

INTERNATIONAL CONFERENCE ON THE HISTORY OF THE MIDDLE EAST

The International Conference on the History of the Middle East is a unique opportunity for scholars and students from around the world to meet and discuss the latest research in the field. The conference will be held in a beautiful location and will feature a variety of activities, including lectures, panel discussions, and workshops. The conference is open to all who are interested in the history of the Middle East, and we encourage you to apply for a place on the programme.

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一、 目的： 為健全公司管理， 提高經營效率， 特制定本辦法。
二、 範圍： 凡屬公司業務範圍內之各項管理， 均應依本辦法辦理。
三、 職責： 各部門主管應負起管理責任， 並定期向總經理報告。

第一章 總則
第一條 本辦法所稱之「管理」， 係指公司業務之計劃、 組織、 指揮、 監督、 考核等事項。
第二條 本辦法所稱之「主管」， 係指公司各部門之負責人。
第三條 本辦法所稱之「員工」， 係指受公司聘僱之全體人員。

第二章 組織
第四條 公司組織應以精簡、 效率為原則， 並應定期檢討調整。
第五條 各部門之設置， 應以業務需要為前提， 並應明確劃分職責。

第六條 主管應負起其管轄範圍內之管理責任， 並應定期向總經理報告。
第七條 員工應遵守公司各項規章制度， 並應盡忠職守， 努力完成工作。

第八條 公司應建立有效之溝通管道， 並應鼓勵員工提出建議。
第九條 公司應定期舉辦各項培訓課程， 以提高員工之專業能力。

第十條 公司應建立公平、 合理之考核制度， 並應定期對員工進行考核。
第十一條 公司應建立有效之激勵機制， 以激發員工之工作熱情。

第十二條 公司應建立有效之監督機制， 並應定期對各項業務進行監督。
第十三條 公司應建立有效之風險控制機制， 並應定期對各項業務進行風險評估。

第十四條 公司應建立有效之資訊管理機制， 並應定期對各項業務進行資訊分析。
第十五條 公司應建立有效之財務管理機制， 並應定期對各項業務進行財務分析。

INTERNATIONAL CONFERENCE ON THE HISTORY OF THE MIDDLE EAST

The International Conference on the History of the Middle East is a unique opportunity for scholars from around the world to discuss the most current research on the history of the region. The conference will focus on the period from the late Ottoman Empire to the present day, and will cover a wide range of topics, including political, social, and economic history. The conference is organized by the Middle East Studies Association (MESA) and will be held in Istanbul, Turkey, in 2025.

The conference is open to all scholars, regardless of their institutional affiliation. The conference will feature a series of plenary sessions, as well as a number of smaller sessions, including roundtables, panels, and workshops. The conference will also include a field trip to the historical sites of Istanbul. The conference is a must-attend event for anyone interested in the history of the Middle East. For more information, please visit the conference website at www.mesa-net.org/conferences.

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