

2018 技輔室業務總覽（研管業務案例研析）

疫學研究組 技輔室

郭舒亭 助理研究員

摘要

技輔室業務極為繁雜，就其屬性勉強區分為六大類，1.公文及公務電子郵件之收發及辦理 2.圖書室業務及獸醫相關刊物編輯及付印 3.研發成果管理及運用（研管窗口）4.辦理獸醫相關教育訓練、各類參訪及學術研討會 5.共通性、庶務性事務辦理、不定時上級交辦事項。

本次工作報告將依據上述業務概分進行內容介紹，並針對研發成果管理及運用在執行業務推動時遇到困境與心得分享。

Functional Overview of the Technical Service Office

S. T. Kuo

Abstract

The functions provided by the Technical Service Office are extremely complex. In general, its current load can be categorized as: (1) reception and processing of documents/emails ; (2) management of the library as well as editing and publication of technical reports; (3) management and application of research and development results; (4) arrangement of veterinary continuing education and training, conferences, meetings, and the reception of various domestic and foreign visitors; and (5) management of general affairs and other occasional missions which cannot be categorized as the responsibilities of other divisions of this institute. In today's talk, the daily functions of the Technical Service Office is introduced and analyzed, as we share our experience working with such a complex set of diverse tasks.