

Integrity Governance and Sustainable Services



G.1 Integrity governance

Corresponding material topic: Anti-corruption/corporate integrity

Policy/strategy

To advocate integrity and honesty, strengthen the construction of ethics, reinforce transparency and accountability, prevent conflicts of interest, prevent corruption and practise integrity conduct standards among civil servants to foster a clean government, transparent Taiwan and global networking.

Targets and goals

- ▶ In accordance with the instructions from Agency Against Corruption of the Ministry of Justice and the Department of Government Ethics of National Science and Technology Council, annual project audits and project audits are conducted and official documents are signed by each team and division. When a potential violation risk event or person is discovered, a prompt study and proposal on relevant early warning actions is carried out and to be implemented.
- ▶ Ongoingly promote administrative transparency within sector, assist enterprises in building integrity governance network, foster in-depth communication and consensus between public and private sectors, create a clean and quality investment environment, develop the corporates' potential in generating reasonable profits, enhance the competency of technology industry and boost the country's overall economic efficiency, in order to achieve joint cooperation between the public and private sectors to improve Taiwan's Corruption Perceptions Index (CPI) ranking.

Management evaluation system

- ▶ In accordance with the instructions from Agency Against Corruption of the Ministry of Justice and the Department of Government Ethics of National Science and Technology Council, annual project audits and project audits are conducted and official documents are signed by each team and division. When a potential violation risk event or person is discovered, a prompt study and proposal on relevant early warning actions is carried out and to be implemented.
- ▶ Promote the implementation of the Sunshine Law and report the results of conflict of interest of civil servants.
- ▶ Collaborate with the AAC and higher-level civil service ethics government agencies to organize the Foreign Technology Business Integrity Forum to enforce measures to simplify government and provide convenience, assist enterprises in building integrity governance networks and promote in-depth public-private sector exchanges and consensus-building to create a clean and quality investment environment.

Prevention or remedial measures

- ▶ From 2021 to 2022, in accordance with policies of Agency Against Corruption of the Ministry of Justice and Department of Government Ethics of National Science and Technology Council (including the former Department of Government Ethics of MOST) as well as instructions from the head of HSPB, conduct audits, integrity advocacy and anti-corruption activities, in which all were completed as scheduled.
- ▶ Organized various anti-corruption activities and lectures, as well as a total of 12 corporate integrity management seminars. Additionally, apply electronic information devices to online and other diversified advocacy approaches. HSPB will continue to conduct three related promotional activities or lectures each year.
- ▶ Conduct two project audits and one detailed project inspection every year and sign a report to propose early warning or improvement measures to prevent the occurrence of risk events or personnel.
- ▶ In response to the pandemic, promote online visits of administrative transparency to elevate the transparency and credibility of decision-making process.
- ▶ Implement an honest government and enhance the effectiveness of governance. Host one cross-unit integrity meeting each year to promote the implementation of various integrity measures.
- ▶ In 2022, continue to follow the instructions from superiors and heads of agencies to conduct audits, integrity advocacy and anti-corruption activities.

Preventive and corrective measures

- ▶ Coordinate with other government agencies and park manufacturers to conduct various anti-corruption activities and seminars, gradually establishing an integrity platform for corporate services, in order to specifically promote the practice of corporate integrity and business secrets protection or other related issues.
- ▶ In order to reinforce the administrative transparency procedures of HSPB, a project administrative transparency section is established to achieve the goal of national supervision and integrity and transparency.
- ▶ Establish civil service ethics section: Provide hotline for corruption reporting 03-5778060, fax line 03-5772528, email address (ethics@sipa.gov.tw), reporting service hotline of Agency Against Corruption of the Ministry of Justice 0800-286-586 and a dedicated post office box for reporting (PO Box 153, National Museum of History Post Office 100006).

Corresponding material topic: Administrative efficiency



Policy/strategy

As a government agency, HSPB complies with all laws and regulations. All affairs and statistical information are published in accordance with the laws and regulations. All of our colleagues are required to conduct administrative affairs in accordance with the Public Servants' Administrative Neutrality Act to create a refreshing and law-abiding HSP and to take appropriate measures in accordance with Enforcement Act of Convention on the Elimination of All Forms of Discrimination against Women (CEDAW) and related laws on gender equality.

Targets and goals

Supervise and prompt HSPB to focus on client's satisfaction, so as to improve the quality of service, enhance employees' perception of CEDAW practice and gender sensitivity, avoid discriminatory behaviors in the execution of operations, creating a gender-friendly workplace.

Management evaluation system

In accordance with the relevant laws and regulations, the procedures are governed by the Civil Service Act, Public Servants' Administrative Neutrality Act, Act of Gender Equality in Employment, Civil Service Performance Rating Act, Promotion Rating Scale for Civil Service Employees of Executive Yuan and Subordinated Entities and Public Schools, and Civil Servants Leave without Pay Act.

Performance and adjustments

Conduct CEDAW-related courses, training satisfaction surveys and pre- and post-CEDAW course assessments, with participation rate of 90 %.

