

This is an unofficial translation of the NAOJ Regulations No. 24 of the National Astronomical Observatory of Japan, Regulations of the Planning Committee of the National Astronomical Observatory of Japan, dated October 7, 2016. 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 of the Planning Committee of the National Astronomical Observatory of Japan

October 7, 2016
NAOJ Regulations No. 24

Article 1. Establishment

The National Astronomical Observatory of Japan shall have the Planning Committee of the National Astronomical Observatory of Japan (hereinafter, the “Committee”).

Article 2. Duties

The Committee shall deliberate the matters set forth in the following items:

- (i) Matters concerning planning of operations;
- (ii) Matters concerning establishment, revision, and abolition of organizations such as Project Offices and Centers;
- (iii) Matters concerning personnel planning such as arrangement of employees (including allocation of and contract renewal for positions with transition to employment without a fixed-term, appointment to employees transferred under the retirement age system, and employment in excess of the mandatory retirement age);
- (iv) Matters concerning planning and development of facilities and equipment;
- (v) Matters concerning inspection and evaluation of facilities and equipment as well as reallocation and effective utilization of space; and
- (vi) Other matters considered necessary by the Director General in regard to operations.

Article 3. Organization

1. The Committee shall consist of:
 - (i) Director General;
 - (ii) Vice-Director General;
 - (iii) Director of Engineering;
 - (iv) Director of Research Coordination;
 - (v) General Manager; and

- (vi) Director of the Human Resources Planning Office.
- 2. The Director General may, as necessary, add a person designated for a necessary period to the members set forth in the preceding paragraph.

Article 4. Chair

- 1. A meeting of the Committee shall have a chair, and the Director General shall serve as the chair.
- 2. When the chair is unable to attend to his/her duties, a person designated by the Director General in advance out of those set forth in the items of the preceding article shall carry out the duties of the chair in his/her place.

Article 5. Organization of Agenda and Progress of Proceedings of Committee Meetings

The Vice-Director General (on General Affairs) shall undertake the organization of agenda and the progress of proceedings of a meeting of the Committee.

Article 6. Holding a Meeting

- 1. A meeting of the Committee shall be held, as necessary.
- 2. A meeting of the Committee may be held jointly with the Finance Committee.

Article 7. Proceedings of Committee Meetings

- 1. A meeting of the Committee may be declared open and a resolution may be made, only if a majority of the members are present in the meeting.
- 2. A decision of the Committee shall be made by a majority of the attending members, and in the case of tie in votes, the chair of the meeting shall make the decision.

Article 8. Attendance of a Person Other Than Members

When necessary, the Committee may invite a person other than the members to be present at a meeting in order to hear his/her opinions.

Article 9. Reporting of Deliberated Matters

The matters deliberated based on the provisions set forth in Article 2 hereunder shall be promptly reported to the Executive Committee, as necessary.

Article 10. General Affairs

General affairs of the Committee shall be processed at the General Affairs Group of the Administration Department.

Article 11. Miscellaneous Provisions

Matters that may be necessary in regard to the operation of the Committee in addition to those set forth in these Regulations shall be separately determined.

Supplementary Provision

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

Supplementary Provision

These Regulation shall come into effect as of October 1, 2018.