

# Ministry of Health, Labour and Welfare

## Minister's Secretariat

### (Organization)

- Personnel Division
- General Coordination Division
- Finance Division
- Regional Bureau Administration Division
- International Affairs Division
- Health Sciences Division

### (Functions)

Minister's Secretariat supervises the administration of the Ministry of Health, Labour and Welfare and takes charge of comprehensive coordination, including the drafting of basic policies, the establishment, amendment and abolition of laws and ordinances, the compilation of the budget, organization and personnel affairs.

## Health Policy Bureau

### (Organization)

- General Affairs Division
- Medical Care Planning Division
- Medical Institution Management Support Division
- Medical Professions Division
- Dental Health Division
- Nursing Division
- Economic Affairs Division
- Research and Development Division

### (Functions)

Health Policy Bureau works for planning and designing medical policy that will ensure that qualified and effective medical services are available to people suffering from disease or injury. This includes securing doctors, dentists and nurses of high caliber, reinforcing hospitals and sanatoriums and promoting medical services that are based on "informed consent" policies that give patients appropriate explanations.

It also directly manages National Hansen's Disease Sanatoriums and supervises National Hospital Organization, the National Centers for Advanced and Specialized Medical Care and Research and the Japan Community Health Care Organization.

It also supports research development and industries in the field of medical supplies and medical devices which are indispensable for future medical services.

## Health Service Bureau

### (Organization)

- General Affairs Division
- Health Service Division
- Cancer and Disease Control Division
- Tuberculosis and Infectious Diseases Control Division
- Intractable/Rare Disease Control Division

### (Functions)

The Health Service Bureau promotes local health-care through health centers. It is working to control infectious diseases (Ebola Hemorrhagic Fever, Aids, tuberculosis, etc), lifestyle-related diseases (cancers, diabetes, etc), and other areas such as incurable diseases, allergies, as well as the deployment of appropriate

organ transplantations.

### **Pharmaceutical Safety and Environmental Health Bureau**

#### **(Organization)**

- General Affairs Division
- Pharmaceutical Evaluation Division
- Medical Device Evaluation Division
- Pharmaceutical Safety Division
- Compliance and Narcotics Division
- Blood and Blood Products Division
- Policy Planning Division for Environmental Health and Food Safety
- Food Safety Standards and Evaluation Division
- Food Inspection and Safety Division
- Environmental Health Division
- Water Supply Division

#### **(Functions)**

The work of this Bureau involves Controlling the production and sales of drugs, quasi-drugs, cosmetics and medical devices, and collecting/offering information on adverse reactions from products in order to ensure effectiveness and safety. It also contributes to the healthy life of society by controlling narcotics/stimulant abuse and ensuring chemical safety.

The bureau is also working to prevent food poisoning and develop regulations and standards for food additives and pesticide residues. It also enforces hygienic standards for food producing facilities and carries out inspection and gives guidance for ensuring safety of foods in the market through local governments and quarantine stations. Another aspect of the Department's work is checking the safety of genetically modified foods and publicizing information on the administrative responsibilities of food safety. It also works to ensure that people are able to lead hygienic and comfortable lives by enforcing hygienic practices in public places such as restaurants, bars, hairdressers/barbers, laundry shops and hotels and by ensuring safe, high-quality water supply.

### **Labour Standards Bureau**

#### **(Organization)**

- General Affairs Division
- Working Conditions Policy Division
- Supervision Division
- Labour Relations Law Division
- Wage Division
- Workers' Compensation Administration Division
- Labour Insurance Contribution Levy Division
- Compensation Division
- Compensation Operation Division

#### **(Functions)**

The Labour Standards Bureau secures and improves working conditions to ensure that workers are able to lead healthy and comfortable lives. Another aspect of the bureau's work is to offer workers appropriate compensation packages and make general plans to secure the workers stable lives.

It also supports workers and bereaved families who have been the victims of industrial accidents by offering them immediate compensation. It is also enforcing the general rehabilitation plan for workers who have suffered industrial accidents and providing nursing care-centres for those workers seriously injured at work. It is also in charge of the administration to collect labour insurance premium.