Preventive and corrective measures

- ▶ To improve gender-friendly practices at public workplace, HSPB has confirmed 18 statutory gender-friendly issues such as whether the gender ratio of committee members conforms to the statutory gender ratio as determined by the Directorate-General of Personnel Administration of Executive Yuan.
- ▶ Provide a sex discrimination complaint mechanism, such as a complaint mailbox, and assign dedicated personnel to handle complaints in accordance with established procedures.
- ▶ In order to have a fair, objective and consistent index for evaluating the service quality besides enhancing the satisfaction level of service recipients for the purpose of improving service quality, a professional organization is appointed to conduct a survey every year.
- ▶ In accordance with the Operational Principles of Risk and Crisis Management of Executive Yuan and Subordinated Entities, an annual risk management operation plan is formulated. The risk items are reviewed on a rolling basis, so as to formulate risk countermeasures and continuously monitor the risk changes and take relevant control and response actions immediately.

G.1.1 Human Resources

Employee Composition

In accordance with the Act, HSPB has taken a forward-looking approach to human resources management, safeguarding the legitimate rights and interests of employees and maintaining harmonious relations in order to demonstrate the overall competency of the government.

Corresponding to the trend of knowledge-based economy and global competition, and to enhance the government's performance in governance concept while staying in line with Executive Yuan's development vision of creating an administrative team with integrity and justice to provide first-class public services to all, HSPB adopts a macroscopic, strategic and forward-looking approach in planning and managing human resources, coupled with a sound human resources system, enhance our overall competitiveness. All duties and job vacancies are handled in accordance with the rules and regulations, all of which are treated equally without any discrimination of gender, sexual orientation, age, appearance, physical or mental disabilities. HSPB appoints employees in accordance with the Civil Servants Appointment Law and does not employ minors below the age of 16. As a governmental agency, HSPB is not regulated by the Labor Union Act and the Occupational Safety and Health Act and has not established any organization, nor does any union-like organization exist.

As of end of 2022, the actual number of employees in the bureau is 182 (excluding the security police squadron), including 141 regular employees, 30 contract employees and 11 skilled workers, all of whom are 100% Republic of China (R.O.C.) nationals. There are 74 non-employee workers stationed in HSPB, mainly assisting in the implementation of the bureau's projects.

HSPB integrates persons with physical or mental disabilities according to government regulations. The average number of employees with physical and mental disabilities being hired in 2022 is 7.17 people and the actual hiring ratio exceeds 43.3% of the number of employees to be hired (5 people), which is in compliance with the labor-related regulations. However, in order to safeguard the employment of physically and mentally challenged personnel, HSPB has decided to assign this group to the positions of job agents from March 1, 2020. Currently, there is one disabled job agent being employed. Besides, HSPB is dedicated to involving more females in developing career. The percentage of senior female supervisors in 2022 was 20% higher than that in 2020 whereas the percentage of junior female supervisors in 2022 was the same as that in 2020, which shows that the percentage of female participation in the workplace is increasing year by year.



Employee Composition

Year		2020	2021	2022	
Item/Gender	Age				
Senior	♂ Male	Under 29	0	0	0
		30-49	1	3	6
		50 and more	11	10	8
	♀ Female	Under 29	0	0	0
		30-49	2	2	1
		50 and more	6	6	7
Junior	♂ Male	Under 29	1	1	1
		30-49	36	36	32
		50 and more	7	9	11
	♀ Female	Under 29	3	3	3
		30-49	50	53	53
		50 and more	7	8	10
Primary	♂ Male	Under 29	0	0	1
		30-49	1	1	1
		50 and more	0	0	0
	♀ Female	Under 29	3	4	2
		30-49	4	4	5
		50 and more	0	0	0
Hired	♂ Male	Under 29	1	1	0
		30-49	3	0	1
		50 and more	12	12	8
	♀ Female	Under 29	0	0	0
		30-49	10	9	9
		50 and more	14	15	12
Janitors, mechanics	♂ Male	Under 29	0	0	0
		30-49	0	0	0
		50 and more	8	9	8
	♀ Female	Under 29	0	0	0
		30-49	0	0	0
		50 and more	5	4	3
sum		185	190	182	

Note:

1. The workforce includes janitors, mechanics and drivers.
2. In 2022, the percentage of male employees was 42.31% and female employees was 57.697%. 3.85% of employees were under 29 years old, 59.34% were 30-49 years old and 36.81% were over 50 years old.
3. The staff at the top of the hierarchy are all senior and full-time employees, with no part-time or casual employees.

According to employees' status, Civil Service Employment Act applies to civil service employees. Contract-based employees are subject to the Employment of Contract-based Employees Ordinance and Regulations on Contracted Employment of the Executive Yuan and Its Subordinate Agencies. Meanwhile, skilled workers are subject to Guidelines for the Management of Workers.

Salaries and compensation of employees are handled according to the Civil Servants' Salary Act and other related regulations, varying based on the rank, performance and years of experience. The evaluation of employees is conducted based on the Civil Service Performance Rating Act and there is no difference between male and female.

