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**NATIONAL STANDARD OF THE
PEOPLE'S REPUBLIC OF CHINA**

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Replacing GB/T 33455-2016

Guidelines on risk management in public affairs activity

公共事务活动风险管理指南

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Foreword

This document is in accordance with the provisions of GB/T 1.1-2020 "Guidelines for standardization work Part 1: Structure and drafting rules for standardization documents" Drafting.

This document replaces GB/T 33455-2016 "Guidelines for Risk Management of Public Affairs Activities".

In addition to structural adjustments and editorial changes, the main technical changes are as follows.

- Changed the principles from "4.1 Highlight risk awareness, 4.2 Prevent emergencies, 4.3 Protect public interests, 4.4 Fully communicate, 4.5 Strengthen overall coordination, 4.6 Focus on full-process management" was changed to "4.1 Focus on comprehensive and effective integration, 4.2 Actively prevent emergencies, 4.3 Strengthen risk communication" and other three principles (see Chapter 4, Chapter 4 of the 2016 edition);
- Changed the "Risk Management Process for Public Affairs Activities" and changed "clarify environmental information" to "clarify scope and environment" (see 5.4, 5.2 of the 2016 edition);
- Added "risk determination criteria", "communication and consultation", "records and reports" (see 5.2, 5.3, 5.8);
- Changed the content of "Implementation of Risk Management in Public Affairs Activities" (see Chapter 6, Chapter 6 of the 2016 edition);
- Added a diagram (see Figure 2);
- Added "leadership and commitment" and "risk management evaluation and improvement" (see 6.3, 6.7);
- Deleted "Communication and reporting mechanism for risk management" (see 6.6 of the 2016 edition).

Please note that some of the contents of this document may involve patents. The issuing organization of this document does not assume the responsibility for identifying patents.

This document is proposed and coordinated by the National Technical Committee on Risk Management Standardization (SAC/TC310).

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The previous versions of this document and the documents it replaces are as follows.

- First published in 2016 as GB/T 33455-2016;
- This is the first revision.

Introduction

With the rapid changes in the internal and external public environment and the improvement of public risk awareness, various uncertainties that affect the realization of public sector goals have emerged.

Risk events in the public affairs field may lead to crises and chain reactions, which will not only reduce the level of public management and public services, but also The ability to serve the public may also affect public safety, high-quality development and the process of governance modernization. Especially in the self-media environment, the formulation of major policies, When approving major matters, implementing major projects, and carrying out matters related to the interests of the masses, we should use social stability risk assessment and public opinion risk management to It is crucial to use a variety of risk management tools such as risk management to move the checkpoints forward and address the root causes.

Risk management is a basic requirement for the public sector. This document is based on GB/T 24353-2022 "Risk Management Guidelines" and GB/T 23694 Under the guidance of the Risk Management Terminology, this document is compiled in combination with the characteristics and actual situation of public affairs activities in China.

Manage internal and external environmental information of the organization, use systematic methods and tools to identify, analyze, evaluate and respond to potential risks, and help public affairs management organizations and personnel to effectively manage the risks they may face in public affairs activities and take necessary countermeasures.

1 Scope

This document provides guidance on the principles, processes and implementation of risk management in public affairs activities.

This document applies to organizations that assume public affairs management functions in accordance with laws and regulations, and implement risk management when conducting public affairs activities.

It can also provide a reference for other activities or organizations involving public interests when carrying out risk management.

2 Normative references

GB/T 23694

3 Terms and definitions

The terms and definitions defined in GB/T 23694 and the following apply to this document.

3.1

The sum of a series of actions to manage matters involving public interests in accordance with laws and regulations.

3.2

An institution/entity that assumes the management function of public affairs activities in accordance with laws and regulations.

3.3

The possible impact of uncertainty on public affairs management organizations and the achievement of their activity goals.

3.4

Direct and control coordination activities related to issues related to risks (3.3) of public affairs activities.

4.1 Focus on comprehensive and effective integration

Risk management of public affairs activities should be integrated into the entire process of public affairs activities, not only throughout planning, decision-making, execution, supervision, feedback, and assessment, but also In addition, we should also focus on risk prevention and control throughout the entire process and proactively guard against risks.

For prevention, we should focus on implementing risk monitoring and other in-process prevention and control in the midstream of risks, and focus on post-event assessment and problem rectification in the downstream of risks.

Treat risk management as an integral part of public affairs activities and integrate risk