

This is an unofficial translation of the NAOJ Regulations No. 1 of the National Astronomical Observatory of Japan, Regulations on the Organization and Operation of the National Astronomical Observatory of Japan, dated April 1, 2004. Only the original Japanese text of these regulations has legal effect, and this translation is to be used solely as reference material to aid in understanding the original Japanese version.

Regulations on the Organization and Operation of the National Astronomical Observatory of Japan

April 1, 2004

NAOJ Regulations No. 1

Article 1. Purpose

The purpose of these Regulations is to specify necessary matters concerning the organization and operation of the National Astronomical Observatory of Japan (hereinafter, the “NAOJ”), in addition to those specified in the General Rules for Organization and Operation of the National Institutes of Natural Sciences, an Inter-University Research Institute Corporation (General Rules No. 1 of 2004; hereinafter, the “General Rules”).

Article 2. Duties of Vice-Director Generals

The division of the duties of Vice-Director Generals shall be as follows.

- (i) Vice-Director General (on General Affairs): General affairs and other matters specified by the Director General.
- (ii) Vice-Director General (on Finance): Finance and other matters specified by the Director General.

Article 3. Selection of Vice-Director Generals, etc.

1. Selection of Vice-Director Generals, Director of Engineering, and Director of Research Coordination (hereinafter, “Vice-Director Generals, etc.”) shall be conducted by the Director General.
2. In conducting the selection, the Director General shall hear opinions of the Executive Committee in advance.

Article 4. Term of Office of Vice-Director Generals, etc.

1. The term of office of Vice-Director Generals, etc. shall be two years, and they may be reappointed. However, their term of office may not exceed the expiration of the term of office of the Director General.
2. The term of office of a successor as a Vice-Director General, etc., when a vacancy for the Vice-Director General, etc. occurs, shall be the remaining term of office of their predecessor.

Article 4-2. Executive Advisor to the Director General

1. NAOJ may have Executive Advisors to the Director General.
2. The person designated by the Director General shall serve as the Executive Advisor to the Director General.
3. The term of office of the Executive Advisor to the Director General shall be two years, and they may be reappointed. However, their term of office may not exceed the expiration of the term of office of the Director General.
4. The Executive Advisor to the Director General shall assist the Director General in planning and implementing matters designated by the Director General.
5. Notwithstanding the provisions of paragraph 3, the Director General may set the term of office of the Executive Advisor to the Director General, if it is found particularly necessary.
6. Notwithstanding the provision of paragraph 2, the Director General may appoint dedicated Executive Advisors to the Director General, if it is found particularly necessary.

Article 5. Project Offices, etc.

1. In addition to those specified in Article 20, paragraph 2 of the General Rules, NAOJ shall have the Project Offices set forth in Schedule 1, and a Director shall be appointed to supervise the relevant Project Office.
2. A Subproject office, as set forth in Schedule 2, shall be established under the Project Office, and a Director shall be appointed to supervise the relevant Subproject office.
3. The Project Offices shall be classified into and defined as C, B, or A, as set forth in Schedule 3, and the Subproject offices shall be defined as set forth in Schedule 4.
4. Matters that may be necessary in regard to the Project Offices and the Subproject offices shall be separately determined.
5. In addition to the Project Offices, NAOJ shall have Study Groups as classified and defined in Schedule 3-2, and a Director shall be appointed to supervise the relevant Study Group.
6. With respect to those operated integrally out of the Project Offices, the Project Offices in

the right column of Schedule 3-3 shall be established under the relevant Project Offices in the left column thereof.

Article 5-2. Deputy Director of Project Office, etc.

Deputy Director of a Project Office, Deputy Director of a Center, or Deputy Director of the Division of Science may be appointed respectively in the Project Office, the Center, or the Division of Science by designation of the Director General as necessary.

Article 6. Selection of Director of Project Offices, Centers, Subproject Offices, and Study Groups

1. The Director General shall select the Directors of Project Offices, Centers, Subproject offices, and Study Groups.
2. Matters that may be necessary in regard to the selection of the Directors of Project Offices, Centers, Subproject offices, and Study Groups shall be separately determined.