New staff

Year	2020				2021				2022			
	Male		Female		Male		Female		Male		Female	
	Number of New staff	Employment rate(%)	Number of New staff	Employment rate(%)	Number of New staff	Employment rate(%)	Number of New staff	Employment rate(%)	Number of New staff	Employment rate(%)	Number of New staff	Employment rate(%)
Under 29	0	0.00%	0	0.00%	1	0.53%	3	1.58%	1	0.55%	0	0.00%
30-49	3	1.62%	6	3.24%	6	3.16%	5	2.63%	2	1.10%	8	4.40%
50 and more	0	0.00%	0	0.00%	2	1.05%	0	0.00%	2	1.10%	1	0.55%
Total Number of New staff	9				17				14			
Total Number of staff	185				190				182			
Total Employment rate(%)	4.86%				8.95%				7.69%			

Note:

1. The number of new employees does not exclude the number of employees who withdraw from the company halfway.
2. Employment rate= Number of new staff/Total number of staff at the end of the current year.

Labor turnover

Year	2020				2021				2022			
	Male		Female		Male		Female		Male		Female	
	Number of Labor turnover	Turnover rate (%)	Number of Labor turnover	Turnover rate (%)	Number of Labor turnover	Turnover rate (%)	Number of Labor turnover	Turnover rate (%)	Number of Labor turnover	Turnover rate (%)	Number of Labor turnover	Turnover rate (%)
Under 29	1	0.54%	1	0.54%	0	0.00%	0	0.00%	0	0.00%	1	0.55%
30-49	5	2.70%	4	2.16%	4	2.11%	3	1.58%	3	1.65%	5	2.75%
50 and more	10	5.41%	4	2.16%	4	2.11%	1	0.53%	7	3.85%	6	3.30%
Total Number of Labor turnover	25				12				22			
Total Number of staff	185				190				182			
Total Turnover rate (%)	13.51%				6.32%				12.09%			

Note:

1. The number of employees who left the bureau includes those who retired, were promoted, had their duties changed, or were transferred to other agencies.
2. Turnover rate= Turnover number/Total number of staff at the end of the current year.

Rights and benefits

The welfare of the employees of HSPB is governed by the Guidelines for the Treatment of Public Education Employees in the National Military, the Rules for Leave of Absence for Civil Servants and the Public Education Employees' Insurance Law, etc. The subsidies include marriage subsidy, childbirth subsidy, funeral subsidy, child education subsidy and subsidy for childcare leave without pay. There are six types of insurance benefits that can be applied for public education personnel, namely disability, old age, death, funeral of dependents, maternity and parental leave without pay. Leave of absence is granted up to 30 days per year depending on length of service. Other leaves include personal leave, sick leave, marriage leave, maternity leave, funeral leave and family care leave. Retirement payment appropriation is made in accordance with the Civil Servants' Retirement Pension Act and its regulations.

Application Status of Employee Subsidy

Item	Number of applicants in 2021	Number of applicants in 2022
Marriage subsidy	2	0
Funeral subsidy	4	2
Childbirth subsidy	7	8
Child education subsidy	94	88

According to the Implementation Guidelines of General Health Examination for Civil Servants, employees who are 40 years old or above will be subsidized to attend a medical checkup once every two years and will be given one day of official leave and a certificate to apply for subsidy. In 2021 and 2022, 21 and 23 employees who have reached the age of 40 participated in medical checkups respectively.

Parental leave without pay

Due to the declining birth rate in Taiwan, the government has adopted a number of parenting-related measures for civil servants, such as applying for parental leave without pay under the Civil Servants Leave without Pay Act and subsidy under the Public Education Employees' Insurance Law.

Year	2020			2021			2022		
	Male	Female	Sum	Male	Female	Sum	Male	Female	Sum
The number of employees eligible for parental leave without pay	10	20	30	5	16	21	8	23	31
The number of employees who were on parental leave without pay in the current year (A)	0	3	3	0	3	3	0	6	6
The number of employees who were expected to be reinstated after parental leave without pay in the current year (B)	0	3	3	0	1	1	0	2	2
The number of employees who were actually reinstated after parental leave without pay in the current year (C)	0	3	3	0	1	1	0	2	2
The cross-year number of employees who were actually reinstated after parental leave without pay (D)	0	2	2	0	0	0	0	1	1
The cross-year number of employees who were actually reinstated and has been reinstated for 12 months (E)	0	2	2	0	0	0	0	0	0
Reinstatement rate 1(C/B)	-	100%	100%	-	100%	100%	-	100%	100%
Retention rate 2(E/D)	-	100%	100%	-	-	-	-	0	0

Note: 1. Cross year refers to application for parental leave without pay that was not applied in the current year but a year or two years earlier.

Parent-child activities in a harmonious workplace

For the sake of enhancing the parent-child relationship to promote family harmony and activate the foster bonds between employees, HSPB regularly organizes parent-child activities every year but was suspended once in 2021 due to the pandemic. In 2022, HSPB has entrusted Newsys Environmental Tech. Inc. to conduct the 111th Year Environmental Education Parent-Child Program in conjunction with the environmental education curriculum, allowing employees and children to build a solar car and learn the importance of energy and renewable energy. Besides, the participants also paid a visit to Hsinchu Coastal Low-Carbon Center for Environmental Education Center. A total of 48 people participated in the event and learned how to implement environmental protection in their daily lives through fun and education.



