

## **Ministry of Internal Affairs and Communications**

### **Minister's Secretariat**

#### (Organization)

Secretarial Division  
General Affairs Division  
Accounts Division  
Policy Planning Division  
Policy Evaluation and Public Relations Division

#### (Functions)

In the Minister's Secretariat, the Secretarial, the General Affairs, the Accounts, the Policy Planning, and the Policy Evaluation and Public Relations Divisions carry out general coordination of business among different bureaus and divisions to ensure smooth operation of the clerical work under the jurisdiction of the Ministry of Internal Affairs and Communications.

### **Personnel and Pension Bureau**

#### (Organization)

General Affairs Division  
Personnel Policy Division  
Aged Personnel Policy Division  
Pension Planning Division  
Pension Examination Division  
Pension Execution Division  
Counselor (5)

#### (Functions)

The Personnel and Pension Bureau is in charge of the following affairs:

- (i) researching, drafting and planning of the system of national public servants.
- (ii) assisting the Prime Minister as the Central Personnel Agency provided in the Chapter II of the National Public Service Act (Law No.120 of 1947) on the matters under its jurisdiction.
- (iii) matters concerning the retirement allowance of national public employeeservants.
- (iv) matters concerning the remuneration system for national public servants in the special service.
- (v) in addition to those listed in the preceding items, matters relating to the personnel administration of national public servants (except those under the jurisdiction of other administrative organs).
- (vi) researching, drafting and planning with regard to the pension system.
- (vii) matters of decisions on pension eligibility, and those concerning payments and burdens of pensions.

### **Administrative Management Bureau**

#### (Organization)

Planning and Coordination Division  
Government Information Systems Planning Division  
Director for Management (8)

#### (Functions)

The Administrative Management Bureau is in charge of the following affairs:

- (i) planning of fundamental matters concerning administrative systems in general.
- (ii) planning and coordination of the organization structure, the fixed number of personnel and the management of administrative organs.
- (iii) review of establishment, alteration or abolition of administrative organs as well as their fixed number of personnel.

- (iv) development and management of government information systems shared by administrative organs.
- (v) matters concerning implementation and enforcement of Act on Access to Information Held by Administrative Organs as well as Act on Access to Information Held by Incorporated Administrative Agencies (IAAs).
- (vi) matters concerning implementation and enforcement of the Act on the Protection of Personal Information Held by Administrative Organs as well as Act on the Protection of Personal Information Held by IAAs.
- (vii) review of establishment of IAAs and public corporations, review of alteration of objectives of IAAs and public corporations, and review of amendment and repeal of systems stipulated by the laws concerning IAAs and public corporations.

### **Administrative Evaluation Bureau**

#### (Organization)

- General Affairs Division
- Administrative Counseling Division
- Director for policy Evaluation
- Director for Evaluation and Inspection (9)

#### (Functions)

The Administrative Evaluation Bureau is in charge of the following affairs:

- (i) planning for Policy Evaluation System and coordination of Government-wide Policy Evaluation Network.
- (ii) overall and comprehensive evaluation of policies of Cabinet Office and Ministries; evaluation to ensure the objectivity and strictness in the implementation of Policy Evaluation conducted by each of the Cabinet Office and Ministries; making of necessary recommendations.
- (iii) evaluation and inspection of the activities of administrative organs and making of necessary recommendations.
- (iv) investigation of activities of public corporations and of programs either delegated or subsidized by the national government.
- (v) serving as a secretariat for the Commission on Policy Evaluation and Evaluation of Incorporated Administrative Agencies (IAAs), which deliberates on matters relating to policy evaluation and states opinions on performance evaluations of IAAs.
- (vi) mediating to settle citizen's complaints concerning the activities of administrative organs, IAAs, public corporations and bodies which carry out programs either delegated or subsidized by the national government.

### **Local Administration Bureau**

(Organization)

- Local Administration Division
- Residents Administration Policy and Management Division
- Administration Improvement Division
- Regional Policy Division
- Regional Self-support Promotion Division

(Functions)

The Local Administration Bureau is in charge of the administration of the Local Autonomy Law in planning, designing and guiding the system formation of local governments and their operation in general. The Bureau presents opinions in national policy-making related to and influential on the local governmental administration from the standpoint of establishing the effective local autonomy. It also has the responsibilities for rationalization of the scale of each local public entity and its management and for designing the local administrative systems suitable for metropolitan areas, etc.

### **Local Public Service Personnel Department**

(Organization)

- Local Public Service Personnel Division
- Welfare Division

(Functions)

The Local Public Service Personnel Department is in charge of the legislation on local governmental officials (ex. the Local Public Service Law), performing the role of planning and designing the local public personnel systems, providing the country-wide information and technically advising the personnel administration of local governments, as well as guiding and supervising various mutual aid associations of local governmental officials. It is also in charge of secretarial works of the Council of Local Government Officials Mutual Aid Associations.

