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Title :	Operation Directions for Individual Projects Control and Evaluation of Executive Yuan Subordinate Agencies 
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Content :	Chapter I General Principles 1. The Executive Yuan has issued these Directions in order to improve administrative performance of cabinet ministries, commissions, councils, the Central Bank of the Republic of China (Taiwan), directorates-general, administrations, the National Palace Museum, the provincial government, and the provincial consultative council under it (hereinafter referred to as “the Departments”). 2. The “individual projects” referred to in these Directions refers to major project items listed in the Executive Yuan’ s annual administrative project, fixed asset construction, improvement, and expansion projects listed in the subordinate unit budgets of the central government’ s general budget, and other projects examined and approved by the Executive Yuan. 3. Individual projects of Departments and their subordinate agencies and institutions (hereinafter referred to as “the Agencies”) should be divided into three classes: those controlled by the Executive Yuan (hereinafter referred to as “Executive Yuan-controlled”), Department-controlled projects, and those independently controlled by agencies and institutions subordinate to the Departments (hereinafter referred to as “independently controlled”) with supervision and evaluation carried out on the basis of management by exception. 4. Executive Yuan-controlled projects are supervised and evaluated by the National Development Council, together with the Ministry of Science and Technology and the Office of the Board of Science and Technology, Executive Yuan (hereinafter referred to collectively as “the supervising agencies”). Social and economic development projects and public construction projects will be supervised and evaluated by the National Development Council; technological development projects will be supervised and evaluated by the Ministry of Science and Technology and the Board of Science and Technology, Executive Yuan. Department-controlled projects are supervised and evaluated by the supervision and evaluation units of the Departments. Independently controlled projects are supervised and evaluated by the supervision and evaluation units of Department-subordinate agencies and institutions. For Executive Yuan-controlled projects executed through interagency coordination, the organizing agency shall be responsible for organization, coordination, integration, and the exercise of control in

collaborating with relevant agencies to advance the project, and shall establish project workgroups to strengthen their administration. Department-controlled or independently controlled projects executed through interagency coordination may be carried out with reference to Executive Yuan-controlled projects.

Chapter II Classified control options

5. The following individual projects shall be listed as Executive Yuan-controlled projects:

- (1) Special projects reported to the Executive Yuan for examination and approval and designated by the Executive Yuan as Executive Yuan-controlled projects.
- (2) Important mid- and long-term individual projects requiring Executive Yuan's control.
- (3) Projects which are part of current major policies.
- (4) Important inter-departmentally executed projects.
- (5) Other important projects chosen by the Executive Yuan.

The following individual projects shall be listed as Department-controlled projects:

- (1) Those indicated to be important administrative projects by senior officials
- (2) Projects jointly executed by two or more subordinate agencies or institutions.
- (3) Projects executed by internal units of the Departments.
- (4) Other important projects not listed as being Executive Yuan-controlled.

All individual projects not listed as either Executive Yuan-controlled or Department-controlled shall be independently controlled by the Agencies. Regular, routine work, however, may be omitted from these administrative classifications.

6. The classified control selection work process is as follows:

- (1) The National Development Council shall examine current administrative priorities and meet with relevant agencies by the end of September of the previous year to consult on setting work regulations for individual projects selection for the current year according to the principles of classification set forth in the preceding instruction.
- (2) The Departments shall submit recommendations for the classified control of individual projects for the coming year before the end of October, with special note made of interagency projects.
- (3) After the National Development Council collects and organizes information reported by the Departments, it will examine the information in conjunction with the Ministry of Science and Technology, the Board of Science and Technology, Executive Yuan and the operational departments of the Executive Yuan, and may request the related Agencies' cooperation in the examination as needed.
- (4) After the National Development Council collects and summarizes the results of its examinations and reports them to the Executive Yuan for approval, the results will be publicized on the Executive Yuan Government Project Management Network Website.

Chapter III Formulation of Work Plans

7. After the examination and approval of classified control items, for Executive Yuan-controlled projects, supervision and evaluation units of the Agencies shall assist the agency organizing the project in formulating annual work plans prior to January 15 of the year as the basis for its execution and control; for Department-controlled projects and independently controlled projects, the organizing agency shall formulate work plans according to the schedule set by the Departments.
8. For projects jointly organized by two or more agencies or units, the supervising agencies or the supervision and evaluation units of the Departments may designate an agency or unit to be responsible for coordinating work based on the nature of the tasks to be performed. This agency or unit shall proactively coordinate with organizing and assisting agencies or units to determine the division of labor and to formulate work plans by the deadline stipulated in the preceding provision.
9. Supervision and evaluation units of the Agencies are responsible for examining work plans; Executive Yuan-controlled projects undergo preliminary examination by the competent Department before being sent to the supervising agencies for examination and approval; Department-controlled projects are examined and approved by the competent Department; independently controlled projects are examined and approved by the competent Department or independently examined and approved by subordinate agencies or institutions per the regulations of the competent Department.

