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

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**Evaluation criteria of forestry and grassland administrative
license**

林业和草原行政许可评价规范
(English Translation)

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Foreword

This standard was drafted in accordance with the rules given in GB/T 1.1-2009 "Guidelines for Standardization Work Part 1: Standard Structure and Compilation".

This standard was proposed and managed by the State Forestry and Grassland Administration.

Drafting organization of this standard. Beijing Forestry University.

1 Scope

This standard stipulates the evaluation of the standardization construction and implementation of administrative licenses carried out by the State Forestry and Grassland Administration. Local Forestry and Grassland Administration Departments and local forestry and grassland administrative examination and approval departments can refer to and apply.

2 Normative references

The following documents are indispensable for the application of this document. For dated reference documents, only the dated version applies to this document.

For undated references, the latest version (including all amendments) applies to this document.

GB/T 32169.4-2015 Government Service Center Operation Specification Part 4: Window Service Evaluation Requirements "Law of the People's Republic of China on Administrative Licensing" "Administrative License Standardization Guidelines (2016 Edition)"

3 Terms and definitions

The following terms and definitions apply to this document.

Self evaluation

The evaluation subject evaluates its own administrative license standardization construction and implementation within the agency according to the established evaluation plan the process of.

The administrative counterpart satisfaction evaluation subject obtains relevant information about the administrative counterpart's satisfaction with the administrative licensing process and administrative licensing services, and uses statistics Analysis tools are the process of analyzing, mining satisfaction data information, making evaluations, seeking improvement directions and improvement measures.

Third party evaluation an evaluation organized by a third party independent of the evaluation subject regarding the standardization construction and implementation of administrative licenses.

Multi-party evaluation the evaluation is carried out through the integration of internal and external and the coexistence of multiple subjects.

Focus on follow-up

In response to the problems found in the process of standardization construction and implementation of administrative licenses, we will focus on organizing return visits and investigations to solicit the opinions of administrative counterparts.

See and suggest, supervise and guide the administrative licensing implementing agencies to carry out rectification.

Acceptance concentration rate the ratio of the number of administrative licensing items accepted collectively through the administrative licensing acceptance site to the total number of administrative licensing items of the administrative licensing implementing agency.

Completion rate on time the ratio of the number of administrative licensing items completed within the statutory time limit to the total number of administrative licensing items completed by the administrative licensing implementing agency during the same period.

Early completion rate the ratio of the actual processing time shorter than the legal time limit to the total number of administrative licensing items handled by the administrative licensing implementing agency during the same period.

4 Evaluation principles

Evaluation should adhere to the following principles.

- a) Objective and fair;
- b) Scientific rigor;
- c) Comprehensive and accurate;
- d) Continuous improvement.

5 Evaluation subject

The specific evaluation work shall be undertaken by the administrative licensing contractor of the State Forestry and Grassland Administration, the administrative licensing work management agency or a third-party agency.

6 Evaluation method

It can be carried out by means of self-evaluation, administrative counterpart satisfaction evaluation, third-party evaluation, or a combination of multiple evaluations.

7.1 General

According to the characteristics of the selected evaluation method, the evaluation subject can select applicable indicators from the evaluation indicators and combine them, and then Construct an evaluation index system, and assign a corresponding score to each index.

7.2 Indicators of administrative licensing information disclosure

7.2.1

The determination of the name, code, and setting basis of administrative licensing items, including.

- a) Whether to compile a list of administrative licensing items;
- b) Whether to compile a service guide;
- c) Whether the name of the administrative license item, the basis for setting, the administrative license acceptance agency, and the administrative license object are clearly specified item by item.

7.2.2

All administrative licensing matters are disclosed to the public. include.

- a) Whether to disclose the list of administrative licensing items;
- b) Whether to publish the service guide.

7.2.3

The process and results are disclosed as required, including.

- a) Disclosure of information ex officio;
- b) Disclosure of information upon application.

7.3 Dynamic management indicators for administrative licensing matters

7.3.1

According to the adjustment of the basis for the establishment of administrative licensing items and the requirements of the reform of the administrative licensing system, timely update and correct the list of administrative licensing items Single information situation, including.

- a) Add, cancel, transfer, delegate or merge administrative licensing items;
- b) Change the elements of administrative licensing items, etc.

7.3.2

According to the clean-up of laws, regulations, rules and normative documents, timely update the service guide for administrative licensing matters, including.

- a) Implementation basis;
- b) Application materials;
- c) Processing time limit;