

II ORGANIZATION AND FUNCTIONS OF THE EXECUTIVE BRANCH

Note Functions of the Minister's or Director-General's Secretariat

The functions of the Minister's or Director-General's Secretariat are ordinarily as follows: overall coordination of the Ministry's Agency's activities; protection of confidential matters; recruitment, assignment, promotion and dismissal of personnel, disciplinary action, training; dispatch, compilation and custody of official documents; general adjustment and planning of administration; budgeting for expenditures and revenues, settlement of accounts and audits; custody of the Minister's or Director-General's and the Ministry's Agency's official seals; establishment and administration of health, medical and other welfare facilities for personnel.

Cabinet

Cabinet Secretariat

Cabinet Affairs Office

(Functions)

Arrangement of Cabinet Meetings agendas; confidential matters; personnel affairs for the mainline of the Cabinet; safekeeping of official seals, including official seals of the Prime Minister, Chief Cabinet Secretary and Deputy Chief Cabinet Secretaries; reception, dispatch and preservation of official documents; welfare and cultural education of personnel; budget, settlement and accounting; management and operational affairs of the Prime Minister's Official Residence; and general affairs of the Cabinet other than those mentioned above.

National Security Secretariat

(Functions)

National Security Secretariat supports the National Security Council, assists the Prime Minister and the Chief Cabinet Secretary with decision making, and formulates and coordinates basic foreign and defense policies concerning national security.

Cabinet Public Relations Office

(Functions)

The Cabinet Public Relations Office is in charge of those with regard to public relations among following affairs, under the direction of the Cabinet Public Relations Secretary; (i) planning and coordination of basic plans concerning important policies of the Cabinet; and (ii) planning and coordination necessary for integration of the policies of administrative offices.

Cabinet Intelligence and Research Office

(Functions)

Collection and analysis of, and research into intelligence related to the important policy matters of the Cabinet. (Including coordination of the above-mentioned activities conducted by the other ministries and agencies within the government)

Cabinet Legislation Bureau

Administration Office of the Director-General

(Organization)

General Affairs Division

Accounts Division

First Department

(Organization)

Constitutional Archives Research Office

(Functions)

Giving opinions on legal issues to the Prime Minister and to individual ministers as well as to the Cabinet as a whole.

Second Department

(Functions)

Examining legislative bills and draft Cabinet orders that are to be brought before Cabinet meetings.

Third Department

(Functions)

Examining legislative bills, draft Cabinet orders and draft treaties that are to be brought before Cabinet meetings.

Fourth Department

(Functions)

Examining legislative bills and draft Cabinet orders that are to be brought before Cabinet meetings.

National Security Council of Japan

(Functions)

Deliberation on important matters concerning national security including:

- Basic policy for national defense
- National Defense Program Guidelines (NDPG)
- Guidelines for adjustment plan of defense industries, etc. relating to the NDPG

- Basic policy relating to response to armed attack situations, etc.
- Important matters concerning response to armed attack situations, etc.
- Important matters concerning response to “situations in areas surrounding Japan”
- Important matters concerning the Self-Defense Forces’ international peace cooperation operations
- Other important matters concerning national defense
- Basic foreign and defense policies concerning national security and other important relating issues
- Important matters concerning response to grave emergency situations
- Other important matters concerning national security

IT Strategic Headquarters

(Functions)

- (i) Development of a priority policy program on the formation of an advanced information and telecommunications network society, and promotion of implementation of such plans.

- (ii) Deliberation on planning important measures on the formation of an advanced information and telecommunications network society, and the promotion of implementation of such measures.

Urban Renaissance Headquarters

(Functions)

- (i) Affairs regarding the issue of drafts for Basic Policies for Urban Renaissance
- (ii) Affairs to promote implementation of Basic Policies for Urban Renaissance
- (iii) Affairs to formulate cabinet orders designating the areas that need urgent improvement in the Urban Renaissance
- (iv) Affairs to issue policies to maintain for every area that needs urgent improvement in the Urban Renaissance, and affairs to promote the implementation thereof
- (v) Affairs in the previous Items, affairs relating to design and formulation of policies regarding Urban Renaissance that are considered to be important and harmonization of such policies

Headquarters for the Promotion of Special Zones for Structural Reform

(Functions)

- (i) Development of drafts for Basic policies on Special Zones for Structural Reform and promotion of the implementation of Basic policies on Special Zones for Structural Reform
- (ii) Besides those mentioned in the preceding clause, design and formulation of policies regarding Structural Reform, etc that are considered to be important and harmonization of such policies

Intellectual Property Strategy Headquarters

(Functions)

- (i) Development of a promotion program on the creation, protection and exploitation of intellectual property and promotion of the implementation of such program
- (ii) Besides those mentioned in the preceding clause, investigation and deliberation on planning important measures on the creation, protection and exploitation of intellectual property, and promotion and comprehensive adjustment of implementation of such measures

Global Warming Prevention headquarters

(Functions)

- Development of Kyoto Protocol Target Achievement Plan and promotion of the implementation of it.

