

## **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)

#### **National center of Incident readiness and Strategy for Cybersecurity (NISC)**

##### **(Functions)**

The NISC takes a leading role to promote cybersecurity policies set forth in this strategy. To this end,

the NISC fulfills its functions to implement required measures and to enhance governmental cybersecurity capabilities. These include: the network-based vigilance and monitoring of malicious activities against information systems of administrative organs; fact-finding on the cause of incidents and audit of relevant governmental bodies; information gathering and analysis on domestic and foreign cybersecurity; the promotion of international cooperation and collaboration; and cybersecurity workforce development for and by the governmental bodies.

### **Cabinet Bureau of Personnel Affairs**

(Functions)

Planning and drafting systems regarding National Public Service; affairs concerning coordination and integration necessary for maintaining uniformity with regard to particulars such as policies and programs concerning personnel management which are applied by administrative organs with respect to their officials; some other personnel administration of National Public Service (excluding the matters belonging to the jurisdictions of other administrative agencies.); planning, drafting and coordination regarding organizational structure and the ceiling of the number of officials of administrative agencies; centralized management of executive officials appointment.

## **Cabinet Legislation Bureau**

### **Administration Office of the Commissioner**

(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 the Plan for Global Warming Countermeasures 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.

### **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.

### **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 Revitalization
- (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.

### **Nuclear Emergency Preparedness Council**

#### **(Functions)**

- (i) Facilitation etc. of implementation of policies based on Nuclear Emergency Response Guidelines. General coordination at ordinary times regarding nuclear emergency preparedness.
- (ii) General coordination of long-term approach after the accident.

### **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

## **Headquarters for Healthcare Policy**

### **(Functions)**

- (i) Matters with regard to drafting and to the promotion of execution of the Healthcare Policy.
- (ii) Matters with regard to drawing up and to the promotion of execution of the Plan for Promotion of Medical Research and Development.
- (iii) Matters with regard to planning and drafting of the policy with regard to the budget, the human resources, and other allocation of resources for the medical R&D and the improvement of its environment as well as synthesis coordination.
- (iv) Stating opinions pursuant to the provisions of Article 8 or 20 of the Act on the Japan Agency for Medical Research and Development (Act No.49 of 2014).
- (v) In addition to those listed in each of the preceding Paragraphs, matters with regard to planning and drafting of important measures with regard to the cutting-edge R&D and the creation of new industries of healthcare and medical care as well as synthesis coordination.
- (vi) In addition to those listed in each of the preceding Paragraphs, the tasks delegated to the Headquarters pursuant to the provisions of other laws and regulations.

## **Council for the Promotion of Social Security Reform**

### **(Functions)**

- (i) Assessment of the state of the implementation of measures based on the Act to Promote the Reform to Establish Sustainable Social Security System.
- (ii) Submission of opinions based on comprehensive review of the reform to establish sustainable social security system to the Prime Minister.

## **Headquarters for Water Cycle Policy**

### **(Functions)**

- (i) Formulation of a draft Basic Plan on Water Cycle Policy
- (ii) Comprehensive coordination of measures to be implemented by the relevant administrative organs.
- (iii) Planning, preparation and comprehensive coordination of important measures on water cycles.

## **Headquarters for Overcoming Population Decline and Vitalizing Local Economy**

### **(Functions)**

- (i) Development of drafts for Comprehensive Strategy for Overcoming Population Decline and Revitalizing Local Economies and promotion of the implementation of the Comprehensive Strategy.
- (ii) Regular and comprehensive assessment of the state of the implementation of the Comprehensive Strategy.
- (iii) In addition to what is listed in the preceding two items, matters with regard to planning and drafting of important measures with regard to Overcoming Population Decline and Revitalizing Local Economies.

## **The Cybersecurity Strategic Headquarters**

### **(Functions)**

The cybersecurity Strategic Headquarters functions as the command and control body to promote this strategy and, as its secretariat.

## **Headquarters for the Tokyo 2020 Olympic and Paralympic Games**

(Functions)

Implementing measures related to smooth preparations for and management of Tokyo 2020 Games comprehensively and intensively.

## **Headquarters for Promoting Development of Specified Complex Tourist Facilities Areas**

(Functions)

- (i) Comprehensive adjustments for promoting the development of specified complex tourist facilities areas.
- (ii) Planning of bills or proposal of Cabinet Orders necessary to promote the development of specified complex tourist facilities areas comprehensively and in a centralized manner.
- (iii) Liaison and coordination with relevant organizations and groups for promoting the development of the specified complex tourist facilities areas.

