

Content

Title :	Operation Directions for the Management and Evaluation of the Executive Yuan Gazette 
Date :	2014.12.30
Legislative :	Promulgated by Executive Yuan Letter on May 8, 2008. Promulgated by Executive Yuan Letter on April 4, 2010. Promulgated by Executive Yuan Letter on December 30, 2014.
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: Accounting and statistics; personnel administration; Mainland China affairs; national development; consumer protection; gender equality; and other affairs not covered under the following seven chapters. (2) Interior affairs: Interior affairs, coastal patrol, indigenous peoples, Hakka affairs, and elections. (3) Foreign affairs, national defense and legal affairs: Foreign affairs, national defense, legal affairs, overseas compatriot affairs, and veteran affairs. (4) Finance and economic affairs: Finance, economics, Central Bank of Republic of China (Taiwan) , fair trade , and financial supervision. (5) Education, science and cultural affairs: Education, Mongolian affairs, National Palace Museum, science, culture, and sports. (6) Transportation and public construction: Transportation, public construction, aviation safety, and communications. (7) Agriculture and environmental affairs: Environmental protection, atomic energy, and agriculture. (8) Public health and labor affairs: Public health welfares and labor affairs. 6. Main items for the Table of Published Gazette Content (Appendix 1) shall be as follows: (1) Rules and regulations (2) Administrative directions

- (3) Notices
- (4) Enforcement directives
- (5) Supplement I: President' s proclamations and talks 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) National Development Council (hereinafter referred to as the "NDC").
- (3) Government publication depository libraries.
- (4) Locations approved by the NDC on the basis of need.

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

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 National Rules and Regulations Database, the "Summary Table for Rules, 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 rules, regulations and administrative directions, or advance notices regarding draft rules and regulations to be published.

Foreign language characters, special symbols, superscripts, mathematical formulas, and chemistry formulas used in the Gazette shall follow guidelines in the All Idiographic Database of NDC, 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 guidelines stipulated in the preceding paragraph 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) Rules, 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 rules, regulations or 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 other details:

1. The "Sent-for-publication Gazette File" is used for carrying out the publishing process.
2. The advance notice period for draft rules, regulations, and orders 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 rules, 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 speeches 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 NDC 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, hospitals, directorate-generals and offices of the Executive Yuan (hereinafter referred to as "ministries and commissions"), and shall be administered within the following two groups, based the amount of the materials. The amount of the materials of each group depends on how much the materials from each ministry or commission put on the gazette annually. When the publication of materials below the four subparagraphs, the publication will not be included in the ranking evaluation.

The amount of material published in the Gazette 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 rules, 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 Rules, Regulations and Administrative Directions to be Published in the Executive Gazette."
 - (4) The advance notice period for draft rules, regulations, and orders 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 NDC before January 31 of each year.
 - (2) The NDC 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. For those ranking fourth in the evaluation and receiving a score of more than 85 points, designated responsible personnel and the supervisor shall each receive one citations .
- (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.
- (3) For those who are not included in the group and received a score of more than 95 points in the evaluation, designated responsible personnel and the supervisor shall each receive two citations.
- For those who received an excellent score on the evaluation but had not been awarded as stated above, the NDC shall send letters to ministries and commissions for award consideration.
19. The NDC shall report the evaluation results to the Executive Yuan for approval, and send results by letter to ministries and commissions for reference and improvements.