111th Year Environmental education parent-child activity on Aug 19, 2022

Training and education

HSPB attaches great importance to the protection of employees' rights and interests. In addition to providing employees with the rights and benefits in accordance with the relevant laws and regulations, HSPB also conducts regular sexual harassment awareness and prevention advocacy. With respect to internationally recognized human rights-related regulations, all employees are treated equally without discrimination of gender, race, religion or political affiliation.

Year		2021			2022		
Item/Gender		Number of people	Total training hours (hr)	Average training hours	Number of people	Total training hours (hr)	Average training hours
Supervisor	Male	20	1,062	53.10	20	1,174	58.70
	Female	16	1,059	66.18	17	908	53.41
Nonsupervisor	Male	46	2,843	61.80	47	3,217	68.44
	Female	66	5,080	76.96	67	4,634	69.16
Hired	Male	12	407	33.91	13	328	25.23
	Female	23	640	27.82	28	896	32.00

Note:

- The management positions include Section Chief, Deputy Section Chief, Supervisor, Chief Secretary, Deputy Director-General and Director-General. The regular positions include mechanics and janitors. The contract employment includes contracted and hired employees.
- The above people include those who have left the company in the current year
- Due to the business attributes, male supervisors averagely had slightly fewer training hours compared with female ones.

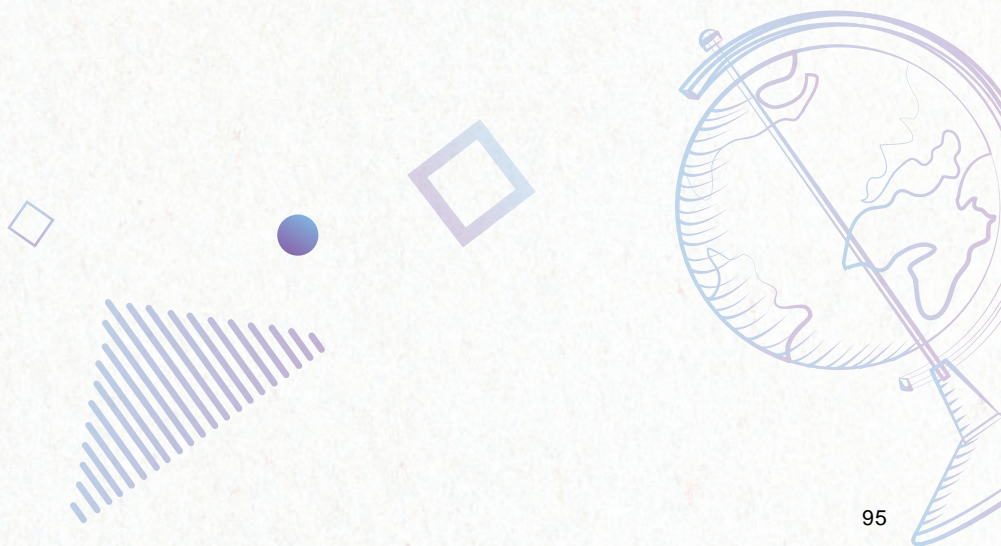
In order to create a quality learning culture and enhance employees' innovative ability, HSPB hold 13 gender mainstreaming training sessions from 2021 to 2022, totaling 30 hours, with an average of 35 employees participating in each session. Also, 523 hours of training courses were conducted on current major government policies, environmental education, human rights education, multi-ethnic culture, administrative neutrality, integrity and service ethics, civic engagement, national defense education, leadership development and business professional knowledge, with attendance up to 4,846 participants.



Introduction to CEDAW and Case Study Course on December 29, 2021



Have you CEDAW today? course on October 20, 2022



G.1.2 Compliance with Various Laws and Regulations

Understand and abide by the law

As a government agency, all divisions and offices of HSPB comply with all laws and regulations in the performance of their official duties and formulate administrative rules to enhance employees' compliance. Relevant affairs and statistical information are all made available to the public in accordance with The Freedom of Government Information Law. Employees are required to follow the relevant stipulations of the Ethics Guidelines for Civil Servants to ensure administration in accordance with the law. In 2021-2022, there will be no violations of major economic, environmental and social laws and regulations.

Anti-corruption

On January 25, 2022, Transparency International released its 2021 Corruption Perceptions Index (CPI), in which 180 countries and regions around the world (including R.O.C. Taiwan) were included in the ranking. Our country scored 68 points (out of 100) with an increase of 3 points compared to 2021 and ranked 25th in the world, which was up 3 places from 2021, moving into top class of global integrity.

Civil Service Ethics Office of HSPB is established in accordance with the Act of the Establishment and Management of the Government Employee Ethics Units and Officers, and all integrity businesses shall be formulated, coordinated, directed and supervised by the Agency Against Corruption of the Ministry of Justice. HSPB conducts relevant integrity work in accordance with the Ministry of Justice's letter No. 10700054160 dated August 7, 2018, amending National Integrity Building Action Plan and correspondence of Department of Government Ethics of National Science and Technology Council. HSPB has no corruption or malfeasance incidences during the reporting period of 2021~2022.

For understanding the integrity risks of the bureau, risk assessment and inventory on business nature were conducted in December 2021 according to the instructions of Civil Service Ethics Office of the National Science and Technology Commission (formerly Department of Government Ethics of MOST), with the results reported. In December 2022, the risk assessment and inventory were conducted again in accordance with Reinforcing the Principle of Regular of Public School Employees in Executive Yuan and its Subordinated Entities (Organizations) promulgated by Executive Yuan on November 18, 2022, as well as the messages from the NSTC, using Grants Over NTD 100 million and Large Procurement cases as inventory subjects of and reporting the results to NSTC.



Implementation of early warning actions

- As implementation of early corruption preventive actions, HSPB takes the opportunity of signing official documents and project audits to take precautionary actions when there is a risk of corruption or breach of law that has not yet constituted a criminal offense.
- Annual report on the number and effectiveness of project audits on high-risk corruption operations: Conduct audits and track and control evaluation on high-risk corruption operations, study and propose corruption preventive measures and submit the head of the agency for implementation.
- Provides a reporting platform: Establish civil service ethics section. Provide hotline for corruption reporting 03-5778060, fax line 03-5772528, email address (ethics@sipa.gov.tw), reporting service hotline of Agency Against Corruption of the Ministry of Justice 0800-286-586 and a dedicated post office box for reporting (PO Box 153, National Museum of History Post Office 100006).



Implementation of Sunlight Law

- In order establish the integrity governance, HSPB conducts public servants' property declaration briefing and conflict of interest recusal law training. HSPB is responsible for the declaration of public servants' property and the registration of integrity ethics as well as timely annual briefings. District prosecutors and judicial officers are invited to conduct integrity seminars. Also, convey the latest integrity measures and related information of Agency Against Corruption of the Ministry of Justice and the Department of Government Ethics of National Science and Technology Council to every employee by mouth, papers or e-mails through civil service ethics websites, supervisors' meetings, newsletters, bureau's TV wall, outdoor large-scale electronic display board and circulars.
- Apply transparent procedures to affairs related to the public rights to enhance the transparency of rebuttal process and thus making public supervision more accessible.



Integrity advocacy mechanism

- Strengthen integrity advocacy: Conduct governance integrity advocacy in accordance with United Nations Convention Against Corruption, National Integrity Building Action Plan as well as the messages from Agency Against Corruption of the Ministry of Justice and the Department of Government Ethics of National Science and Technology Council, in order to instill correct understanding of the current integrity policy among HSPB employees public, achieving the goal of anti-corruption for all.
- Corporate Integrity Forum: Promote corporate integrity and ethics in corporate governance, assist the park manufacturers, foreign businesses, employees of HSPB and related practitioners to understand corporate corruption and malfeasance (bribery, embezzlement, fraud, breach of trust) and the Trade Secrets Act, etc. Create a quality and clean government and enhance industrial sustainable development through public-private efforts.
- Improve administrative efficiency and transparency - Benchmark Agency Observation and Learning: Observe other excellent administrative agencies in the implementation of administrative transparency, in order to promote transparency, provide convenience while enhancing governance efficiency and increasing people's understanding, trust and supervision on public affairs.
- Promote education for all: Conduct an annual anti-corruption advocacy series to encourage civic engagement and produce various advocacy materials.



Improve governance efficiency

- Integrity meeting: Each year, the head of agency chairs integrity or related meetings and evaluates the integrity risks and is responsible for evaluating the effectiveness of integrity measures, implementing early warning actions on violations that have occurred and actively assisting the agency in preventing the recurrence of such violations.
- Government Procurement Act: Supervise the government procurement process to encourage the authorities to conduct procurement in accordance with the law and establish a fair and open procurement environment.
- Sunshine Law: Reinforce Act on Property-Declaration by Public Servants, Act on Recusal of Public Servants Due to Conflicts of Interest and Ethics Guidelines for Civil Servants.
- The Anti-Corruption Informant Rewards and Protection Regulation: Strengthen the protection of informant, advocate confidentiality and enforce the confidentiality of reported cases.

Integrity advocacy

In order to implement integrity policy, rectify political practices, enhance governance effectiveness and the awareness of anti-corruption among all, HSPB creates a synergy among all departments. In 2021-2022, HSPB co-organized 110th Year Hsinchu Science Park Bureau Purchasing Manufacturers Corporate Integrity and Regulations Forum, 110th Year Foreign Technology Business Integrity Forum, 110th Annual Occupational Safety and Environmental Protection Month Tongluo Science Park Walkathon Integrity Booth Anti-Corruption Activity, Education Programs on Government Integrity and Dedication Service Reference Manual, Small Grants and Administrative Transparency Seminar, 2022 Technology Industry Integrity Governance and Trade Secret Protection Summit, 111th Annual Occupational Safety and Environmental Protection Month Integrity Booth Anti-Corruption Activity and Jingsin Lake Music Festival Integrity Booth Anti-Corruption Activity with AAC, NSTC, Hsinchu District Prosecutors Office, park manufacturers and relevant divisions and offices respectively, involving a total of 2,180 participants.