### **Election Department**

(Organization)

- Election Division
- Election Management Division
- Political Funds Regulation Division

(Functions)

The Election Department is responsible for researches, planning and designing related to various election systems under the Public Election Law, the voting system of the public review against or for the nomination of Judges of the Supreme Court, the affairs concerning political parties and other political organization, promotion of fair election, etc. It is also in charge of supervision of election management councils of local public bodies, the administration of Law for the Regulation of Political Funds and Expenditures and Law for the Government Subsidies for Political Parties and secretarial works of the Central Election Management Council.

### **Local Public Finance Bureau**

(Organization)

- Local Public Finance Division
- Local Public Finance Coordination Division
- Local Allocation Tax Division
- Local Bond Division
- Local Public Enterprise Division
- Financial Management Division

(Functions)

This Bureau deals with the planning and designing of various local financial systems, nation-wide local financial plans, distribution of local allocation tax, permission of local bond issue, guidance of local financial administration including that of municipal enterprises, planning and implementation of financial assistance programs for regional development and statistical works related to local public finance, collecting data and doing researches and studies.

### **Local Tax Bureau**

(Organization)

- Local Tax Planning Division
- Prefectural Tax Policy Division
- Municipal Tax Policy Division
- Fixed Property Tax Division

(Functions)

The Local Tax Bureau is in charge of the administration of the Local Tax Law in planning and designing local tax systems, guiding local tax administration and establishing the standards of fixed assets valuation. It is also responsible for affairs related to local transfer taxes raised by the central government, national grants allocation to the municipalities where non-taxable national governmental properties are located, and affairs related to local taxes which have relations to foreign countries.

### **Global ICT Strategy Bureau**

(Organization)

- ICT Strategy Policy Division
- Technology Policy Division
- Standardization Division
- Space Communications Policy Division
- International Policy Division
- International Economic Affairs Division
- International Cooperation Division
- Counselor (3)

(Functions)

Established in July 2008 in the era of convergence of telecommunications and broadcasting as well as globalization of the ICT industry that contributes considerably to Japan's economic growth, the Bureau is responsible for planning and executing the comprehensive ICT strategic policy covering international and technology policy, as the head of the 3 ICT-related bureaus in the Ministry.

### **Information and Communications Bureau**

(Organization)

- General Affairs Division
- Advanced Information Systems and Software Division
- Promotion for Content Distribution Division
- ICT Accessibility and Human Resources Development Division
- Regional Communications Development Division
- Broadcasting Policy Division
- Broadcasting Technology Division
- Terrestrial Broadcasting Division
- Satellite and Regional Broadcasting Division

(Functions)

The Information and Communications Bureau Promotes the digitalization of broadcasting and advanced use of Information & Communication Technology (ICT).

## **Postal Services Policy Department**

### (Organization)

Planning Division  
Postal policy Division  
Savings and Insurance Services Division  
Correspondence Delivery Business Division

### (Functions)

Postal Services Policy Department is in charge of the following affairs:

- (i) Issues on the postal services
- (ii) Issues on postal certifiers
- (iii) Supervising the correspondence delivery business
- (iv) Within the scope defined by conventions or laws, negotiating and agreeing on international frameworks of post, making contact with the Universal Postal Union(UPU) and other organizations
- (v) Issues on selling revenue stamps

## **Telecommunications Bureau**

### (Organization)

General Affairs Division

### (Functions)

General Affairs Division is in charge of the following affairs: general coordination for the Bureau; general affairs concerning with Radio Regulatory Council.

## **Telecommunications Business Department**

### (Organization)

Telecommunications Policy Division  
Tariff and Telecommunications Access Policy Division  
Computer Communications Division  
Telecommunication Systems Division  
Advanced Network Division  
Telecommunications Consumer Policy Division

### (Functions)

The Telecommunications Business Department is in charge of the following affairs: regulation and supervisions of telecommunications; promotion of an environment for fair competition in the telecommunications business; supervision of Nippon Telegraph and Telephone Corporation, Nippon Telegraph and Telephone East Corporation and Nippon Telegraph and Telephone West Corporation; regulation and promotion of telecommunications business; consumer protection; promotion of broadband network, etc.

## **Radio Department**

### (Organization)

Radio Policy Division  
Fixed Radiocommunications Division  
Land Mobile Communications Division  
Mobile Satellite Communications Division  
Electromagnetic Environment Division

### (Functions)

The Radio Department is in charge of the following affairs: frequency assignment; contacting with the International Telecommunication Union (ITU) and foreign administrations concerning allocated frequency usage and interference; enforcement of the Spectrum User Fee system; licensing relations of radio stations; encouragement and promotion of radio wave usage; approval of technical regulations for radio equipment; monitoring and regulation of radio wave, etc.