Headquarters for Regional Revitalization

(Functions)

- (i) Drafting the Basic Policies on Regional Revitalization
- (ii) Providing advices on the applied Regional Revitalization plans
- (iii) Synthesis coordination of relevant policies and promotion of support measures for the smooth and certain implementation of the approved Regional Revitalization plans
- (iv) Implementation of the measures based on the Basic Policies on Regional Revitalization, planning and drafting of important measures with regard to regional revitalization as well as synthesis coordination

Headquarters for the Promotion of Privatization of Postal Services

(Functions)

- (i) General coordination for the promotion of postal services privatization
- (ii) Drafting of necessary bills and Cabinet Orders for the promotion of postal services privatization
- (iii) Deliberations on the planning of important measures for the postal services privatization and promotion of the implementation of the measures
- (iv) Report to the Diet of the opinion (triennial inspection, etc.) of the Postal Services Privatization Committee

City Center Vitalization Headquarters

(Functions)

- (i) Drawing up draft basic policies regarding city center vitalization.
- (ii) Offering opinions regarding basic plans applied for approval.
- (iii) Promoting implementation of measures based on basic policies.
- (iv) Planning, designing and coordinating important policies regarding city center vitalization, which are not mentioned in the preceding clause.

Headquarters for the Promotion of special Zones for Regional Government (doshu-sei)

(Functions)

- (i) Development of drafts for Basic Policies on Special Zones for Regional Government (doshu-sei).
- (ii) Promotion of the implementation of measures based on Basic Policies.
- (iii) Assessment of Promotion of wide-area administration based on the Law for the Promotion of Special Zones for Regional Government (doshu-sei).
- (iv) Besides those mentioned in the preceding clause, design and formulation of policies regarding Promotion of wide-area administration, that are considered to be important and harmonization of such policies.

Headquarters for Ocean Policy

(Functions)

- (i) Matters with regard to drafting and to the promotion of execution of Basic Plan on Ocean Policy.
- (ii) Matters with regard to synthesis coordination of measures of implementation by relevant administrative bodies based on Basic Plan on Ocean Policy.
- (iii) In addition to the tasks referred to in the preceding two Paragraphs, matters with regard to planning and drafting of important measures with regard to the oceans as well as synthesis coordination.

Headquarters for the Promotion of Civil Service Reform

(Functions)

- (i) Planning, designing, and coordination regarding the promotion of civil service reform.
- (ii) In charge of matters relating to the promotion of policy delivery regarding civil service reform.

Strategic Headquarters for Space Policy

(Functions)

- (i) Matters with regard to drawing up and to the promotion of execution of Basic Plan for Space Policy.
- (ii) In addition to the tasks referred to in the preceding paragraph, matters with regard to investigating and promoting of the implementation of important measures with regard to space development and utilization as well as synthesis coordination.

Reconstruction Headquarters in response to Great East Japan Earthquake

(Functions)

- (i) Planning, drafting and overall coordination of the Basic Guidelines for Reconstruction in response to the Great East Japan Earthquake.
- (ii) Promotion of national support for reconstruction projects conducted by concerned local governments, promotion of other reconstruction measures implemented by other concerned administrative agencies and overall coordination of such projects and measures.
- (iii) Other tasks delegated to the Headquarters by law which does not fall under preceding two Items.

Headquarters for the Development of Comprehensive Special Zones

(Function)

- (i) Development of drafts for Basic policies on Comprehensive Special Zones and the promotion of the implementation of Basic policies on the development of Comprehensive Special Zones.
- (ii) Harmonization of relevant policies and promotion of support measures for the smooth and certain implementation of the approved Comprehensive Special Zones Plans for International Competitiveness Development and those for Local Revitalisation
- (iii) Besides those mentioned in the preceding clause, design and formulation of important policies regarding the enhancement of the international competitiveness of Japanese industry as well as the Regional Revitalization in Comprehensive Special Zones, that are considered to be important and harmonization of such policies.

Headquarters for the Promotion of National Resilience

(Functions)

- (i) Matters with regard to drafting and to the promotion of execution of Basic Plan on National Resilience
- (ii) Matters with regard to synthesis coordination of measures of implementation by relevant administrative bodies based on Basic Plan on National Resilience
- (iii) In addition to the tasks referred to in the preceding two Paragraphs, matters with regard to planning and drafting of important measures with regard to National Resilience as well as synthesis coordination

Headquarters for the Promotion of Social Security Reform

- (i) Promotion of the implementation of measures based on the Act to Promote the Reform to Establish Sustainable Social Security System
- (ii) Assessment of the state of the implementation of measures based on the Act to Promote the Reform to Establish Sustainable Social Security System

National Personnel Authority

Secretariat

(Function)

The National Personnel Authority is fully responsible for the overall implementation of the National Public Service Law (NPSL).

The Authority is composed of three Commissioners, one of whom is appointed as President, and has the Secretariat as its operating organ. The Commissioners are appointed by the Cabinet with the consent of both Houses of the Diet. The Secretariat is headed by a Secretary-General and is composed of four bureaus and other organs.