In addition, HSPB also conducts internal staff education and training on anti-corruption, such as Administrative Transparency Training and Observation Visit, New Employee Education and Training - Awareness of Integrity in the Civil Service, and Procurement Integrity and Integrity Ethics and Law Enforcement in 2021, with a total of 68 participants, accounting for about 37% of the total employees. In 2022, a total of 117 participants, or 64% of the total employees, attended the Education Programs on Government Integrity and Dedication Service Reference Manual, Small Grants and Administrative Transparency Seminar, as well as Advocacy of Act on Property-Declaration by Public Servants and Act on Recusal of Public Servants Due to Conflicts of Interest.

Plus, with the aim to incorporate integrity education, student group visits and multimedia presentations are carried out with the collaboration between Civil Service Ethics Office and Science Park Exploration Museum. A total of 4 sessions (Happy Arts and Science Tutorial Class, National Taichung University of Education, National Dahu Agricultural Vocational High School and Minghsin University of Science and Technology) on promoting campus integrity and anti-corruption were organized, with about 144 students participating.



110th Year Hsinchu Science Park Bureau Purchasing Manufacturers Corporate Integrity and Regulations Forum on April 28, 2021



110th Year Foreign Technology Business Integrity Forum on October 6, 2021



110th Annual Occupational Safety and Environmental Protection Month Tongluo Science Park Walkathon Integrity Booth Anti-Corruption Activity on November 6, 2021



Education Programs on Government Integrity and Dedication Service Reference Manual on March 16, 2022



Small Grants and Administrative Transparency Seminar on May 4, 2022



2022 Technology Industry Integrity Governance and Trade Secret Protection Summit on July 19, 2022



Anti-corruption advocacy at Happy Arts and Science Tutorial Class on August 18, 2022



Campus integrity promotion anti-corruption activity on November 23, 2022 (National Taichung University of Education)



Occupational Safety and Environmental Protection Month Integrity Booth Anti-Corruption Activity on October 31, 2022



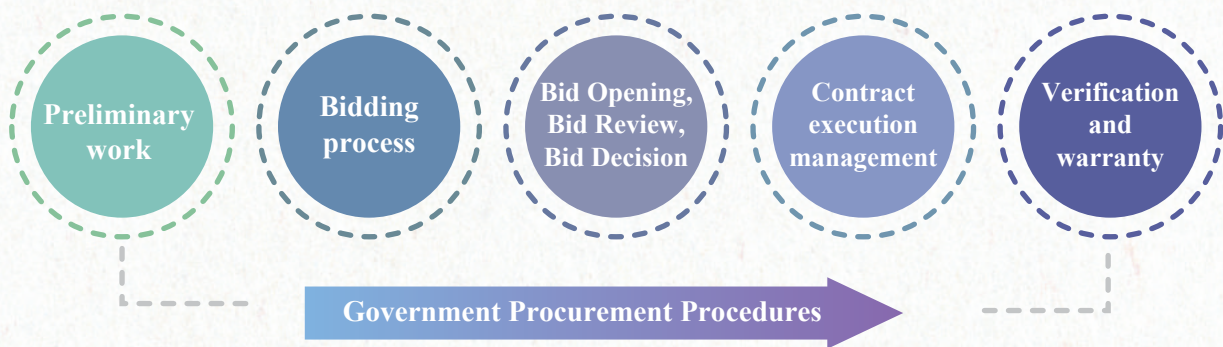
Jingsin Lake Music Festival Integrity Booth Anti-Corruption Activity on December 3, 2022



Government procurement

HSPB conducts public tenders and performs related procedures to select vendors for various constructions, labor services and properties based on the principles of transparency, fairness and competition in accordance with Government Procurement Act. The contracts signed must comply with the implementation guidelines in Personal Data Protection Act and Labor Standards Act, Regulations of Leave-Taking of Workers as well as Act of Gender Equality in Employment, which stipulate respect for property rights, labor rights, and environmental protection. These include protection of copyright and personal information, insurance coverage, non-discrimination against women, indigenous people or disadvantaged groups affairs and priority use of environmentally friendly products. There is no risk of violation of freedom of association and group consultation, use of child labor, forced labor, etc. by the parks and related suppliers.

Within 2021-2022, HSPB decided a total of 308 procurements for construction projects, labor and property, summing up to NTD 25.1 billion. The total number of bids won by local contractors was 308, accounting for 100%. 95 procurements are still being executed at the end of 2022 while 213 have been completed. There is no case of suspension due to breach of procurement contract.

