

## **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.

### **Statistics and Information Department**

#### (Organization)

- Policy Planning Division
- Vital, Health and Social Statistics Division
- Employment, Wages and Labour Welfare Statistics Division
- Information System Division

#### (Functions)

This Department's work includes planning, implementing and analyzing various statistics on population, health, social welfare, employment, wages/working hours, etc., which are required for the measures of Ministry of Health, Labour and Welfare. The planning and development of information systems to deploy IT oriented operation in the Ministry is also part of its work.

### **Health Policy Bureau**

#### (Organization)

- General Affairs Division
- Guidance of Medical Service Division
- Medical Professions Division
- Dental Health Division
- Nursing Division
- Economic Affairs Division
- Research and Development Division
- National Hospital Division

#### (Functions)

The Health Policy Bureau works to plan and design medical policy that will ensure that qualified and effective medical services are available for 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 Sanatoriums for Hansen's disease, and supervises the administration of the National Hospital Organization and the National Centers for Advanced and Specialized Medical Care and Research.

It also supports research and 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
- Cancer Control and Health Promotion Division
- Specific Disease Control Division
- Tuberculosis and Infectious Diseases Control Division
- Environmental Health Division
- Water Supply 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. 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.

## **Pharmaceutical and Food Safety Bureau**

### (Organization)

- General Affairs Division
- Evaluation and Licensing Division
- Safety Division
- Compliance and Narcotics Division
- Blood and Blood Products 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.

## **Department of Food Safety**

### (Organization)

- Policy Planning and Communication Division
- Standards and Evaluation Division
- Inspection and Safety Division

### (Functions)

The Department of Food Safety is 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 is also promoting the approval system for food with health claims to support people to lead a healthy lifestyle.

## **Labour Standards Bureau**

### (Organization)

- General Affairs Division
- Working Conditions Policy Division
- Inspection Division
- Worker's Life Division

### (Functions)

The Labour Standards Bureau secures and improves working conditions to ensure that workers are able to lead healthy and comfortable lives. It also supports the arbitration process between employers and individual workers on matters of dismissals and changes in positions through prefectural labour bureaus. Another aspect of the bureau's work is to offer workers appropriate compensation packages and make general plans to secure the workers stable lives.

### **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.

### **Workers' Compensation Department**

(Organization)

Workers' Compensation Administration Division

Labour Insurance Contribution Levy Division

Compensation Division

Compensation Operation Division

(Functions)

This Department is working to support 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.

### **Employment Security Bureau**

(Organization)

General Affairs Division

Employment Policy Division

Employment Development Division

Employment Insurance Division

Labour Market Center Operation Office

(Functions)

To cope with the current severe employment situation, the Employment Security Bureau is taking positive measures. These are not only for employment creation and stabilization, but also for the smooth reemployment of workers, employment creation in the newly born industries and to bridge the gap between supply and demand in the labour market. These measures will relieve people's anxieties about future unemployment, and again create a society with hope and vitality.

### **Employment Measures for Dispatched and Fixed-term Workers Department**

(Organization)

Policy Planning Division

Demand and Supply Adjustment Division

Foreign Workers' Affairs Division

(Functions)

Employment Measures for Dispatched and Fixed-term Workers Department is carrying out comprehensive measures, including measures in order to stabilize living and employment of non-regular workers, employment measures for young people and foreigners, measures to improve the private labour supply and demand adjustment system such as temporary staffing business or private employment placement business and employment support for those who are in difficulty to find jobs.

### **Employment Measures for the Elderly and Persons with Disabilities Department**

(Organization)

Employment Measures for the Elderly Division

Employment Measures for the Persons with Disabilities Division

(Functions)

In order to maintain the active economic system of this country under this unprecedented trend towards the aged society, it is indispensable to build an environment where people can keep on working as long as they have the desire and the ability. To this end, this Department is promoting raised retirement ages and continual employment systems, supporting re-employment and ensuring various job opportunities. It is also supporting people with disabilities to participate in social activities through working by deploying the Environmental Quota System and other schemes.

### **Human Resources Development Bureau**

(Organization)

General Affairs Division

Human Resources Development Division

Vocational Training Promotion Division

Vocational Ability Evaluation Division

Overseas Cooperation Division

(Functions)

This Bureau 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, introducing vocational ability evaluation systems and promoting trade skills in order to create a society in which each individual can upgrade their vocational abilities. The Bureau recognizes that the human resources development contributes to the international society. Therefore, it is participating in international cooperation related to human resources development.

### **Equal Employment, Children and Families Bureau**

(Organization)

General Affairs Division

Equal Employment Policy Division

Work and Family Harmonization Division

Part-time Work and Home Work Division

Family's Welfare Division

Child-rearing Promotion Division

Day Care Division

Maternal and Child Health Division

(Functions)

The Equal Employment, Children and Families Bureau is carrying out comprehensive measures to create a society where both men and women can jointly participate in activities at their places of work and at home as well as in their community. These include measures designed to secure equal employment

opportunities for men and women and their fair treatment, to support having a family life and a career, and to promote part-time work, home work and teleworking. The bureau is also 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 Division
- Record Division

(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-sufficient.

### **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 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 Health Insurance System for the Latter-Stage Elderly
- 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 Insurance System for the Latter-Stage 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
- Corporate Pension and National Pension Fund 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 Policy Planning and Evaluation (2)**

(Organization)

- Counsellor (4)
- 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. Additionally, the bureau promotes utilizing rapidly advancing IT technologies on a number of issues that the Ministry faces. The assurance of fundamental labour rights and the adjustment of labour relations in order to keep the relation between labour and management stable is also one of its activities.

## **Central Labour Relations Commission**

### **Executive office**

#### (Organization)

General Affairs Division

Examination Division

First Adjustment Division

Second Adjustment Division

Third Adjustment Division

General Examiner (2)

#### (Functions)

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