

Principles for Handling Official Visits to Digital Minister, Audrey Tang*

I. Applicability

The following protocol applies to any person who visits the Digital Minister, Audrey Tang, including but not limited to the following:

- (1) Businesses or corporate groups.
- (2) Media interviews.
- (3) Individuals or groups who come to visit for the purpose of discussing the business of the Ministry and its affiliates.

II. Exclusions

For visitors who pay official or courtesy visits, the followings shall not apply:

- (1) Elected officials
- (2) Public officials or person(s) entrusted by public authorities with official duties
- (3) Visitors invited by the Ministry of Foreign Affairs or members of foreign embassies, consulates and agencies in Taiwan.

III. Accompanying parties to the visitor

At least one staff to the Minister shall accompany and receive any official visitor(s) for which this protocol applies (hereinafter as “visit”); when necessary, executive officers from relevant departments of the Ministry, relevant ministries or agencies, may also be invited to accompany guest(s).

IV. Visit & meeting records

A record shall be made of the visit, in its entirety, recorded as an electronic sound or audio-visual file; when required, a verbatim transcript of the visit, in whole or in part, may also be made.

At least one of the three records referred to in the preceding clause (i.e., sound recording, audio-visual recording, or verbatim transcript) shall be made public; if verbatim transcripts is to be published, attendees will be provided with a draft transcript for at least 10 days to make corrections, or delete information that is, by law, confidential, prior to the transcript being made public.

V. Records made public

Audio and visual recordings shall be published under the Creative Commons Attribution 4.0 International license; verbatim transcripts shall be published into the public domain (CC0).

Before a meeting begins, visitors shall be notified of the sound, audio-visual, or verbatim transcript record requirements set forth in the three preceding clauses, and that at least one of these records will be made public. If a visitor disagrees with these requirements, the meeting shall be declined or immediately terminated.

VI. Follow-up procedures

In the event where a visitor's remarks, or print material provided by the visitor have business value, such information may be forwarded to relevant units for reference. Where the remarks or print materials of a visitor are deemed important and require reporting, a written report by the relevant units shall be submitted following standard procedures.

VII. Improper entreating

Where any remark by a visitor "is a request for themselves or others in violation of statutory procedures, and likely to be in violation of law, business regulations, or legal agreements," such remarks shall be deemed improper entreating, and pursuant to Point 5 of the Directions Governing Executive Yuan and Affiliate Organization Registration and Investigation of Entreating. An *Executive Yuan and Affiliate Organization Lobbying Registration Form* shall be filled in and submitted to the Executive Yuan's Department of Civil Service Ethics.

Any remark by a visitor with the intent to influence a decision by the person being solicited shall be deemed a lobbying activity; such remarks shall be rejected as stipulated in Article 15 of the Lobbying Act, or be submitted for registration with the Ministry's Department of Civil Service Ethics afterwards.

**In order to provide a clear procedure to follow, these principles have been created in the form of rules. However, they are not laws and regulations in nature, but rather a working document that compiles and records past experiences and is subject to constant rolling review and adjustment through feedback from users in the course of practice.*