Article 7. Term of Office of Director of Project Offices, Centers, Subproject Offices, and Study Groups

1. The term of office of the Directors of Project Offices, Centers, Subproject offices, and Study Groups shall be within two years, and they may be reappointed.
2. The term of office of a successor to a Director of a Project Office, Center, Subproject office, or Study Group, when a vacancy for such position occurs, shall be the remainder of their predecessor's term.

Article 8. Selection of the Director of the Division of Science

1. Selection of the Director of the Division of Science shall be conducted by the Director General.
2. The Director General may conduct the selection by applying mutatis mutandis the provisions of paragraph 2 of Article 6.

Article 9. Term of Office of the Director of the Division of Science

1. The term of office of the Director of the Division of Science shall be two years, and they may be reappointed.
2. The term of office of a successor as the Director of the Division of Science, when a vacancy for such position occurs, shall be the remaining term of office of their predecessor.

Article 9-2. Office of International Relations

1. NAOJ shall have the Office of International Relations to process operations pertaining to international relations, etc. in accordance with the provisions of Article 20, paragraph 4 of the General Rules.
2. Matters that may be necessary in regard to the Office of International Relations shall be separately determined.

Article 9-3. Human Resources Planning Office

1. NAOJ shall have the Human Resources Planning Office to process operations pertaining to planning of medium- and long-term securing of human resources in the fields of research, education, and technology as well as operations pertaining to coordination and adjustment in the allocation of human resources among the Project Offices and the Centers, in accordance with the provisions of Article 20, paragraph 4 of the General Rules.
2. Matters that may be necessary in regard to the Human Resources Planning Office shall be separately determined.

Article 9-4. Safety and Health Management Office

1. NAOJ shall have the Safety and Health Management Office to process operations pertaining to management, etc. of safety and health in accordance with the provisions of Article 20, paragraph 4 of the General Rules.
2. Matters that may be necessary in regard to the Safety and Health Management Office shall be separately determined.

Article 9-5. Engineering Promotion Office

1. NAOJ shall have the Engineering Promotion Office to process operations pertaining to promotion, etc. of research and engineering in accordance with the provisions of Article 20, paragraph 4 of the General Rules.
2. Matters that may be necessary in regard to the Engineering Promotion Office shall be separately determined.

Article 9-6. Graduate Education Office

1. NAOJ shall have the Graduate Education Office to process operations pertaining to graduate school education in accordance with the provisions of Article 20, paragraph 4 of the General Rules.
2. Matters that may be necessary in regard to the Graduate Education Office shall be

separately determined.

Article 9-7. System Safety and Product Assurance Promotion Office

1. NAOJ shall have the System Safety and Product Assurance Promotion Office to process operations pertaining to system safety, reliability, and product assurance, in accordance with the provisions of Article 20, paragraph 4 of the General Rules,
2. Matters that may be necessary in regard to the System Safety and Product Assurance Promotion Office shall be separately determined.

Article 10. Offices, Research Facilities, or Branches

1. The offices, research facilities, or branches set forth in Schedule 5 (hereinafter, “Offices, etc.”) shall be established under the Project Offices or the Center therein.
2. Establishment, abolition, or change of name of the Offices, etc. shall be carried out by the Director General upon deliberation in the Executive Committee.
3. Director of the Offices, etc. may be appointed by designation of the Director General, as necessary.

Article 10-2. Offices Established under the Research Enhancement Strategy Office

1. The offices set forth in Schedule 5-2 shall be established under the Research Enhancement Strategy Office.
2. Matters that may be necessary in regard to the offices established based on the provisions of the preceding paragraph shall be separately determined.

Article 11. Visiting Professors, etc. and Affiliated Faculty

1. The Director General may allow a person who is considered appropriate and is not Research and Academic Staff, out of those who engage in research at NAOJ to be granted the title of Visiting Professor, Visiting Associate Professor, or Visiting Research Fellow (hereinafter, “Visiting Professor, etc.”).
2. The Director General may deploy an affiliated faculty transferred temporarily from a university, etc. while retaining the employment status therewith, based on an agreement with the university, etc., who participates in a project, a center, or a research division of NAOJ (hereinafter, “Project, etc.”) and engages in research at NAOJ.
3. The affiliated faculty shall be an Affiliated Professor or an Affiliated Associate Professor.
4. Matters that may be necessary in regard to the selection of Visiting Professors, etc. shall be separately determined.