(Organization)

- General Affairs Division
- Planning and Legal Affairs Division
- Personnel Division
- Financial Affairs Division
- International Affairs Division

(Functions)

The above five Divisions are in charge of the following affairs involving liaison and coordination of the entire activities of the Secretariat: public relations; position classification; legislative activities (examination of drafts, documents, etc.) and interpretation of the laws and regulations relating to the Authority; research and studies of national public service systems; personnel affairs and internal management in the Secretariat; budget and financial affairs of the Authority; execution of the basic standards for efficiency and performance appraisal; research and studies for work performance management; policy evaluation for the personnel administration; studies of foreign civil service systems; planning and execution of international cooperation; etc.

Employee Welfare Bureau

(Organization)

- Working Hours and Welfare Division
- Service Discipline and Audit Division
- Accident Compensation Division

(Functions)

The Bureau is in charge of the establishment of basic standards for work hours, leaves and the control of employee's health and safety; approvals of an employee's holding of a position in a profit-making enterprise, setting the extent of management officials and supervisors, administration for employee-organizations; reviewing various reports of activities including the auditing of payrolls of Ministries and Agencies under their jurisdiction; guidance and coordination for the prevention of diseases and elimination of accidents; enforcement of the Accident Compensation Law as well as fact-finding investigations of alleged service-connected accidents administrations pertaining to service discipline; preparation and management of IT system (E-government initiatives) relating to personnel administration.

Human Resources Bureau

(Organization)

- Recruitment Policy Division
- Examination Division
- Training and Development Policy Division
- Training Administration Division
- Principal Examination Officers

(Functions)

The NPSL provides that appointment of personnel shall be made entirely on the basis of the result of competitive examination, the record of work performance or the evaluation of other demonstrated abilities, and the recruitment examinations shall be open to any person, and be conducted in an impartial manner.

In compliance with these provisions, the Bureau is in charge of the following affairs: program planning

for the appointment system and its operation; establishment of standards for change in employment status enforcement of laws and regulations pertaining to dispatch of employees to international organizations; term employment of administrators and researchers; personnel exchange between the public and private sectors; promotion of recruitment activities; conduct of recruitment examinations in a single and integrated manner ranging from the formulation of test items through to the management of eligible lists of successful candidates established after the examinations; policy planning for a gender-equity society; overall planning and coordination of the training programs conducted by the Ministries and Agencies, and government scholarship programs for studying abroad.

Remuneration Bureau

(Organization)

- First Remuneration Division
- Second Remuneration Division
- Third Remuneration Division
- Life Planning Division

(Functions)

As the right of collective bargaining is denied, the remuneration for national public employees is actually set by law on the basis of the Authority's recommendation.

Furthermore, the NPSL provides that the level of remuneration for public employees shall be determined in such a manner as to be in accordance with general conditions of society and also to consider the level of their duties corresponding to complexity, difficulty and responsibility.

To achieve this end, the Bureau is in charge of the following affairs: overall investigations and studies on the remuneration system; fact-finding surveys of remuneration in the private sector; preparing data to submit reports and recommendations to the Diet and the Cabinet regarding change of remuneration for national public employees; rules and procedures necessary for setting the basic pay system and enforcement of laws and regulations for various allowances; and establishment of grade-by-grade personnel ceilings; policy planning for aged personnel; research and studies for the retirement annuity systems;.

Equity and Investigation Bureau

(Organization)

- Planning and Coordination Division
- Complaint Management Division
- Principal Hearing Officers

(Functions)

An employee may file an objection or a request for any administrative action with the Authority, when he/she has been subject to an adverse action against his/her will by way of disciplinary or non-disciplinary action, or he/she wishes to make a request for an appropriate administrative action concerning working conditions under the NPSL. In addition, an employee may request the Authority to review the decision on his/her service-connected injury under the Accident Compensation Law, when he/she is dissatisfied with such a decision.

Upon receipt of an objection or request, the Bureau is in charge of conducting fact-finding investigations of the case, preparing reports on the results of the hearings so as to provide all data necessary for the Authority for reaching a decision, and solving the points at issue by mediation or some other possible measures.

Accordingly, findings of the Authority are final as the decisions made by the administrative agencies concerned, and are subject to review only by the Authority.

Also, NPA staff members respond to complaints from the public employees of the Cabinet Office and each Ministry concerning working conditions and personnel management issues such as bullying, emotional distress or sexual harassment. The NPA seeks an appropriate resolution by explaining the relevant systems, giving advice, or offering a mediation service to the people concerned.

National Public Service Ethics Board

Secretariat

(Organization)

The National Public Service Ethics Board is composed of a President and four members appointed by the Cabinet with the consent of both Houses of the Diet, and the Board has the Secretariat as its operating organ. One of the commissioners of the NPA is appointed as one of the members by the Cabinet. The Board is established by the National Public Service Ethics Law (NPSEL) and attached to the NPA.

(Functions)

Under the purpose of the NPSEL applied to regular service employees in the national public service and providing to secure people's confidence in the public services, the Board is in charge of the following affairs relating to ethical standards of duties and responsibilities: submission of opinions on the national public service ethics regulations; examinations of the standards reports required to submit; and orders to investigate any case of violating the NPSEL, or to take any appropriate disciplinary action against an employee that may have violated the NPSEL.