## **Statistics Bureau**

### (Organization)

General Affairs Division

Statistical Information Systems Division

### (Functions)

The General Affairs Division is in charge of overall coordination of the Statistics Bureau's work and matters related to the organization and administration of the Statistical Research and Training Institute and the Incorporated Administrative Agency National Statistics Center.

The Statistical Information Systems Division is in charge of the collection and dissemination of information concerning statistics except for information concerning establishments in the establishment frame database; and development and management of the information systems for statistics except for the establishment frame database system; and compiling statistical compendia.

## **Statistical Survey Department**

### (Organization)

Survey Planning Division

Population Census Division

Economic Statistics Division

Economic Structure Statistics Division

Consumer Statistics Division

### (Functions)

The Survey Planning Division is in charge of coordinating the activities of the Statistical Survey Department; the execution and tabulation of statistical surveys entrusted by other national administrative organizations and local governments; technological and methodological research and studies on statistics; the compilation of derived statistics such as Social Indicators; and the overall coordination of statistical surveys within the MIC.

The Population Census Division is in charge of the execution and tabulation of demographic surveys such as the Population Census, surveys on employment and unemployment, and surveys on housing and land; and the compilation of the current population estimates.

The Economic Statistics Division is in charge of the execution and tabulation of the statistical surveys pertaining to establishments and enterprises including the survey of research and development.

The Economic Structure Statistics Division is in charge of the execution and tabulation of censuses concerning establishments and enterprises and the Unincorporated Enterprise Survey; the collection and dissemination of information concerning establishments in the establishment frame database; and development and management of the establishment frame database system.

The Consumer Statistics Division is in charge of the execution and tabulation of the statistical surveys on family income and expenditure and on prices; and the compilation of the Consumer Price Index.

## **Director-General for Policy Planning (2)**

### (Organization)

Director for Statistical Planning

Director for Statistical Clearance (3)

Director for International Statistical Affairs

### (Functions)

Planning and formulations of the comprehensive policy under the jurisdiction of the Ministry of Internal Affairs and Communications.

Planning and formulation of fundamental matters of statistics and the statistical system. The Director for Statistical Planning is in charge of planning of fundamental matters for improvement of statistics and statistical systems; planning of training schemes and qualifying as statistical personnel. The Directors for Statistical Clearance are in charge of the examination, clearance and coordination of statistical surveys; and

the establishment and coordination of statistical classifications. The Director for International Statistical Affairs is in charge of the government-wide coordination of international statistical affairs involving Japan.

## **Environmental Dispute Coordination Commission**

### **Secretariat**

#### (Organization)

General Affairs Division

Examiner

The Commission consists of a chairman and six commissioners appointed by the Prime Minister, subject to the consent of the Diet. Also, general affairs division and nine examiners assist the Commission as the Secretariat.

#### (Functions)

Missions of the Commission are:

- (i) to resolve environmental disputes quickly and justly by providing mediation, conciliation, arbitration and adjudication services,
- (ii) to balance land use between the mining, quarrying or gravel collecting industries and public interests for appropriate and efficient land use.

## **Fire and Disaster Management Agency**

#### (Organization)

General Affairs Division

Fire and Ambulance Service Division

Fire Prevention Division

The Fire and Disaster management Agency (FDMA) consists of three divisions and the Civil Protection and Disaster Management Department.

#### (Functions)

The FDMA is in charge of the administration of the Fire Service Organization Law and the Fire Service Law, planning and designing the fire and disaster management systems throughout Japan at ordinary times and coordinating and operating nation-wide supports from local fire departments to help the severely disaster-stricken area at the times of disaster.

The General Affairs Division carries out general coordination of business among different divisions and a department to ensure smooth operation of the clerical work under the jurisdiction of the FDMA. The duty of the Fire and Ambulance Service Division contains the education and training local fire service personnel and the establishment of the guidelines for fire-fighting, ambulance, and rescue activities. It also tackles the improvement of the cooperation with medical institution in order to improve the survival rate. In addition, the Fire Prevention Division takes charge of the improvement of fire prevention system, including safety standards on dealing with hazardous materials and the experimental studies for fire prevention.

### **Civil protection and Disaster Management Department**

#### (Organization)

Disaster Management Division

Counselor (3)

#### (Functions)

The duty of the Civil Protection and Disaster Management Department contains advising and supporting local governments' disaster management and civil protection. It also deals with warning and emergency evacuation (sheltering) in order to protect the people against armed/terrorist attacks as well as against natural/accidental disasters. In addition, it is responsible for improving nation-wide support system of the Emergency Fire Response Team that the Commissioner directs local fire departments to dispatch those fire

brigades when a severe disaster such as a large-scale earthquake and a NBC terrorist attack occurs.