## **Industrial Safety and Health Department**

### **(Organization)**

- Policy Planning Division
- Safety Division
- Industrial Health Division
- Chemical Hazards Control Division

### **(Functions)**

In order to ensure a working environment which is safe and healthy, the Industrial Safety and Health Department is deploying the industrial accident prevention plan. It is also working to prevent occupational diseases and to promote healthy working environments for all.

## **Employment Security Bureau**

### **(Organization)**

- General Affairs Division
- Employment Policy Division
- Employment Insurance Division
- Demand and Supply Adjustment Division
- Foreign Workers' Affairs Division
- Labour Market Center Operation Division

### **(Functions)**

The Employment Security Bureau is taking positive measures for employment security and employment promotion. It operates employment insurance system as a safety net for employees. It also supports the function of public and private agencies to match employers and workers in the labour market while protecting rights of workers. These measures will relieve people's anxieties about future unemployment, and create a society with hope and vitality.

## **Employment Development Department**

### **(Organization)**

- Employment Development Policy Planning Division
- Employment Measures for the Elderly Division
- Employment Measures for the Persons with Disabilities Division
- Regional Employment Measures Division

### **(Functions)**

Employment Development Department is working to realize a society in which all people can work with a sense of job security, through securing employment and improving work environment.

This Department therefore implements measures to create and ensure various job opportunities for the elderly, to promote employment of persons with disabilities among others.

## **Employment Environment and Equal Employment Bureau**

### **(Organization)**

- General Affairs Division
- Equal Employment Opportunity Division
- Fixed-term and Part-time Work Division
- Work and Life Harmonization Division
- Home Work Division
- Workers' Life Division

### **(Functions)**

In order to promote working style reform, Employment Environment and Equal Employment Bureau is carrying out comprehensive measures to improve non-regular workers' working condition, to promote more active roles of working women and to realize work-life balance.

The Bureau measures to;

- secure equal employment opportunities for men and women and their fair treatment.
- prevent various harassment in workplace including such as sexual harassment and harassment on the basis of pregnancy/childbirth and child/family care leave.
- realize equal pay for equal work.
- support balance between work and family life.
- promote telework.
- provide retirement allowance system for small- and medium-sized enterprises that cannot establish their own system.
- support to solve dispute between employers and individual workers on matters of dismissals, end of employment, worsening of working conditions and bullying/harassment in the workplace, etc.

### **Child and Family Policy Bureau**

(Organization)

General Affairs Division  
Day Care Division  
Family's Welfare Division  
Childcare Support Division  
Mental and Child Health Division

(Functions)

The bureau is promoting measures for the welfare of children and families, health insurance medical care and various allowances - specifically aimed at supporting child-care by offering nursing services to cope with the rapidly declining birth rate, preventing child abuse, helping fatherless families and widows becoming independent, assisting in the sound growth of children, providing child-support allowance and working for mother-child health insurance medical care.

### **Social Welfare and War Victims' Relief Bureau**

(Organization)

General Affairs Division  
Public Assistance Division  
Community Welfare and Services Division  
Welfare Promotion Division  
Planning Division of War Victims' Relief  
Relief and Record Division  
Planning Division of Recovery of the Remains of War Dead

(Functions)

This Bureau is working towards the planning and managing the basic systems common in each area of social welfare including the social welfare foundation system, welfare offices, community chests, securing human resources for social welfare business and consolidating the volunteer activities infrastructure. Its public assistance services are wide-ranging and include the planning and management of the welfare system, measures against the homeless issues, support for self-reliant of the poor person and administrative guidance for consumers cooperative, etc. While organizing the memorial service for fallen soldiers at WWII, the bureau also manages programs such as the recovery of the remains of the war dead abroad and pilgrimages. The bureau also offers medical care services and pension to the war wounded and bereaved families, and supports the efforts of war-displaced Japanese left in China to return to Japan and to become self-sustaining.

### **Department of Health and Welfare for Persons with Disabilities**

(Organization)

Policy Planning Division

Welfare Division for Persons with Disabilities

Mental Health and Disability Health Division

(Functions)

This Department aims to realize “the normalization”, a society where persons with disabilities are able to lead active lives in the community, and health and welfare plans are made for them. These activities include: deploying welfare services that are based on “The Government Action Plan for Persons with Disabilities”; building systems to utilize the new welfare services for persons with disabilities; securing appropriate mental care services which consider the human rights of persons with mental disabilities and promoting opportunities for persons with disabilities to participate in social activities.

