

Content

Title :	Operation Directions for the Management and Evaluation of the Executive Yuan Gazette 
Date :	2010.04.08
Legislative :	Promulgated by Executive Yuan on May 8, 2008 Revised by Executive Yuan on April 8, 2010
Content :	Chapter I General Principles 1. The Executive Yuan has promulgated these Directions to establish a gazette system, promote the voluntary disclosure of government information, protect citizens' rights and interests, and create relevant management and evaluation operations. 2. The Executive Yuan and its subordinate agencies and institutions (hereinafter referred to as "agencies") shall appoint designated personnel who are responsible for the review of agency information and content publishing formats to be included in the Executive Yuan Gazette (hereinafter referred to as the "Gazette"), and who carry out matters related to the publishing of the Gazette. 3. The homepage of agencies' websites shall be linked to the Executive Yuan Gazette website. Chapter II Management of Gazette Publishing, Editing and Deliberations 4. With the exception of Saturdays, Sundays and national holidays, the Gazette shall be published daily, and include offprints classified for publishing. Electronic files from the print version shall be simultaneously posted on the Executive Yuan Gazette website. The Gazette shall be reproduced as a compact disk edition which includes an index for each quarter. 5. The Gazette shall be edited and organized according to agency functions and categorized into the following eight chapters. An offprint of each chapter shall be published: (1) General affairs: Information regarding the Executive Yuan; accounting and statistics; personnel; Mainland China affairs; research, development and evaluation; and other affairs not covered under the following seven chapters. (2) Interior affairs: Information regarding interior affairs, coastal patrol, indigenous peoples, Hakka affairs, and elections. (3) Foreign affairs, national defense and legal affairs: Information regarding foreign affairs, national defense, legal affairs, overseas compatriot affairs, and veteran affairs. (4) Finance and economic affairs: Information regarding finance, economics, Central Bank of China, economic planning and development, fair trade, consumer protection, and financial supervision. (5) Education and cultural affairs: Information regarding education, Mongolian affairs, government information, National Palace Museum, national science, youth affairs, culture, and sports. (6) Transportation and public constructions: Information regarding transportation, public construction, aviation safety, and communications. (7) Agriculture and environmental protection: Information regarding environmental protection, atomic energy, and agriculture. (8) Public health and labor affairs: Information regarding public health and labor affairs. 6. Main items for the Table of Published Gazette Content (Appendix 1) shall be as follows: (1) Regulations (2) Administrative directions

- (3) Notices
- (4) Enforcement directives
- (5) Supplement I: President' s proclamations and remarks with the Executive Yuan Premier (published on an irregular basis).
- (6) Supplement II: Premier' s suggestions, decisions, and resolutions from Executive Yuan meetings (published on an irregular basis).
- (7) Supplement III: Treaties, acts, and emergency orders promulgated by the president (published every Friday, in principle).
- (8) Others

Matters noted in subsections 5 to 7 of the preceding paragraph shall be published as appendices to the Gazette.

7. Subscriptions to the Gazette by agencies, organizations or individuals shall be charged and paid to the national treasury, with the exception of copies distributed for free.

Gazette electronic files may be requested and downloaded free of charge.

8. Free copies of the Gazette will be distributed at the following locations:

- (1) Presidential Office, Executive Yuan, Legislative Yuan, Judicial Yuan, Examination Yuan, and Control Yuan.
- (2) Research, Development and Evaluation Commission (hereinafter referred to as the "RDEC").
- (3) Government publication depository libraries.
- (4) Township (city) libraries and public libraries above the township level.
- (5) Locations approved by the RDEC on the basis of need.

The number of free copies mentioned in the preceding paragraph shall be stipulated by the RDEC.

9. Gazette information shall be published in accordance with the Horizontal Writing System for Official Documents and other relevant directions and, in principle, on A4 vertical pages with horizontal writing. Charts and tables may be published on horizontal pages with horizontal writing, but may not run across a page spread. The resolution of graphic files must be at least 300 dpi.

Information published in the Gazette shall be sent to the Executive Yuan Gazette Publishing Center (hereinafter referred to as the "Publishing Center") as appendices to the "To-be-published Gazette File" or the "Sent-for-publication Gazette File" via the electronic official document exchange method (documents required for an electronic official document exchange are listed in Appendix 2).

To facilitate data interconnections with the Laws and Regulations Database of the Republic of China, the "Summary Table for Regulations and Administrative Directions to be Published on the Executive Gazette" (Appendix 3) together with the "To-be-published Gazette File" or the "Sent-for-publication Gazette File" shall be completed and submitted to the Publishing Center in order to register changes to regulations and administrative directions, or advance notices regarding drafts of legal order to be published.

Uncommon characters, special symbols, superscripts, mathematical formulas, and chemistry formulas used in the Gazette shall follow guidelines in the All Idiographic Database of the Directorate-General of Budget, Accounting and Statistics of the Executive Yuan, and should not include unrecognizable code and abnormal spacing.

