

Information Security Inspection Guidelines for Academia Sinica Research Fellows Traveling to Countries with Security Concerns

Promulgated by Information Service Document No. 1121500580 on May 12, 2023

1. Academia Sinica enacts these guidelines for Academia Sinica Research Fellows traveling to countries with security concerns to enhance information security and to reduce potential security risks that may occur during trips.
2. These guidelines apply to certified staff, contract-based employees, technical employees, maintenance and campus security employees, traveling to countries with security concerns. The affected categories of personnel are:
 - (a) Research fellows and research specialists concurrently holding senior executive service positions at Grade 11 and above.
 - (b) Personnel referred to in Article 9, Paragraph 4 of the Act Governing Relations between the People of the Taiwan Area and the Mainland Area.
 - (c) Senior civil servants at Grade 11 and above.
 - (d) Research fellows and research specialists concurrently holding senior executive service positions at Grade 10.
 - (e) Senior civil servants at Grade 10 and below.
 - (f) Contract-based employees and campus security employees who are recruited under personnel fees.
 - (g) Others.
3. The security guideline terms are defined as follows:
 - (a) Countries with security concerns:
 - i. China and its Special Administrative Regions (Hong Kong and Macau), including transit flights.
 - ii. Other countries with security concerns announced or officially designated by the competent authority of the Cyber Security Management Act or the upper authority of Academia Sinica.
 - (b) The applicable key protected personnel of Academia Sinica according to the guidelines are:
 - i. Personnel participating in national core technology research projects referred to in the Security Regulation Manual for Government-funded Nation Core Technology Research Project of the National Science and Technology Council.

- ii. Personnel referred to in Article 9, Paragraph 4 of the Act Governing Relations between the People of the Taiwan Area and the Mainland Area.
 - iii. Personnel defined either by Academia Sinica or its institutes as key protected objects.
4. Personnel of Academia Sinica shall apply as follows when traveling to countries with security concerns:
- (a) Personnel of Academia Sinica referred to in Article 2, Paragraphs (a) through (c) of the guidelines shall make a declaration on the Traveling to China and the Countries with Security Concerns platform in accordance with the Ministry of Interior's regulations.
 - (b) Personnel of Academia Sinica referred to Article 2, Paragraphs (d) through (g) of the guidelines traveling to China, and Personnel of Academia Sinica referred to in Article 2, Paragraphs (a) through (g) of the guidelines traveling to the countries with security concerns shall make a declaration on the Traveling to China and the Countries with Security Concerns platform in accordance with Academia Sinica's regulations.
5. Personnel of Academia Sinica traveling to the countries with security concerns shall take the following protective measures:
- (a) The key protected personnel of Academia Sinica referred to in Article 3, Paragraph 2 of the guidelines and requesting the use of IT devices shall conduct a self-inspection before and after their trips and apply to the Department of Information Technology Services of Academia Sinica for the IT devices (laptops, tablets and encrypted USB flash drives). If there is a genuine need to use other information devices, they must also undergo security tests conducted by the respective Institute's IT staff.
 - (b) Personnel of Academia Sinica not referred to in Article 3, Paragraph 2 of the guidelines and requesting the use of IT devices shall conduct a self-inspection before and after their trips and may apply to the Department of Information Technology Services of Academia Sinica for the IT devices (laptops, tablets and encrypted USB flash drives). If there is a genuine need to use other information devices, they are also recommended to undergo security tests conducted by the respective Institute's IT staffs.
6. IT device lending regulations for personnel of Academia Sinica traveling to countries with security concerns:
- (a) Personnel of Academia Sinica traveling to countries with security concerns who request IT device loans (laptops, tablets and encrypted USB flash drives) shall fill out the application form ten business days before departure. If the form is approved by the Director of the unit, the Department of Information Technology Services of Academia Sinica will loan the devices. The personnel shall delete personal data and return the devices within ten business days after returning.
 - (b) Borrowers may check out only one laptop (and tablet) at a time, and one encrypted USB flash drive if required.

- (c) Borrowers shall comply with regulations or acts related to Intellectual Property Rights, own the duty of care, and adhere to Articles 7 through 9 of the Regulations of Use, Management and Maintenance of Academia Sinica's Personal PCs, Software, Hardware and Related Peripheral Devices.
 - (d) Each unit is entitled to loan laptops, tablets and encrypted USB flash drives to personnel affiliated with the unit, who are traveling to countries with security concerns, adhering to the above-mentioned regulations.
7. Personnel of Academia Sinica traveling to countries with security concerns who fail to follow the guidelines and implement the security inspection, which result in a significant security incident, the affiliated unit shall be advised to issue warning notices or penalties.

(If there is any inconsistency between the Chinese and English versions of the regulations, the Chinese version shall prevail.)