### **Health and Welfare Bureau for the Elderly**

(Organization)

General Affairs Division

Long-term Care Insurance Planning Division

Division of the Support for the Elderly

Promotion Division

Division of the Health for the Elderly

(Functions)

In order to help elderly people lead an independent, dignified lives and to participate in social activities in an aging society, this Bureau manages the smooth implementation of the long-term care insurance system. It is also working to implement the provisions contained in “Long-Term Care Insurance Project Plan” which includes: work to consolidate the infrastructure of long-term care services; developing on care and assistance and promoting various projects for elderly people to help them obtain a high quality of life.

### **Health Insurance Bureau**

(Organization)

General Affairs Division

Employees’ Health Insurance Division

National Health Insurance Division

Division of the Health Service System for the Elderly

Division for Health Care and Long-term Care Integration

Medical Economics Division

Actuarial Research Division

(Functions)

The Health Insurance Bureau’s work includes the planning and establishing of various medical insurance systems such as Employees’ Health Insurance, National Health Insurance, Seamen’s Insurance and Health Service System for the Elderly. It aims to sustain these systems in the long term and ensure that all the people in this country can be insured (universal health insurance nationwide). This has become of particular importance in the face of an aging population and a decline in the birth rate.

### **Pension Bureau**

(Organization)

General Affairs Division

Pension Division

International Pension Division

Asset Management Supervision Division

Private Pension Division

Actuarial Affairs Division

Pension Service Planning Division

Pension Service Management Division

(Functions)

The Pension Bureau is working to establish and operate a sustainable pension system that is truly trusted by people and which contributes to the security of people's lives by planning for and operating a public pension system that supports the post-retirement lives of the people.

#### **Director – General for Human Resources Development**

(Organization)

Counsellor(5)

(Functions)

Director – General for Human Resources Development is implementing the human resources development policies which deal with changes in the industrial structure brought about by the introduction of IT, changes in economic and social trends such as the diversification in working styles and attitudes and the changes in the current employment situation. It also aims to secure employment opportunities through the promotion of human resources development undertaken by workers themselves, supporting training programs conducted by employers, strengthening public vocational training programs, carrying out employment measures for young people, introducing vocational ability evaluation systems and promoting trade skills in order to create a society in which each individual can upgrade their vocational abilities. Director – General for Human Resources Development recognizes that the human resources development contributes to the international society. Therefore, it is participating in international cooperation related to human resources development.

#### **Director-General for General Policy Planning and Evaluation**

(Organization)

Counsellor (3)

Counsellor for Policy Evaluation

(Functions)

This Bureau is responsible for the comprehensive basic policy planning of the Ministry of Health, Labour and Welfare. This means developing general social security, labour and employment policy and evaluating policies with the aim of ensuring that the appropriate administrative systems respond to people's needs. It also edits the annual reports on the health, labour and welfare administration because it is important to be aware of the public's understanding in order to improve policies. In order to respond to the enormous changes in the economic society systems of our country, the bureau also analyses general economic issues and executes population policy. The coordination of industrial and labour relations in order to keep the relation between labour and management stable is also one of its activities.

#### **Director-General for Statistics and Information Policy**

(Organization)

Counsellor(5)

(Functions)

The Director-General for Statistics and Information Policy implements key statistical surveys on vital events, employment, and medical care, etc. that form the basis of the health, labour, and welfare administration. In addition, as a control center for information policies, it also promotes ICT utilization in the fields of medical care, etc. and informatization of the health, labour, and welfare administration, and works on strengthening cyber security.

### **Central Labour Relations Commission**

#### **Secretariat of the Central Labour Relations Commission**

(Organization)

General Affairs Division

Examination Division  
First Adjustment Division  
Second Adjustment Division  
General Examiner (3)

(Functions)

The Central Labour Relations Commission is one part of the labour commissions that are required by Labour Union Act. It is the external bureau consisting of public members, labour members and employer members. The Commissions are working to help settle disputes between employers and workers by making adjustments to the labour dispute process (using conciliation, mediation, and arbitration), examining the labour union qualifications and unfair labour practices based on Labour Union Act, Labour relation Adjustment Act, Labour Relation Act in Agency Engaged in Administrative Execution. Under the Central Labour Relations Commission, the secretariat is established, and a director-general and their staff support the members.