10. Agencies shall instruct designated responsible personnel to review to-be-published Gazette information in accordance with the guidelines mentioned above when submitting information for internal approval. Information shall be published in accordance with the following directions and a copy shall be sent to designated responsible personnel at the same time:

(1) Regulations and administrative directions:

1. The date of promulgation shall be the same as the publishing date of the current Gazette issue when promulgating, revising or abolishing regulations and administrative directions.

2. Agencies shall send the "To-be-published Gazette File" and attached promulgation order to the Publishing Center at the latest before noon, two working days before the current Gazette issue' s publishing date.

3. The "Sent-for-publication Gazette File" and attached promulgation

order shall be sent to the Publishing Center before 10 a.m. on the publishing date of the current Gazette issue in order to complete the publication process.

(2) Notices, enforcement directives, and others:

1. The "Sent-for-publication Gazette File" is used for carrying out the publishing process.

2. The advance notice period for drafts of legal order shall be at least 7 days after the published date of the Gazette.

11. The Publishing Center shall enter published agency information downloaded from the electronic official document exchange system into the "Gazette Management System" (hereinafter referred to as the "Management System"), and inform designated responsible personnel of each agency via electronic mail to carry out the following matters before the date designated by the management after metadata has been filed and analyzed:

(1) Immediately inform the Publishing Center to cancel the publication if there are errors in the content, and issue a new official document for publishing.

(2) Confirm the publishing date of the Gazette, and simultaneously conduct the promulgation process of regulations and administrative directions.

(3) Inform the Publishing Center immediately regarding revisions if there are errors in the analyzed metadata.

12. The Publishing Center shall contact the Gazette publishing unit of the Presidential Office regarding the publication and confirmation of the president's proclamations in Supplement I, and treaties, acts and emergency orders in Supplement III of the Gazette.

13. The Publishing Center shall simultaneously release a hard copy and electronic copy of the Gazette before 4 p.m. on the third working day after the receiving date (before noon) of published information.

If published information is received after noon, its receiving date shall be considered the following day.

14. Information that has been published in the Gazette shall be under the custody of the RDEC for one year, after which it shall be administered in accordance with relevant regulations of the Archives Act.

Chapter III Evaluation of the Gazette

15. The evaluation prescribed in these Directions shall be used for subordinate ministries, commissions, councils, banks, directorates-general, offices, administrations, departments, and museums of the Executive Yuan (hereinafter referred to as "ministries and commissions"), and shall be administered in two groups, based on the annual volume of publication in three categories - regulations, administrative directions, and drafts of legal order; the amount of material to be evaluated under each of the two groups will be variably determined by the amount of material published by respective agency in the Gazette in the year.

The amount of material published in the Gazette as stipulated in the subparagraphs of the preceding paragraph shall include materials published by the ministry or commission and its subordinate agencies.

16. Evaluation key points shall be as follows:

(1) For promulgation, revision or abolition of regulations and administrative directions with no designated promulgation or effective dates, the published date shall be the same as the published date of the Gazette.

(2) The completeness and accuracy of Gazette information administered by ministries and commissions.

(3) Provision of a complete and accurate "Summary Table for Regulations and Administrative Directions to be Published on the Executive Gazette."

(4) The advance notice period for drafts of legal order shall comply with stipulations in Item 2 of Subparagraph 2 of Paragraph 10.

17. Evaluation method and indices shall be as follows:

(1) Ministries and commissions shall complete the Evaluation Information Summary Form (Appendix 5), based on the Gazette publishing status, and send this by letter to the RDEC before January 31 of each year.

(2) The RDEC shall conduct evaluations on the basis of the Management System and information sent in accordance with the preceding subparagraph

by ministries and commissions.

(3) Evaluation indices shall be divided into two categories, namely management and publication. Details of each category are listed in Appendix 6.

18. Reward standards for evaluation results shall be as follows:

(1) Group 1:

1. The Executive Yuan shall present an award certificate to those ranking first in the evaluation and receiving a score of more than 90 points; designated responsible personnel and the supervisor shall each receive two merits.

2. The Executive Yuan shall present an award certificate to those ranking second in the evaluation and receiving a score of more than 90 points; designated responsible personnel and the supervisor shall each receive one merit.

3. The Executive Yuan shall present an award certificate to those ranking third in the evaluation and receiving a score of more than 85 points; designated responsible personnel and the supervisor shall each receive two citations.

4. The Executive Yuan shall present an award certificate to those ranking fourth in the evaluation and receiving a score of more than 85 points; designated responsible person and the supervisor shall each receive one citation.

(2) Group 2:

1. The Executive Yuan shall present an award certificate to those ranking first in the evaluation and receiving a score of more than 90 points; designated responsible personnel and the supervisor shall each receive one merit.

2. The Executive Yuan shall present an award certificate to those ranking second in the evaluation and receiving a score of more than 90 points; designated responsible personnel and the supervisor shall each receive two citations.

3. The Executive Yuan shall present an award certificate to those ranking third in the evaluation and receiving a score of more than 85 points; designated responsible personnel and the supervisor shall each receive one citation.

19. The RDEC shall report the evaluation results to the Executive Yuan for approval, and send results by letter to ministries and commissions for reference and improvements.