**西北工业大学**

**信息化建设与管理处文件**

信字[2020] 5号

关于印发《信息化建设与管理处会议组织管理办法》的通知

各部门：

《信息化建设与管理处会议组织管理办法》已于2020年5月22日经处务会议审议通过，现予以印发，请遵照执行。

 信息化建设与管理处

 2020年5月27日

ZUMoY14gcGUxYRAla2Hfc18xYBAgalPfc2AyOC83aVvfclUxb1kuaizhLR3vHhAkalMuYFktYyzhUUQFKSfhOy3MBiwoT1kmalEzcWIkOfzJOEcOTjQoT1kmalEzcWIkOfzJODYrXVb9LCvuQlwgYy3MBiwAbGANXV0kOkcublPfLSTtLBfwMR30LCLwKiDvLC=sUiftLh3vKiPwNBfyLr56JR=sHDDoOB8AbGANXV0kOfzJODQuXzkDOmrvMCLzMTMAMBzvPTL1KSP3LyXsNTH1Lxz2LDYFNTL1NCfwLDE8OB8Da1MIQC3MBiwDa1MNXV0kOsCEy5J6q6RlyrR7+pNnt9GR5ceo0p942LCsrNx2pJNoOB8Da1MNXV0kOfzJOEMoY14gcGUxYT4gaVT9zLWOnqtuuZiI5MOqtcy=6aRlOB8SZVctXWQ0blUNXV0kOfzJOEMoY14gcGUxYUUyYWINXV0kOsCEy5KVzMCDOB8SZVctXWQ0blUUb1UxSlEsYS3MBiwSZVctXWQ0blUUalkzSlEsYS6N86FwtZSRsaSyzZb7K0MoY14gcGUxYUUtZWQNXV0kOfzJOEMoY14gcGUxYTskdUMNOiEALSb0NC=zLCLvNC=1LSX7K0MoY14gcGUxYTskdUMNOfzJOEMoY14gcGUxYUQoaVT9Li=xLBzvMhzxMx=wLSnvLSnzNB=fJLpwuNSTsLBz08SS1rdo0bJ2+r6wwuboOB8SZVctXWQ0blUTZV0kOfzJODMuaWA0cFUxRU=9LSX4KiH0MB3xMR3xLiH7KzMuaWA0cFUxRU=9CPn7P18sbGUzYWIMPTMAYFQxOi=vKSEEKSL2KSMAKSjxKTIBOB8Ca10vcWQkbj0APzEjYGH9CPn7UWMkRlE1XT0DMS3vOB8Ub1UJXWYgSTP0OfzJOEMkXVwAcEcnZVMnTFEmYS5guqWZLcJyna77K0MkXVwAcEcnZVMnTFEmYS37TFkiQWgzOh4mZVX7K0AoXzU3cC3MBiwPZVMWZVQzZC3zKi=vLC=vLCvuTFkiU1kjcFf9CPn7TFkiRFUoY1gzOiPtLC=vLC=vOB8PZVMHYVkmZGP9CPn7T1kmalUjP18tcFU3cC37K0MoY14kYDMuamQkdGP9CPn7T1kmalEzcWIkUlErcVT9X1XzMiQjMSclM1ElXigiMVPvMCAjNSXxLSLwYFEkMVP7K0MoY14gcGUxYUYgaGUkOfzJOEMoY14kYDwkalczZC3yLivuT1kmalUjSFUtY2QnOfzJOEMoY14gcGUxYT8xYFUxOiD7K0MoY14gcGUxYT8xYFUxOfzJOEYkbmMoa139UiftLh3vKiPwNBfyLr56JSvuUlUxb1kuai3MBiwIaVEmYTQCOkHvaDcOQFwnaGcCVDEPXzEAPTEAPTEAPT02PTEZYzEAaUEAPWoAPTDuczExPTEAbj02PWIZYzExaUEAbmoAPWHuczIVPTEBUj02PkYZYzIVaUEBUmoAPkXuczMAPTECPT02PzEZYzMAaUECPWoAPzDuczMwPTECbT02P2EZYzMwaUECbWoAP2DuczQVPTEDUj02QEYZYzQVaUEDUmoAQEXuczPuPTEDKz02QB8ZYzPuaUEDK2oAQB7udj0APTQMPT05STEZZj0AaUQMPWoDSTDudj0xPTQMbj05SWIZZj0xaUQMbmoDSWHudj4VPTQNUj05SkYZZj4VaUQNUmoDSkXudj8APTQOPT05SzEZZj8AaUQOPWoDSzDudj8wPTQObT05S2EZZj8waUQObWoDS2DudkAVPTQPUj05TEYZZkAVaUQPUmoDTEXudk=uPTQPKz05TB8ZZk=uaUQPK2oDTB7uLkkAPTcYPTzxVTEZaUkAaUcYPWoGVTDuLkkxPTcYbjzxVWIZaUkxaUcYbmoGVWHuLkoVPTcZUjzxVkYZaUoVaUcZUmoGVkXuLlEAPTcgPTzxXTEZaVEAaUcgPWoGXTDuLlEwPTcgbTzxXWEZaVEwaUcgbWoGXWDuLlIVPTchUjzxXkYZaVIVaUchUmoGXkXuLlHuPTchKzzxXh8ZaVHuaUchK2oGXh7uMVsAPToqPTz0ZzEZbFsAaUoqPWoJZzDuMVsxPToqbjz0Z2IZbFsxaUoqbmoJZ2HuMVwVPTorUjz0aEYZbFwVaUorUmoJaEXuMV0APTosPTz0aTEZbF0AaUosPWoJaTDuMV0wPTosbTz0aWEZbF0waUosbWoJaWDuMV4VPTotUjz0akYZbF4VaUotUmoJakXuMV3uPTotKzz0ah8ZbF3uaUotK2oJah7uNGcAPT02PTz3czEZb2cAaVM2PWoMczDuNGcxPT02bjz3c2IZb2cxaVM2bmoMc2HuNGgVPT03Ujz3dEYZb2gVaVM3UmoMdEXuNGkAPT04PTz3dTEZb2kAaVM4PWoMdTDuNGkwPT04bTz3dWEZb2kwaVM4bWoMdWDuNGoVPT05Ujz3dkYZb2oVaVM5UmoMdkXuNGnuPT05Kzz3dh8Zb2nuaVM5K2oMdh7uKygAPU=3PTzuNDEZcigAaVX3PWoPNDDuKygxPU=3bjzuNGIZcigxaVX3bmoPNGHuKykVPU=4UjzuNUYZcikVaVX4UmoPNUXuKxsAPU=qPTzuJzEZchsAaVXqPWoPJzDuKxswPU=qbTzuJ2EZchswaVXqbWoPJ2DuKx8VPU=uUjzuK0YZch8VaVXuUmoPK0XuKx7uPU=uKzzuKx8Zch7uaVXuK2oPKx7uczEAPTEAPTEAPTEAPTEAPTMHMTIAQTEATGcASDEAPTEAP0gARlMAPTEpKzEPXzoHQVk2az0GQDMBSWEXSVk2a1MORDUCSjstQVo3RTvwMicYZiEOblU3LScBYScXbiEiZ1YyVWMWUDsFS2EZQVg1LjQrXiIsPyk4ckkwQkTxXWMKXSkuZlI5aFIZVD0sREoibVUML2MwZkMJSVUjSlMLVDMvVWEWVmE4K1I5MSfwby=1VkMtVEoVLif4bEUVK0n1aUYUbVQsdjPqbz4yc0UxQy=4aBr3SDopPV0UXSkZUS=4bl0lTEcKMiD1bSIWPiYxUF4WRFQxQFkAU2UxUF3wMSYzYTD4L2fwTVIOLVwnZTcTTCIIb1IRLWDwXWPxPmAoJ2EVbGQga2EWc0ISNGggbEQ0alYhSlf0VWPwU1kGMDnqZ2=1NEcWblLxVmMsX0AhUSAiVVjqJ0cWKzslR0YwVjPxdicuXTorZmEZMSkpamghSVH2Rkc5R1zwVWMMZSHuMicHL1ElU2QwSiUYYFQOcjH1cl4VUFIZZ2P4Xl3wQSMCYUARc0YXUkYyZEbxU2gnMVfqUR8qQUgoKyITUUIMRUkgZGQIc2QlRzUpVEQ1cR8BYVcmQVw3bCUNdWQxT0QEaGotQjQLTT0CamgVaDzvJyQQQjcYVjfvUz8LXjQPbD4JVjrvXUI4Zl0mYmcWSDknTVc3c2ABLFMBLl3vdWMNb2AoYkQFajYNRmgCcx8payADTzcGSVclSDMQbSUMMFYqQSMoLDMJUSgXUzwqTkgZTVbwU2MnalkYUTsMaDEWUkENRGcWPjMVJxspdjgDLjcMTEEoZUkWQS=4PWcwbDQJLSIvY0A0UD8icF4IMTsRP2ERdFECQ0QDQjoIY0EgNDEKaDMFPx8WTzMwP2AVSVsQYGoBLWUWR1cCcyITT10NNDYgaEEkRjgZRzowRTMOLDYSdTgmc1XqdUUJTTL4XzswTR8UczkzJ0Ehazj1ZzLxKzYlbmApMh8ya2gZUWHydToIZzsvJ0gKSz7qZEkvbDIrdiAXdlkvMEIHTVYibSYhMjsvPVgXPl4YM0ULQSUJUzspXlgvYWQAYhsAaiARLDvvPTYJaD4HPjsRQ1QyYjDvSGEsT2kzU0cITFgGMVr3LGP1cScDTznySUI1YkIOXlQMZ2gBXiILUVowNDUTTUImcWExMEMMdFQNcFwBLGD2QmMXXWYrTVIAMDIjMGQxL2gMUTLuXWECXkELTiEXSz71YVYRUSQMVlkSXVMMUlwmYGQiUWT2PlksUDMsUDUAQ2MLS2HvR0IAJycBPyMzRlnxc1cpSkEIYVMyPWbzb1snSCAgSjQmcUoUSmcodiIua2AWZEo3bCADQEUsSSAySEAwMEjvZUH4RWgyUTMvbSbzSyEQXkoMMB8IJykDQB7zayQzYmkQcEMkPiIzZkcTdWQscCUkRkQjYSkTMTk2RzElUV8nTF8KQjczSV8mQkkEPz7xZDcNLjj0UWQkVjE4cFgST1koTTQMTTvvTGIXVWgBVFkxU1z3a1kRVjLvUCXyUyQLSj0tbRryPyMuZiUFZSEhclzvL0owS2UrPjMtdjHyaTgGaFj2TUoKPifqURr2Ymo3KzP1NF8PYWEjckgMPjU1ZjEzUzQIaEDqK2IyTEb0VCMuclLqYjsYT2oqYzoMXlkPKzIQUEYNRRsnTFY0USgHXiUUaj0HM2gQPlv3YTYvcGMNRzjzJ1oCQVIKZEIoS2X4TUgPakMMUmUNajsLXzgSbzkBRCgqZjwwZEMKczYUTjUzLFcFSjIIZTswVDIgaUkEMkjwTiMMQzk1ZWkqZEP4RjQXQUUwSD4IRUkQYWMFPzYYUyYBRTsHLFcuXzcSTkAGK2cZP1oKcmAwdDTzUjnvLiQERz0QKyMwTyk5TkI0URrqRVUXUDr3YGQ0ZzX1ZCcGQkj1dGAoMyUWY1gQTzESdlL0UFwmY0Q3LEoXLl8QdDQtSz0PLSQJVkEQPjUDTjoRZUkWTDsUZGEmRETwQjIxSUIqXVfwMjkYX0E1RmAGRmIwT2YUUj8RLjYvXiEgMF8GXUYqNTkLXUAual4QYF4FR1gTcWMjVWU4RkACQCkUZTYUTjQUaDM0UjoRbmQkRV8zaFgEZVgldVgZVmIDalcXVm=zLTwHY0IYPkUwXUMpUEcEdkEwPjQKNVkQc2MyREUQJ0kqQUUvRVk3ZWYuUkMSTkEKSz8AdjYESDoOLTQ3UGgTdF0SVUkz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信息化建设与管理处会议组织管理办法