Chapter 4 Periodic Review

10. The periodic review work process is as follows:
 - (1) The organizing agency of a project shall submit an updated report on the progress and results of implementation by the 10th of the month following the supervision and evaluation cycle, and ensure the accuracy of the information provided.
 - (2) Where a project is jointly organized by two or more agencies or units, the agency or unit assigned responsibility for coordinating work will coordinate with the organizing and supporting agencies or units to collect organized and submit an updated report on the progress and results of implementation prior to the deadline stipulated in the preceding subsection, and convene project meetings for review in a timely manner.
 - (3) If progress on the implementation of a project is behind schedule, the organizing unit shall immediately conduct a review, list the reasons for the delay, and recommend corresponding responses. The supervision and evaluation units of the Agencies shall provide recommendations for supervision and evaluation and promptly assist in resolving the issue.
 - (4) The supervision and evaluation units of the Agencies shall summarize the implementation status of the plan per the supervision and evaluation cycle and report it in a meeting of competent agencies for review.

The supervision and evaluation cycle referred to in the preceding paragraph is set separately by the supervising agencies and the Departments according to control classification but may not exceed

three months in length.

11. Implementation Checks:

(1) The supervising agencies and supervision and evaluation units of the agencies may conduct project checks per the Implementation Directions of Supervision and Evaluation Checks by Agencies Subordinate to the Executive Yuan.

(2) Where a check discovers an issue over which the organizing agency or unit has authority and responsibility, said agency or unit should be charged with coordinating the resolution of the issue independently within the set time; where coordination efforts are unsuccessful, the superior agency, or the supervision agencies organizing the check, or the supervision and evaluation units of the Agencies shall immediately be notified to assist in resolving the issue.

Chapter 5 Work Plan Adjustments or Abrogation of Administrative Responsibility

12. The agencies organizing a project shall implement and execute the work plan as approved. However, an application may be made to adjust a plan or abrogate control of a plan under the following circumstances:

(1) An application may be made to adjust a work plan under the following circumstances:

- A. An agency or unit is unable to carry out the plan due to modification of mission, merger or dissolution.
- B. Institutional or legislative changes affect the execution of the plan.
- C. Increases or reduction of the annual project budget (or other resources) affect the execution of the plan.
- D. The occurrence of special circumstances of force majeure severely affects the execution of the plan.

(2) An application may be made to withdraw administrative responsibility under the following circumstances:

- A. An agency or unit is unable to carry out the plan due to the modification, merging or elimination of duties.
- B. The plan should be discontinued due to changes in policy or circumstances.
- C. The plan cannot be carried out because the originally approved resources are no longer available.
- D. The plan is combined with other plans or the control of the plan is divided.

Where the application in the preceding paragraph involves an Executive Yuan-controlled project, the organizing agency shall submit the application three months prior to the scheduled conclusion of the work plan, and the competent Department will transfer the examined application to the Executive Yuan two months prior to the scheduled conclusion of the work plan. Late applications may not be submitted. For work plan adjustments applied for whose scope differs from the scope of the work originally set for the current year, the plan should first be amended in accordance with the Directions for Editing and Deliberation of Medium- and Long-Term Individual Plans of Executive Yuan Subordinate Agencies before an application may be submitted.

13. Authority to examine cases of applications to adjust or withdraw administrative responsibility for work plans is assigned as follows:
- (1) Either type of application made for an Executive Yuan-controlled project undergoes initial examination by the competent Department before being submitted to the Executive Yuan for approval.
 - (2) Authority to examine applications to adjust work plans for Department- controlled and independently controlled projects is assigned as stipulated in Direction 9.
 - (3) Applications to withdraw control responsibility for Department-controlled and independently controlled projects undergoes examination and approval by the competent Department before being submitted to the supervising agencies for later reference

Chapter 6 Project Evaluation

14. The Agencies shall conduct individual evaluations of the projects which are listed as administering by the end of the year. Project evaluations are conducted as follows:
- (1) The evaluation of Executive Yuan-controlled projects is divided into procedures of self-evaluation by the organizing agency, preliminary examination by the competent Department, Re-Examination by the Executive Yuan, and the announcement of evaluation results. The competent Department shall complete its preliminary examination by March 25 of the following year and submit the results to the Executive Yuan for re-examination.
 - (2) The evaluation of Department-controlled projects is divided into procedures of self-evaluation by the organizing agency, evaluation by the competent Department, and the announcement of evaluation results. Publication of the evaluation results is to be completed by April 15 of the following year.
 - (3) Evaluation procedures for independently controlled projects are determined by the competent Department. Evaluations may be conducted by the competent Department or organizing agency, with the announcement of evaluation results to be completed by April 15 of the following year.
15. The National Development Council shall set indices and report formats for evaluations of Executive Yuan-controlled projects; the competent Department may independently set evaluation indices and report formats for Department-controlled and independently controlled projects based on the characteristics of agencies and the nature of their duties, or conduct evaluations with reference to the provisions regarding Executive Yuan-controlled projects.
16. Academic institutions, professional organizations, or other trusted third-party may be commissioned to carry out the agencies' evaluation work, or academic or other experts invited to take part in evaluations as practical needs require, with the external professional assessment opinions included in the evaluation report. Personnel may be sent to conduct on-site checks, or the executing agency may be asked to send staff to provide explanations.
17. The Agencies shall reward or penalize the relevant personnel of their subordinate agencies (or units) based on the project evaluation results. This may not be repeated, however, where rewards or penalties

have been given for the same project on the basis of other regulations.