5. Matters that may be necessary in regard to the selection, etc. of affiliated faculty shall be separately determined.

Article 12. Research Division

1. A Research Division may be established under each of the Division of Science and the Centers.
2. The Research Division may have a Professor, Executive Engineer, Associate Professor, Senior Research Engineer, Assistant Professor, and Research Engineer.
3. Establishment, abolition, or change of name of the Research Division shall be carried out by the Director General upon deliberation in the Advisory Committee for Research and Management.

Article 12-2. Collaborative Projects

1. NAOJ shall carry out the collaborative projects as set forth in Schedule 7.
2. A person responsible for each of the collaborative projects shall be appointed by designation of the Director General.

Article 12-3. Scientific Goals, etc.

1. The scientific goals and missions of the Project Offices shall comply with the “Scientific Goals and Missions” determined separately. As for the Centers or the Division of Science, those equivalent thereto shall be determined separately, as necessary.
2. The management and operation policy for the Project Office operated by international collaboration shall comply with the agreement, etc. or “Governance Policy” as specified separately. The management and operation policy of the other Project Offices, Centers, or the Division of Science shall comply with the “Governance Policy” specified separately, as necessary.

Article 13. Specialty Committees and Council

1. The committees and council set forth below shall be established under the Advisory Committee for Research and Management, based on the provisions of Article 9, paragraph 1 of the Rules of the Advisory Committee for Research and Management of the National Institutes of Natural Sciences (NINS), an Inter-University Research Institute Corporation (NINS Rules No. 17 of 2004):
 - (i) Project Review Committee;
 - (ii) Research Coordination Committee;

(iii) Science Advisory Committee;

(iv) External Council; and

(v) Science Roadmap Committee.

2. Matters that may be necessary in regard to the Committees and Council in the preceding paragraph shall be separately determined.

Article 14. Executive Committee, etc.

1. For the purpose of deliberating important matters concerning research and education as well as operation at NAOJ, the Executive Committee, Planning Committee, Finance Committee, and Technology Committee (hereinafter, “Executive Committee, etc.”) shall be established.
2. Matters that may be necessary in regard to the organization and operation of the Executive Committee, etc. shall be separately determined.

Article 15. Individual Performance Evaluation Committee

1. The Individual Performance Evaluation Committee shall be established to conduct an individual performance evaluation of each of the Research and Academic Staff of NAOJ.
2. Matters that may be necessary in regard to the organization and operation of the Individual Performance Evaluation Committee shall be separately determined.

Article 16. Project Director Committee, etc.

1. For the purpose of reviewing necessary matters concerning research and education as well as operation at NAOJ, the Project Director Committee, Faculty Meeting, and Engineering Staff Meeting (hereinafter, “Project Director Committee, etc.”) shall be established.
2. Matters that may be necessary in regard to the organization and operation of the Project Director Committee, etc. shall be separately determined.

Article 17. Committee

1. A committee shall be established to deliberate or discuss the specialized matters specific to NAOJ.
2. Matters that may be necessary in regard to the establishment, organization, and operation of the committee in the preceding paragraph shall be separately determined.

Article 18. Miscellaneous Provisions

Matters that may be necessary in regard to the organization and operation of NAOJ in

addition to those set forth herein shall be separately determined.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2004.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2005.

Supplementary Provision

These Regulations shall come into effect as of August 1, 2005.

Supplementary Provisions

1. These Regulations shall come into effect as of November 25, 2005.
2. In the case of those who are appointed to Directors of Project Offices, etc. and Heads of Research Divisions as of the time of effectuation of these Regulations, the start of their term of office shall be April 1, 2004. However, the term of office of those who were continuously appointed to Directors of C Project Offices and Directors of Centers on April 1, 2004 following their appointment as Director of Research Coordination, Directors of Observatories, and Directors of Centers shall be up to March 31, 2006, and the term of office in cases where the same persons are reappointed to the same positions of Directors of C Project Offices and Directors of Centers, as of April 1, 2006 shall be two years on the basis of the proviso of paragraph 1 of Article 7.
3. Notwithstanding the preceding paragraph, in the case of the term of office of the Director of the Advanced Technology Center, their term of office shall start on April 1, 2006 without including one year from April 1, 2005.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2006.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2007. However, revision of the portion pertaining to the categories C and B in Schedule 3 shall come into effect as of May 1, 2007.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2008.