## **Headquarters for Preventing Gambling Addictions**

(Functions)

- (i) Development of drafts for Basic plan on Preventing Gambling Addictions and the Promotion of the implementation of Basic Plans.
- (ii) Comprehensive coordination of measures to be implemented by the relevant administrative organs.
- (iii) In addition to what is listed in the preceding two items, matters with regard to planning and drafting of important measures with regard to Preventing Gambling Addictions.

## **Ainu Policy Promotion Headquarters**

(Functions)

- (i) Development of drafts for Basic plan and the Promotion of the implementation of Basic Plans.
- (ii) Planning of bills or proposal of Cabinet Orders necessary to promote the development of specified complex tourist facilities areas comprehensively and in a centralized manner.
- (iii) In addition to what is listed in the preceding two items, matters with regard to planning and drafting of important measures with regard to Ainu Policy Promotion.

## **National Personnel Authority**

### **Secretariat**

(Function)

The National Personnel Authority (NPA) is an organization of council system consisting of three commissioners, one of whom is appointed President.

Commissioners are appointed by the Cabinet with the consent of the Diet. The appointment and dismissal of commissioners is certified by the Emperor.

The General Secretariat is placed under the NPA as an administrative department, comprising five divisions (Secretariat divisions) and four bureaus as well as the National Institute of Public Administration and eight regional bureaus and one local office that operate under the Secretary-General.

In addition, the National Public Service Ethics Board is set up under the NPA, based on the National Public Service Act and the National Public Service Ethics Act.

### **Secretariat divisions**

#### **(Organization)**

- General Affairs Division
- Planning and Legal Affairs Division
- Personnel Division
- Financial Affairs Division
- International Affairs Division
- Records Management Office
- Information Management Office

#### **(Functions)**

The Secretariat divisions are in charge of internal management duties, such as general, personnel and financial affairs; the interpretation of laws and regulations and the screening of bills under the jurisdiction of the NPA; international affairs concerning personnel administration; duties concerning information systems for internal management operations such as personnel and remuneration affairs; comprehensive coordination to develop personnel administration measures; and the planning of mid- to long-term personnel administration measures.

### **Employee Welfare Bureau**

#### **(Organization)**

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

#### **(Functions)**

The Employee Welfare Bureau engages in securing a comfortable working environment for each national public employee, including improvement of working conditions such as working hours and leave systems, as well as maintenance of health and safety of employees; duties concerning accident compensation; planning of service discipline and disciplinary action regulations; and duties concerning employee organizations.

### **Human Resources Bureau**

#### **(Organization)**

- Recruitment Policy Division
- Examination Division
- Training and Development Division
- Principal Examination Officer
- Counselor

#### **(Functions)**

To ensure fairness in personnel administration, the Human Resources Bureau is responsible for recruitment examinations; appointments; guarantee of an employee's status; planning and operation of training systems; activities to secure talented and diverse human resources for the public service; and human resources development through the implementation of various cross-ministerial training programs.

### **Remuneration Bureau**

#### **(Organization)**

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



(Functions)

The NPA makes Recommendations to ensure the appropriate remuneration of national public employees at a level balanced with that of private company employees in compensation for restrictions on their basic labor rights. The Remuneration Bureau is in charge of the duties on the Recommendations and establishes standards to determine salary and allowances. The bureau also studies employment and remuneration measures for elderly public employees.

### **Equity and Investigation Bureau**

(Organization)

Planning and Coordination Division

Complaint Management Division

Principal Hearing Officer

(Functions)

The Equity and Investigation Bureau engages in the equity process which is quasi-judicial function when national public employees have objections and/or dissatisfactions regarding disciplinary action, request appropriate administrative actions concerning working conditions or have objections regarding acknowledgement of accident on duty or remuneration decisions. The bureau also handles consultation of working conditions and environment, etc. to resolve cases appropriately.

### **National Public Service Ethics Board**

#### **Secretariat**

(Organization)

Principal Counselor

Counselor

(Functions)

In accordance with the purpose of the National Public Service Ethics Act, which is to ensure public trust in public services, the Secretariat of the National Public Service Ethics Board is responsible for affairs related to the maintenance of ethics pertaining to the duties of national public employees. This entails the submission of opinions regarding the enactment or revision of the National Public Service Ethics Code; overall planning and coordination of training for maintaining ethics; the review of mandatory reports; conducting an investigation in cases of a suspected violation of the Ethics Act and the Ethics Code; and the approval of disciplinary actions.