological projects and infrastructure projects;

(IV) Opinions solicited from employees through various forms such as workers congress meetings, democratic life meetings, symposiums, etc., and feedback on summarization and implementation;

(V) Other information not suitable for external disclosure.

**Article 7** Information that is not disclosed includes:

(I) Involving state secrets, scientific research secrets, work secrets, and personal privacy;

(II) Endangering national security, public security, economic security, and social stability;

(III) Information under investigation, discussion, review, or processing;

(IV) Other information that is not allowed to be disclosed by laws and regulations.

**Article 8** In addition to proactive disclosure and non-disclosure information, information upon request is disclosed.

### **Chapter 3 Institutions and Responsibilities**

**Article 9** Information disclosure at SIAT shall be carried out under the guidance of the principal leaders of the Institute and coordinated by the leaders in charge of specific areas. The Office of Cultural Propaganda of the Division of Industrial Cooperation and Development is responsible for the daily coordination and organization of information disclosure work and various units (departments) need to actively cooperate with relevant information disclosure work.

**Article 10** The specific responsibilities of the information disclosure work institution include:

(I) Formulating relevant rules and regulations for information disclosure work and promoting implementation;

(II) Organizing and coordinating the review, submission, and disclosure of relevant information by various departments and offices of the Institute;

(III) Supervising and inspecting the implementation and updating of information disclosure work at the Institute;

(IV) Completing other work related to information disclosure.

**Article 11** Each department and division and office is responsible for disclosing information within its scope of business, and the head of each department is responsible for the authenticity and confidentiality of the information provided by the department. The Department of Research Management and Public Service Platform for Science and Technology is responsible for providing information related to scientific research, international cooperation, and academic publications. The Department of Human Resources is responsible for providing information related to personnel and talents. The Department of Cooperative Education and Educational Work is responsible for providing information related to education. The Department of Public Affairs and Finance and Assets is responsible for providing information related to the basic situation of the Institute, rules and regulations, financial funds, and annual statistics. The Department of Industrial Cooperation and Development is responsible for providing information related to institute-local cooperation, popular science, and other related information. The Management Office of Operating State-owned Assets is responsible for providing relevant information.

**Article 12** Before disclosing information within the scope of each department's business of SIAT, it is necessary to conduct a confidentiality review of the information to be disclosed in accordance with the *Law of the People's Republic of China on the Protection of State Secrets* and other relevant laws, regulations, and national regulations.

## **Chapter 4 Information Disclosure Platform and Methods**

**Article 13** The main platforms for information disclosure at SIAT include:

- (I) SIAT website homepage and internal pages;
- (II) Promotional videos, brochures, and other internal publications;
- (III) Workers congress meetings, party congress meetings, annual planning or summary meetings, democratic parties' symposiums, press conferences, and other related meetings;
- (IV) Information bulletin boards, electronic information screens, and other facilities;
- (V) Newspapers, radio, television, internet, and other news media;
- (VI) New media channels such as WeChat

**Article 14** Internal information is only allowed to be published on the internal network and internal publications of the Institute, and cannot be released on public platforms.

**Article 15** In addition to proactive disclosure information, citizens, legal entities, or other organizations may apply in writing to obtain relevant information based on their special needs for production, life, scientific research, etc. The information disclosure institution of SIAT shall promptly respond to or transfer the application for information disclosure to the relevant department or division and office for response.

Applications for information disclosure shall include the following:

- (I) Name of the applicant, contact information;
- (II) Description of the content of the information requested for disclosure;

- (III) Form requirements for the requested information disclosure;
- (IV) Purpose and use of the requested information disclosure.

**Article 16** Information disclosure requests at SIAT shall be processed according to the following circumstances:

(I) If the requested information belongs to information that shall be disclosed and has already been disclosed, inform the applicant of the method and way to obtain the information;

(II) If the requested information belongs to information that shall be disclosed, but has not yet been disclosed by the relevant department, transfer the request to the relevant department to provide the corresponding information to the applicant, and urge the department to disclose the relevant information in a timely manner;

(III) If the requested information does not belong to the business scope of SIAT or the information does not exist, inform the applicant; if the unit responsible for disclosing the information can be determined, inform the applicant of the name and contact information of the unit;

(IV) If the content of the application is unclear, inform the applicant to make changes or supplements;

(V) If the information requested for disclosure contains content that shall not be disclosed, but can be distinguished, provide the applicant with the information content that can be disclosed;

(VI) For information requested by the applicant that is unrelated to the applicant's production, life, scientific research, etc., it may not be provided; if the requested information belongs to the scope of non-disclosure, it shall not be provided. When deciding not to provide information, inform the applicant and explain the reasons.

**Article 17** The time for information disclosure: In principle, information shall be disclosed within 20 working days after the information is formed; if the content of the disclosed information changes, the relevant responsible department or division and office shall update the relevant information within 20 working days from the date of the information change.

## **Chapter 5 Supervision and Guarantee**

**Article 18** The Leading Group of Scientific Communication Work of SIAT is responsible for supervising and inspecting the information disclosure work; the Supervision & Auditing Office of SIAT is responsible for supervising and inspecting the illegal and disciplinary situations involved in the information disclosure work.

**Article 19** Citizens, legal persons, or other organizations believe that SIAT has not fulfilled its obligation to disclose information in accordance with the law, they can report to the Supervision & Auditing Office of SIAT and its personnel. The department or personnel receiving the report shall conduct an investigation and handle it in a timely manner.

## **Chapter 6 Bylaw**

**Article 20** These Measures are interpreted by the Department of Industrial Cooperation and Development of SIAT.

**Article 21** These Measures shall be implemented from the date of promulgation.