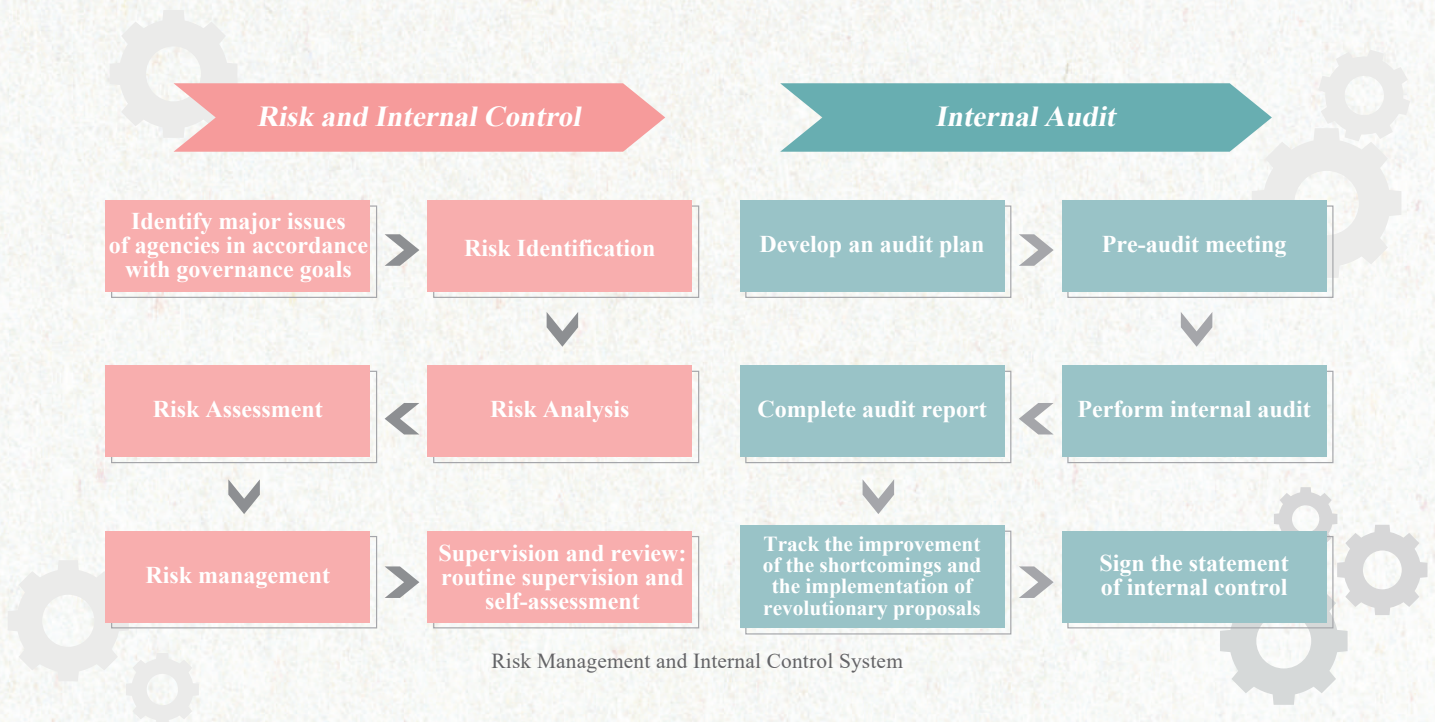


Green procurement

In line with the trend of encouraging green production and consumption by the EPA of Executive Yuan, HSPB constantly implements green procurement practices and specifies the proportion of environment-friendly products purchase. The amount of green procurement in 2021 and 2022 were NTD 4,552,019 and NTD 7,058,807 respectively, achieving 100% and 99.82% of green procurement ratio respectively.

G.1.3 Risk Management and Internal Control

In response to the emerging risks that may lead to a decrease in performance of the science Park and public satisfaction, HSPB has established a risk management system which reviews the risks of the science park every year. The risk management system includes all items that can be reduced by administrative means. Through internal control self-assessment and internal auditing, the bureau has improved its administrative actions, implemented and evaluated the revolution proposals. HSPB completes internal control operations such as internal control self-assessments and internal audits as required every year. NSTC also keeps track of the internal control performance through annual audits.



With the purpose of encouraging the integration of risk and crisis management into daily operation and decision making, reducing the possibility and consequences of disasters and thus achieving governance goals, improving the agency’s performance serving as a reference to assist each unit in promoting integrated risk management, the annual risk management operation plan is formulated in accordance with the operational principles of risk and crisis management of Executive Yuan and its subordinated entities.

■ Risk Management Strategies of Hsinchu Science Park Bureau

1. To conduct risk identification of the major issues of agencies in accordance with governance goals.
2. To analyze the possibility and degree of impact of the risks identified, and thus establish a risk map.
3. Rolling review of the risk items, formulation of risk countermeasures, and continuously monitoring of the changes of risks and implementation of relevant control and response actions.
4. Regularly review the risk management measures related to the various operational processes and make necessary amendments.

In 2022, HSPB has selected five major issues, including Precision Health R&D and Cluster Development Project, Public Education and Childcare Facilities, Hsinchu Science Park (Baoshan Site) Phase II Expansion Project, Hsinchu Science Park (X-Site) First Software Service Building Construction Project and Hsinchu Science Park New Phase III Standard Plant Project. After risk identification by each unit, 7 risk items were listed. The risk of major issues is reduced to a tolerable level (low risk) through the formulation of risk countermeasures. Each business unit continuously monitors risk changes and emergence of new risks, and then conducts rolling reviews of risk items through self-assessment and internal audit systems. For internal control lacking and revolution proposals, HSPB assigns the relevant units to input the improvement status and continuously tracks until the improvement is completed to ensure that appropriate improvement measures have been taken, which is then to the head of department for approval.

