

Secretariat of Tainan City Government Administrative Outlines for 2017

19. Administration and management affairs: Promoting high-quality, all-round services and enhancing the operational efficiency of both Tainan City Government buildings

1. Enhance digital archiving efficiency: The Tainan City Government (hereafter referred to as “the Government”) aims to instruct affiliated agencies in enhancing their documentation processes and perpetually promote the scanning and electronic exchange of documents, thereby increasing online review and approval rates and fulfilling the objectives of digitally archiving official documents, saving energy, and reducing the use of paper.
2. Enhance document management quality and service efficiency: The Government aims to instruct affiliated agencies in enhancing the robustness of their document management operations (e.g., the tracing, scanning, and electronic archiving of text and images) to enable the comprehensive access to documents online. In addition to maximizing document utility and promoting document application, this service can also be applied to the organization of archive displays, thereby creating document value.
3. Create high-quality office environments: The Government aims to increase office utilization by hosting city government advocacy events, socio educational activities, and culture and art exhibits in these spaces and reinforcing efforts in outsourcing the management of public spaces, thereby revitalizing the efficiency of both Tainan City Government buildings.
4. Vigorously promote energy conservation and environmental protection: The Government aims to fulfill its energy conservation and environmental protection policies by increasing the quantity and utilization of green government vehicles, actively inspecting the implementation of the Four-Saving Project, and promoting the Office Power Generation Project, creating a comfortable and energy-efficient work environment.
5. Fulfill downsizing policies: The Government aims to control and downsize the number of workers (incl., skill labor and drivers), reinforce the employment of temporary workers, and manage/review existing systems to ensure the effective utilization of manpower.
6. Strengthen procurement operations in affiliated agencies and schools: The

Government aims to perpetually provide education and training to improve the quality and professionalism of procurement staff; reinforce audit, supervisory, counseling, and visitation mechanisms; and moderate and review the procurement disputes between affiliated agencies and their contractors fairly.