Supplementary Provision

These Regulations shall come into effect as of May 1, 2009.

Supplementary Provision

These Regulations shall come into effect as of July 1, 2009.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2010.

Supplementary Provision

These Regulations shall come into effect as of October 19, 2010 and shall apply from October 1, 2010.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2011.

Supplementary Provision

These Regulations shall come into effect as of March 28, 2012 and shall apply from October 28, 2011.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2012.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2013.

Supplementary Provision

These Regulations shall come into effect as of December 1, 2013.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2014.

Supplementary Provision

These Regulations shall come into effect as of July 11, 2014 and shall apply from April 1, 2014.

Supplementary Provision

These Regulations shall come into effect as of December 19, 2014.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2015.

Supplementary Provision

These Regulations shall come into effect as of January 1, 2017.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2017.

Supplementary Provision

These Regulations shall come into effect as of January 1, 2018.

Supplementary Provisions

1. These Regulations shall come into effect as of February 1, 2018.
2. The term of office of the Directors of Project Offices, Directors of Centers, or Heads of Research Divisions (hereinafter, "Directors of Project Offices, etc.") whose term of office expires on March 31, 2018 shall be extended up to September 30, 2018. However,

if any of the Directors of Project Offices, etc. no longer works for NAOJ as of April 1, 2018, an acting director shall be appointed for a period until September 30, 2018.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2018.

Supplementary Provision

These Regulations shall come into effect as of July 1, 2018.

Supplementary Provision

These Regulations shall come into effect as of October 1, 2018. Notwithstanding the provisions of Article 7 as revised, however, the term of office then in force shall remain applicable to the term of office of the Directors of Project Offices, Directors of Centers, and Heads of Research Divisions all of whom are currently in the middle of their term of office as of the date of the effectuation.

Supplementary Provision

These Regulations shall come into effect as of October 27, 2018.

Supplementary Provision

These Regulations shall come into effect as of January 1, 2019.

Supplementary Provision

These Regulations shall come into effect as of January 10, 2019.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2019.

Supplementary Provision

These Regulations shall come into effect as of August 1, 2019.

Supplementary Provision

These Regulations shall come into effect as of September 1, 2019.

Supplementary Provision

These Regulations shall come into effect as of September 6, 2019.

Supplementary Provision

These Regulations shall come into effect as of September 18, 2019.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2020.

Supplementary Provision

These Regulations shall come into effect as of May 15, 2020 and shall apply from April 1, 2020.

Supplementary Provisions

1. These Regulations shall come into effect as of June 29, 2020 and shall apply from April 27, 2020.

2. The provisions of item (iv) of Article 13 as revised shall be the measures applicable for the time being.

Supplementary Provisions

1. These Regulations shall come into effect as of March 17, 2021.
2. If the term of office of a person who is appointed to the Director of a Project Office as of the date of effectuation of these Regulations expires no later than a day before September 30, 2021, their term of office shall be extended up to September 30, 2021.

Supplementary Provision

These Regulations shall come into effect as of June 22, 2021.

Supplementary Provision

These Regulations shall come into effect as of July 9, 2021, and shall apply from June 22, 2021.

Supplementary Provisions

1. These Regulations shall come into effect as of January 20, 2022.
2. If the term of office of a person who is appointed to the Director of a Center, Director of the Division of Science, or Head of a branch office of a Project Office as of the date of effectuation of these Regulations expires no later than a day before September 30, 2022, their term of office shall be extended up to September 30, 2022.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2022.

Supplementary Provision

These Regulations shall come into effect as of October 1, 2022.

Supplementary Provision

These Regulations shall come into effect as of April 1, 2023.