Summary Table of Risk Items in 2022

Item	Risk events	Organizer
1	Unable to hold international exchange activities, forums, seminars and thematic exhibitions as scheduled.	Planning Division
2	Project execution and inspections were affected by the pandemic.	
3	Negative news about public education and childcare facilities affects the image of HSPB.	Environmental Protection and Safety Division
4	Unable to acquire land as scheduled	Construction Management Division
5	Delay in issuance of soil and water conservation declaration certificate	Business Division
6	Delayed project completion affects the park operation.	
7	Delay in contract issuing or extension of construction period affects the schedule of establishment of park's business	

G.1.4 Cyber Security

In line with the cyber security policy of We are safe and secure, we are free from troubles, HSPB has established an appropriate information security management system to ensure the confidentiality, integrity, availability and compliance of HSPB's critical information and communication assets to support the smooth park operation and to comply with the Cyber Security Management Act and related laws and regulations.

HSPB was initially approved by the Executive Yuan on June 14, 2019, as a Level B agency for information and communications security responsibility. After the reorganization of the Ministry of Science and Technology (MOST) into the National Science and Technology Council (NSTC), it was re-approved by the Executive Yuan on August 12, 2022, as a Level B agency. In order to ensure the confidentiality, integrity and reliability of information, support the NSTC's policy of upward centralization of resources, strengthen the internal and external network defense, improve the reliability of information devices and network systems and prevent the destruction or misuse of resources to enhance the overall information security protection mechanism, an information security management system has been established. The annual maintenance is conducted in accordance with the ISO 27001 information security management system standards, which is continuously verified by a third party. Meanwhile, Information Security Committee is convened to review information security policies and track performances. The Notification of Cyber Security Incident is incorporated into internal control system to enhance all employees' awareness of information security and information security protection to prevent potential information security threats, so as to comprehensively improve information security level. By 2022, all major information systems are ISO 27001 certified and the maturity level of information security governance has reached Level 3.

■ Science Park Information Sharing and Analysis Center (SP-ISAC)

Science Park Information Sharing and Analysis Center (SP-ISAC) has been established in cooperation with NSTC. The main mission of the platform is to collect, exchange and analyze data on information security risks. By the end of 2022, all manufacturers in HSP have joined the platform to exchange local and foreign information to achieve the goal of early warning and emergency response. Besides, SP-ISAC platform provides information security consultation and assistance to the park manufacturers and organizes educational trainings to strengthen the park's information security control and protection capabilities. From 2021 to 2022, the platform has provided more than 29 consultations on information security and response techniques and actively notified the park manufacturers. More than 822 pieces of information (including information security trend news, threat information, security suggestions of system repair, threat IP blacklist, etc.) have been published. Among them, there are 28 cases of information feedback from manufacturers which are shared after deidentification of the cases. In addition, from 2021 to the end of 2022, a physical training course has been conducted at National Center for High-Performance Computing of HSP with 32 participants. Another 15 online training courses were also conducted on information security, including website principles and attack and defense practices, web penetration attack practices, ransomware virus introduction and detection, blue team deployment and defense theory, Google hacking and Shodan practices, information security incidences response practices and sharing, mobile application security, etc., as well as other beginner and middle security level courses. Besides, one on-site and two online seminars were held, with a total of 56 participants from park manufacturers (346 online participants), sharing the latest information security trends and promoting the joint information security mechanism.



Live photo of cyber security event on October 21, 2022

■ Personal data protection

In a bid to protect and manage personal information, HSPB has formulated the Personal Data Protection Management Guidelines of the Hsinchu Science Park Bureau of National Science and Technology Council. It focuses on the introduction of a personal data protection management executive team, establishment of specialized personnel in each unit and clear regulations of personal information collection, processing and utilization procedures, handling exercise of rights by the affected and the security maintenance of personal information files, in order to implement the Personal Data Protection Act and fulfill the responsibility of personal information file protection.

The Personal Information Protection Management Executive Group Meeting is held annually to regularly review the implementation of personal information protection matters and reevaluate the personal information management policies of the bureau in order to achieve the goal of personal information protection.

In 2021, the entire organization introduced the international standard ISO 27701 personal data privacy information management system and used the Lease Management Process and Occupational Safety and Health Information Network Process as the scope of validation. Personal Information Management System (PIMS) is established to regulate the collection, processing and utilization of personal information in compliance with the Personal Data Protection Act and ISO 27701. In order to ensure that the PIMS of HSP complies with laws and regulations and has the ability to improve continuously and effectively, two internal audits and one external audit were conducted., All employees have completed personal data protection-related training to raise the awareness and have successfully passed ISO 27701 certification in 2021.

In 2022, PIMS was reviewed, revised and continuously improved in accordance with the Personal Information Management System (PIMS) procedure manual established by HSPB. HSPB also implemented various annual personal information protection plans following procedures to maintain the validity of the ISO 27701 certificate. There was no complaints of personal data breach during the reporting period of 2021 to 2022.



Personal data exercise on October 27, 2021



ISO 27701 certificate

