

Working System of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences on Foreign Affairs Leading Group

Article 1 Positioning

The Foreign Affairs Working Leading Group (Foreign Affairs Leading Group) of Shenzhen Institute of Advanced Technology, Chinese Academy of Sciences (SIAT) is an ad hoc group engaging in foreign affairs management decision-making and foreign affairs activities coordination in the SIAT. It accepts the leadership and professional guidance of the Bureau of International Cooperation, China Academy of Sciences to implement the internationalization development strategy of the SIAT and carries out all-round and multi-level foreign affairs management.

Article 2 Constitution

(1) The members of the Foreign Affairs Leading Group must have foreign affairs working experience, with overall vision and ability to perform their job.

(2) The head of the Foreign Affairs Leading Group is held by the deputy director in charge of international cooperation, the deputy head is held by the deputy director in charge of HR, finance or education, and the corresponding functional department principals act as the members. It is deliberated and approved by Director Office Meeting.

(3) The Foreign Affairs Leading Group consists of 1 head, 2 deputy heads, and 4 members. The Secretariat Department is a standing institution of the Office of International Cooperation and Foreign Liaison of the Department of Science & Technology Development.

(4) The Foreign Affairs Leading Group implement tenure system in principle, which is synchronized with the administrative leadership team.

Article 3 Main Responsibility

(1) Review the rules and regulations of the SIAT's foreign affairs work according to the national foreign affairs policies and the spirit of education opening to the outside world in the new era, involving international exchanges and cooperation, going abroad on business, foreign affairs reception, security of foreigners in China and foreign affairs, international conferences and other business modules.

(2) Guide and supervise the foreign affairs work of the SIAT and put forward opinions on the handling of major foreign-related incidents.

(3) Review the requests for instructions and reports of the SIAT on important foreign affairs issues.

(4) Supervise and inspect the implementation of foreign affairs discipline, foreign-related confidentiality system and foreign affairs safety emergency system of the SIAT.

Article 4 Working System

(1) The Foreign Affairs Leading Group implements "one handling for one case".

(2) For general affairs management matters, the Secretariat Department submits the specific written materials for approval, which is regarded as being approved once it is signed by all members of the Foreign Affairs Leading group.

(3) For major or urgent foreign affairs, the head of the Foreign Affairs Leading Group should convene, assisted by the Secretariat Department, the deputy head and all member to hold the "review meeting" to make comments on major foreign affairs decision and report to the Director Office Meeting.

Article 5 Bylaw

(1) This System is interpreted by the Director Office Meeting.

(2) This System should be implemented as of the date of promulgation.