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| 宁波市机关事务管理局  2019年政府信息公开工作年度报告  一、总体情况  （一）围绕政府工作报告和重要工作目标开展工作，发布政策性文件，积极解读文件，履行好信息发布、权威定调、自觉把关等职责，及时跟进政策实施进展，收集对政策实施效果的意见建议，加强正面宣传和引导，回应社会关切、舆情热点和集中诉求，协调联动、快速反应进行解疑释惑。  （二）深化重点改革项目信息公开，我局作为全国“智慧机关事务”建设专项试点，省、市改革办机关内部“最多跑一次”改革试点和省数字化转型重点项目单位，制定、公开各项工作方案，征求意见，定期公布工作进展，报送工作进展，大大加强改革力度。做好推进财务预决算信息公开，在我局门户网站设立预决算公开栏目，集中公开预决算相关报表。  （三）我局目前有**门户网站**、**政务微信公众号**、**“机关事务通”APP**和**“浙政钉”协同办事系统**多个政府信息公开载体，门户网站和微信公众号主要发布各类工作信息，加强信息发布审核，把好政策关、文字关。经统计，2019年1月1日至12月31日，我局共公开信息167条，工作信息158条、法规类信息2条、人事信息4条、财政信息3条，另有4件人大代表建议和5件政协委员提案办理结果进行了公开。认真落实《浙江省人民政府办公厅关于建设统一政务咨询投诉举报平台的指导意见》，做好统一政务咨询举报平台及12345政务服务热线交办的信访件的办理工作。  （四）根据新出台的政府信息公开条例，及时修订相关工作制度，落实政府信息公开前审查规定，全面梳理公开事项，规范政务公开工作流程，建立完善公开考核、评议、责任追究和监督检查具体办法，切实推进我局信息公开工作。坚持以公开为常态、不公开为例外，把公开透明要求贯穿到我局工作各个环节。  二、主动公开政府信息情况   |  |  |  |  |  | | --- | --- | --- | --- | --- | | 第二十条第（一）项 | | | | | | 信息内容 | 本年新 制作数量 | 本年新 公开数量 | | 对外公开总数量 | | 规章 | 0 | 0 | | 31 | | 规范性文件 | 1 | 1 | | 32 | | 第二十条第（五）项 | | | | | | 信息内容 | 上一年项目数量 | 本年增/减 | | 处理决定数量 | | 行政许可 | 0 | | 0 | 0 | | 其他对外管理服务事项 | 0 | | 0 | 0 | | 第二十条第（六）项 | | | | | | 信息内容 | 上一年项目数量 | 本年增/减 | | 处理决定数量 | | 行政处罚 | 0 | | 0 | 0 | | 行政强制 | 0 | | 0 | 0 | | 第二十条第（八）项 | | | | | | 信息内容 | 上一年项目数量 | | 本年增/减 | | | 行政事业性收费 | 0 | | 0 | | | 第二十条第（九）项 | | | | | | 信息内容 | 采购项目数量 | | 采购总金额（万元） | | | 政府集中采购 | 2 | | 7390.1 | |   三、收到和处理政府信息公开申请情况   |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | （本列数据的勾稽关系为：第一项加第二项之和，等于第三项加第四项之和） | | | 申请人情况 | | | | | | | | 自然人 | 法人或其他组织 | | | | | 总计 | | 商业企业 | 科研机构 | 社会公益组织 | 法律服务机构 | 其他 | | 一、本年新收政府信息公开申请数量 | | | 3 | 0 | 0 | 0 | 0 | 0 | 3 | | 二、上年结转政府信息公开申请数量 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 三、本年度办理结果 | （一）予以公开 | | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | （二）部分公开（区分处理的，只计这一情形，不计其他情形） | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | （三）不予公开 | 1.属于国家秘密 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 2.其他法律行政法规禁止公开 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 3.危及“三安全一稳定” | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 4.保护第三方合法权益 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 5.属于三类内部事务信息 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | 6.属于四类过程性信息 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 7.属于行政执法案卷 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 8.属于行政查询事项 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | （四）无法提供 | 1.本机关不掌握相关政府信息 | 1 | 0 | 0 | 0 | 0 | 0 | 1 | | 2.没有现成信息需要另行制作 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 3.补正后申请内容仍不明确 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | （五）不予处理 | 1.信访举报投诉类申请 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 2.重复申请 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 3.要求提供公开出版物 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 4.无正当理由大量反复申请 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | 5.要求行政机关确认或重新出具已获取信息 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | （六）其他处理 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | | （七）总计 | | 3 | 0 | 0 | 0 | 0 | 0 | 3 | | 四、结转下年度继续办理 | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 |   四、政府信息公开行政复议、行政诉讼情况   |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | 行政复议 | | | | | 行政诉讼 | | | | | | | | | | | 结果维持 | 结果纠正 | 其他结果 | 尚未审结 | 总计 | 未经复议直接起诉 | | | | | 复议后起诉 | | | | | | 结果维持 | 结果纠正 | 其他结果 | 尚未审结 | 总计 | 结果维持 | 结果纠正 | 其他结果 | 尚未审结 | 总计 | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |   五、存在的主要问题及改进情况  （一）抓好平台建设。充分利用好门户网站、政务外网和信息公开平台三大媒介，及时发布和更新依法应主动公开的政府信息，进一步扩大政府信息公开内容范围，提高办事透明度，切实成为服务公众和机关的有效载体和平台。  （二）强化督促检查。在深入贯彻落实《条例》和“五公开”纳入办文办会工作程序要求的同时，接受社会和服务对象的监督，切实做好政府信息公开工作。  （三）开展业务培训。通过专业的技能培训，提高信息公开工作人员的工作技能和业务水平，保证公开信息的及时、准确和全面，保障信息公开工作常规化开展，使我局政府信息公开工作更加规范、全面。  六、其他需要报告的事项 |

本年度无其他需要报告的事项。