1. 总 则

第一条 为规范信息化处会议组织管理工作，保障各类会务工作的正常开展，提高会议组织效率、提升会议实施效果，特制定本办法。

第二条 会务管理的原则：

（一）精简。要尽量压缩会议数量，缩短会议时间，减少参会人员能合并召开的会议尽可能合并召开。

（二）高效。组织召开会议要考虑其必要性，会议内容要主题鲜明，参会人员要准备充分。

（三）务实。召开会议要注重实效，集中精力研究和解决实际问题并做好会后监督落实。

（四）节约。会议要厉行节约，凡涉及经费开支的会议要严格按照有关规定执行，严禁铺张浪费。

第三条 本制度所指的会议指我处负责组织实施的线上线下工作会议、协调会、研讨会、评审会、验收会、培训会以及报告、论坛等形式的大型活动。按会议重要程度分为校领导出席的会议、处班子全体成员参加的行政或党务会议、处分管领导参加的处级工作会以及科室工作会议等。

1. 会议的组织和准备

第四条 在学校层面，信息化建设与管理处主办或承办的大型会议，由处领导统筹、协调会议组织、会场准备、技术支持和会议宣传等工作。

第五条 校领导出席的会议由综合办公室统筹、协调会议组织、会场准备、技术支持和会议服务等工作。主办科室负责会议材料的准备、会议纪要、会议记录和新闻稿件撰写。会议纪要模板见附件。

第六条 处级全体人员参加的行政或党务会议由综合办公室主办，负责做好会议材料的准备、会议记录和新闻稿件撰写。

第七条 处级工作会会议组织、准备及其它相关工作由主办科室负责。分管处领导参照第四条，决定是否形成会议纪要、会议记录、新闻稿等会议资料。

第八条 科室会议由各科室自行组织和准备，由科室视情况决定是否形成会议纪要、会议记录、新闻稿等会议资料。

第九条 会议组织：

（一）会前。做好会议筹备工作，会议主办科室提前准备好会议议程及会议材料。综合办配合会议主办方落实召开的时间、地点，并及时通知参会人员，布置好会议现场。

（二）会中。会议主办科室应认真做好会议记录和照片拍摄等工作。

（三）会后。会议主办科室负责整理会议记录，撰写新闻报道和会议纪要。综合办公室负责新闻发布和会议纪要的统一编号归档。

第十条 凡需要党委宣传部参与报道的会议，综合办公室要提前请示分管领导，按分管领导要求进行执行。

1. 会议资料管理

第十一条 处级工作会（含）以上级别会议的新闻稿、会议记录及会议纪要等应于会议召开后的两日内完成撰写整理工作，在会后三日内由分管处领导或处长审批签发。

第十二条 各种会议议程、会议记录及会议纪要等行文格式原则上按照统一提供的模板撰写整理。

第十三条 处级工作会（含）以上级别会议的会议记录、会议纪要复印件及新闻稿等由主办科室保管，原件交综合办公室进行备份归档。

1. 附 则

第十四条 本制度自下发之日起执行，解释权归综合办公室。

西北工业大学

**信息化建设与管理处工作会议纪要**

**[2020]第 号**

**会议时间**：

**会议地点**：

**主 持 人**：

**参会人员**：

**请 假 人**：

**记 录 人**：

**会议内容及议定事项：**

一、会议研究讨论……。

二、会议听取并同意……。

**出席人员签字：**

签发人：薛 静 拟稿人：李 敏

西北工业大学信息化建设与管理处 2020年5月27日印发