Supplementary Provisions

1. These Regulations shall come into effect as of July 21, 2023.
2. If the term of office of a person who is appointed to the Director of a Project Office as of the date of effectuation of these Regulations expires no later than a day before March 31, 2024, notwithstanding the provision of paragraph 1, Article 7, their term of office shall be extended up to September 30, 2024.

Supplementary Provisions

1. These Regulations shall come into effect as of March 27, 2024.
2. The Regulations of the Communications Enhancement Committee of the National Astronomical Observatory of Japan (NAOJ Regulations No. 1 dated June 29, 2020)

shall be abolished.

Supplementary Provision

These Regulations shall come into effect as of July 1, 2024.

Supplementary Provision

These Regulations shall come into effect as of September 1, 2024.

Supplementary Provision

These Regulations shall come into effect as of November 1, 2024.

Supplementary Provision

These Regulations shall come into effect as of November 14, 2024, and shall apply from November 1, 2024.

Schedule 1 (Related to Article 5)

Name of project office	Name of head
Subaru Prime Focus Spectrograph (PFS) Project	Director of Project
Subaru Ground Layer Adaptive Optics (GLAO) Project	Director of Project
Atacama Submillimeter Telescope Experiment (ASTE) Project	Director of Project

Schedule 2 (Related to Article 5)

Name of project office	Name of subproject office	Name of head
Mizusawa VLBI Observatory	Square Kilometer Array 1 (SKA1) Promotion Group	Director of Subproject

Schedule 3(Related to Article 5)

Category	Definition	Name of project office
C	Projects at the operation stage such as joint use	Mizusawa VLBI Observatory Nobeyama Radio Observatory Solar Science Observatory Subaru Telescope Center for Computational Astrophysics NAOJ Chile ALMA Project
B	Projects for which construction is ongoing with an aim for their realization as NAOJ	Gravitational Wave Science Project Thirty Meter Telescope (TMT) Project
A	Approved as small-scale projects	JASMIN (Japan Astrometry Satellite Mission for INfrared Exploration) Project RISE (Research of Interior Structure and Evolution of Solar System Bodies) Project SOLAR-C Project Subaru Prime Focus Spectrograph (PFS) Project Subaru Ground Layer Adaptive Optics (GLAO) Project Atacama Submillimeter Telescope Experiment (ASTE) Project

Schedule 3-2 (Related to Article 5)

Category	Definition	Name of study group	Name of head
Study group	Plans at the stage of study	Next generation Very Long Array (ngVLA) Study Group	Director of Study Group

Schedule 3-3 (Related to Article 5)

Upper project office	Lower project office
Solar Science Observatory	SOLAR-C Project
Subaru Telescope	Subaru Prime Focus Spectrograph (PFS) Project Subaru Ground Layer Adaptive Optics (GLAO) Project
NAOJ Chile	Atacama Submillimeter Telescope Experiment (ASTE) Project

Schedule 4 (Related to Article 5)

Definition	Name of subproject office
Groups, each securing a level of originality in the belonging project office and requiring to clearly show its activities to outside	Square Kilometer Array 1 (SKA1) Promotion Group

Schedule 5 (Related to Article 10)

Name of project office or center	Name of office, research facilities, or branch
Subaru Telescope	Okayama Branch
Mizusawa VLBI Observatory	Mizusawa Station Ibaraki Station Ogasawara Station Yamaguchi Station Iriki Station Ishigakijima Station Esashi Earth Tides Station
Gravitational Wave Science Project	Kamioka Branch
Thirty Meter Telescope (TMT) Project	NAOJ California Office
Public Relations Center	Ephemeris Computation Office Spectrum Management Office Public Relations Office Outreach and Education Office Publications Office Office for Astronomy Outreach Time Keeping Office Office of Historical Archives Ishigakijima Astronomical Observatory

Schedule 5-2 (Related to Article 10-2)

Name of office established under the Research Enhancement Strategy Office
Research Assessment Support Office
Industry Liaison Office

Schedule 7 (Related to Article 12-2)

Name of collaborative project
(Inter-University Collaboration) Optical and Infrared Synergetic Telescopes for Education and Research (OISTER)
(Inter-University Collaboration) Japanese VLBI Network (JVN)