The standards and degrees of rewards and penalties and evaluation results referred to in the preceding paragraph are as follows:

(1) Executive Yuan-controlled projects: performances are to be divided into the four grades of Outstanding, Grade A, Grade B, and Grade C. A re-examination score of 90 or above is Outstanding, 80 or above but less than 90 Grade A, 70 or above but less than 80 Grade B, and less than 70 Grade C. The corresponding rewards and penalties are as follows:

A. Where agency implementation of a project is evaluated as Outstanding, two merits will be recorded for the organizing personnel, and one merit will be recorded for the related persons in charge at the organizing agency (or unit). If the project organizers have multiple projects for which rewards may be given, the highest cumulative grade of reward that may be given is one major merit; where the relevant persons in charge are simultaneously in charge of multiple projects, a reward will be given for the project with the highest performance grade.

B. Where agency implementation of a project is evaluated as Grade C, the organizing personnel in the related persons in charge at the organizing agency (or unit) may receive one or more warnings as warranted by circumstances.

C. Where the average of the evaluation scores for implementation of all projects by an agency averages Grade A or above, personnel responsible for project supervision and evaluation will receive two commendations.

D. For Executive Yuan-controlled projects implemented across agencies, the organizing agency may recommend that rewards and penalties be assessed for joint organizing agencies according to their project implementation performance as stipulated in the preceding three items.

(2) The Departments may independently set standards for rewards and penalties for the implementation of Department-controlled and independently controlled projects, or assign rewards and penalties per the preceding subsections.

18. Where the results of a work plan are not yet apparent due to it being initial preparatory work or part of the design phase, protracted funding freezes, or other factors, the organizing agency may apply to the competent Department for exemption from evaluation scoring by the end of September of the current year; for Executive Yuan-controlled projects, the competent Department shall also transfer applications to the Executive Yuan for approval by the end of October of the current year. Applications or transfers may not be made if these deadlines are missed. When the project is examined and consent is given for exemption from evaluation scoring, the implementation status report shall be submitted by the end of February of the following year.

Where an implementation status report on an Executive Yuan-controlled project is submitted per the provisions of the preceding paragraph, the National Development Council will send it

along with other project evaluation results to the relevant agencies for reference.

19. The Agencies shall incorporate the results of work plan evaluations into their administrative work and budgeting, and ensure that improvements are made to shortcomings in project implementation.

When the Agencies report on preliminary work on an ongoing project or when required for cost estimates and budgeting, it shall include project evaluation results for the past three years and report on the status of the handling of evaluation recommendations for the relevant work plans for the reference in deliberations by the competent Department and the Executive Yuan.

Where the results of a work plan evaluation conclude that the project should be discontinued, or the scale and budget for the project be reduced, the Agencies shall amend or end the project in accordance with relevant regulations.

Chapter 7 Supplementary Provisions

20. Individual projects newly added during the year shall be included in supervision and evaluation within ten days of being approved by the agency in charge.

21. Unless otherwise stipulated, for information required to be reported per these Directions, work shall be completed online using the Executive Yuan Government Project Management Network website, and submitted once approved by a person in charge with the authority to do so.

The Individual projects which are considered confidential can be excluded from the online submission requirement. The report format of such projects can be determined by the Department.

22. The Departments shall employ online auditing to periodically examine the data on work plans belonging to them and conduct inspections depending on the state of supervisions and evaluation mechanisms to facilitate supervision and evaluation work.

The Supervising agencies may utilize online auditing and inspection mechanisms to maintain awareness of the state of the Agencies' supervisory work, examine the state of the establishment and utilization of supervision mechanisms, and provide guidance on carrying out related work.

23. The Departments shall formulate and publicize on their websites relevant regulations on project supervision and evaluation in accordance with these Directions, stipulating work methods and deadlines for their subordinate agencies, units, and personnel.

24. Where individual projects are project grants by the central government to municipality and county (city) governments, the organizing agency shall coordinate with local governments to strengthen supervision in accordance with the separate provisions regarding grants projects and the supervision and evaluation of budget implementation in the Regulations for subsidies from Central Government to the Municipalities and County (City) Governments.

25. The municipalities and county (city) Governments may refer to the provisions set forth in these Directions on individual project supervision and evaluation work.