**临沧市人民政府外事办公室信息公开基本目录**

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| 序号 | 公开事项 | 公开内容 | 公开依据 | 公开时限 | 公开渠道和载体 | 公开对象 | 公开方式 |
| 一级事项 | 二级事项 | 全社会 | 特定群体 | 主动公开 | 依申请公开 |
| 1 | 专栏首页 | 工作动态 | 单位日常工作状态 | 《中华人民共和国政府信息公开条例》 | 自该政府信息形成或者变更之日起20个工作日内及时公开 | 临沧市人民政府外事办信息公开专栏 | √ |  | √ |  |
| 2 |  | 通知公告 | 单位通知公告和工作提醒 | 《中华人民共和国政府信息公开条例》 | 自该政府信息形成或者变更之日起20个工作日内及时公开 | 临沧市人民政府外事办信息公开专栏 | √ |  | √ |  |
| 3 | 组织机构 | 机构职能 | 1.机关名称 | 《中华人民共和国政府信息公开条例》 | 自该政府信息形成或者变更之日起20个工作日内及时公开 | 临沧市人民政府外事办信息公开专栏 | √ |  | √ |  |
|  | 2.职能职责 |  |
|  | 3.办公地址 |  |
|  | 4.办公时间 |  |
|  | 5.联系方式 |  |
| 4 | 信息公开 | 信息公开制度 | 信息公开制度 | 自该政府信息形成或者变更之日起20个工作日内及时公开 | 临沧市人民政府外事办信息公开专栏 | √ |  | √ |  |
| 5 | 信息公开指南 | 信息公开指南 | √ |  | √ |  |
| 6 | 信息公开年报 | 信息公开年报 | 《中华人民共和国政府信息公开条例》 | 临沧市人民政府外事办信息公开专栏 | √ |  | √ |  |
| 7 | 文件和解读 | 包括文字解读、专家解读、领导解读等 | 自该政府信息形成或者变更之日起3个工作日内及时公开 | 临沧市人民政府外事办信息公开专栏 | √ |  | √ |  |
| 8 | 财政预决算及三公经费 | 财政预决算及三公经费 | 自该政府信息形成或者变更之日起20个工作日内及时公开 | √ |  | √ |  |
| 9 | 专题专栏 | 党建 | 日常党建工作 | 自该政府信息形成或者变更之日起20个工作日内及时公开 | 临沧市人民政府外事办信息公开专栏 | √ |  | √ |  |
| 10 | 因公出国（境） | 因公出国（境）相关表格 | √ |  | √ |  |
| 11 | 来华签证邀请函 | 来华签证邀请函相关表格 | √ |  | √ |  |
| 12 | 普法阵地 | 各项法律知识普及 | √ |  | √ |  |

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