

The Eighth Session of the Intergovernmental Meeting
on Acid Deposition Monitoring Network in East Asia
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Overview on the Rules and Regulations of the Japan Environmental Sanitation Center (JESC) and the Acid Deposition and Oxidant Research Center (ADORC) as the Network Center of EANET

I. INTRODUCTION

1. The Seventh Session of the Intergovernmental Meeting (IG7) held in Niigata, Japan, in November 2005, endorsed, in principle, “Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (Revised Draft) (EANET/IG 7/4) and Draft Procedures and Guidelines for Contribution to EANET (Revised Draft) (EANET/IG 7/4/1), noting that certain topics required further consideration. The Session requested the Working Group on Future Development of EANET (WGFD) to consider the following issues and report the results to the next IG session:

- To review the RRC.AP/AIT system as well as the rules and regulations of the Japan Environmental Sanitation Center (JESC) and examine the possibility to move to the UN system;
- To further consider an appropriate mechanism to decide the amount of voluntary financial contributions from participating countries; and
- To consider establishment of a trust fund for EANET.

2. Regarding endorsed, in principle, “Guidelines on Administrative and Financial Management for the Secretariat and the Network Center (Revised Draft)”, it includes the following:

- 1) Roles and responsibilities of the Director General (DG), Deputy Director Generals (DDG) and the functions of the Departments of Acid Deposition and Oxidant Research Center (ADORC);
- 2) Qualifications and Recruitment procedures of the Deputy Director General of ADORC in charge of the Network Center;
- 3) Employment Conditions of the Deputy Director General of ADORC in charge of the Network Center;
- 4) The Format of the Financial Report of the Network Center; and
- 5) Guidelines for Fellowship in the Network Center of EANET.

3. Based on the situation above, the Network Center (NC) submits WGFD other Rules and Regulations of the Japan Environmental Sanitation Center (JESC) and Acid Deposition and Oxidant Research Center (ADORC) for the Network Center for EANET so as to be overviewed by WGFD.

II. OVERVIEW ON THE RULES AND REGULATIONS OF JESC AND ACORC

4. The Names of the Rules and Regulations of JESC and ADORC that NC plans to submit are as follows:

- 1) Articles of Association for Japan Environmental Sanitation Center;
- 2) Office Regulations of the Japan Environmental Sanitation Center;
- 3) Office Regulations for Temporary Employees of the Japan Environmental Sanitation Center;
- 4) Regulations on Remuneration for Employees of the Japan Environmental Sanitation Center;
- 5) Regulations for the Management of Affairs of the Japan Environmental Sanitation Center;
- 6) Regulations for the Management of Affairs of the Acid Deposition and Oxidant Research Center; and
- 7) Accounting Regulations of the Japan Environmental Sanitation Center.

5. NC submitted and explained these Rules and Regulations of JESC and ADORC for NC to the Third and the Second Special Sessions of WGFD.

6. In this regard, NC submits these above “Rules and Regulations of JESC” to the Eighth Session of the Intergovernmental Meeting.

- 1) Articles of Association for Japan Environmental Sanitation Center: Annex 1
- 2) Office Regulations of the Japan Environmental Sanitation Center: Annex 2
- 3) Office Regulations for Temporary Employees of the Japan Environmental Sanitation Center: Annex 3
- 4) Regulations on Remuneration for Employees of the Japan Environmental Sanitation Center: Annex 4
- 5) Regulations for the Management of Affairs of the Japan Environmental Sanitation Center: Annex 5
- 6) Regulations for the Management of Affairs of the Acid Deposition and Oxidant Research Center: Annex 6
- 7) Accounting Regulations of the Japan Environmental Sanitation Center: Annex 7

Annex 1

Articles of Association for Japan Environmental Sanitation Center

Chapter 1 General Provisions

Article 1 (Name)

This foundation shall be called the “Japan Environmental Sanitation Center” (hereinafter referred to as “Center”).

Article 2 (Office)

2.1 The Center shall have its Head Office at 10-6, Yotsuya-Kamicho, Kawasaki-ku, Kawasaki-shi, Kanagawa Prefecture, Japan.

2.2 The Center may have branch offices, if deemed necessary, established through a resolution of the Board of Directors.

Article 3 (Objectives)

The objectives of the Center shall be to disseminate the concept of environmental sanitation through providing technical guidance and assistance to organizations related to environmental sanitation and to achieve a healthier environment for the welfare of the public by promoting environmental sanitation.

Article 4 (Activities)

In order to accomplish the objectives of the preceding Article 3, the Center shall implement the following activities:

- (1) investigation, research, inspection, consultation and guidance on environmental sanitation, including in the areas of pest control, waste disposal and pollution control (hereinafter referred to as “Environmental Sanitation”),
- (2) inspection of the quality of drinking water and small-scale water supplies,
- (3) investigations concerning food hygiene,
- (4) recommendations regarding high standards for facilities, equipment and chemical controls concerning Environmental Sanitation,

- (5) implementation of education and training concerning Environmental Sanitation,
- (6) guidance and assistance to local sanitation organizations,
- (7) commendations for outstanding organizations, and the organization of workshops and exhibitions concerning Environmental Sanitation,
- (8) publication of bulletins, brochures, books and other printed matters,
- (9) preparation and guidance on audio visual materials for training and education such as video tapes, slides and other materials,
- (10) implementation of international technical cooperation concerning Environmental Sanitation,
- (11) maintenance of the facilities of the Center, and
- (12) other activities to accomplish the objectives of the Center.

Chapter 2 Assets and Accounts

Article 5 (Composition of assets)

The assets of the Center shall comprise the following items:

- (1) the properties listed in the inventory of assets at the time of the establishment of the Center,
- (2) contributions in cash and in kind,
- (3) income accrued from the assets,
- (4) income accrued from the activities of the Center, and
- (5) other income such as membership fees.

Article 6 (Classification of assets)

6.1 The assets of the Center shall be classified into two categories, which are the basic properties and the operational properties.

6.2 The basic properties shall be composed of the following items:

- (1) properties listed as basic properties in the inventory of assets at the time of the establishment of the Center,

(2) properties that have been contributed with the specific designation of transference to basic properties, and

(3) properties that have been transferred to become basic properties from operational properties according to a resolution of the Board of Directors.

6.3 The operational properties shall be any properties other than basic properties.

Article 7 (Administration of assets)

7.1 The assets of the Center shall be administered by the President, and the method of administration shall be determined separately by the President through a resolution of the Board of Directors.

7.2 Basic properties in the form of cash shall be held in a fully secured form, such as in the form of deposits at post offices or banks, trust accounts at trust companies, or through the purchase of government, public or corporation bonds, etc.

Article 8 (Limitations regarding the disposal of basic properties)

Basic properties shall not in principle be disposed of or offered as security. Provided, however, that under circumstances that present indisputable benefits for the operation of the Center, the basic properties may be partially disposed of, or offered in whole or in part as security, subject to a resolution agreed to by more than two-thirds (2/3) of the current members of the Board of Directors, the approval of the Conference, and the permission of the competent authorities.

Article 9 (Disbursement of expenses)

Expenses of the Center shall be paid from the operational properties.

Article 10 (Business plan and budget)

The documents for the Center's annual business plan and the related budget shall be prepared by the President. Before the commencement of each fiscal year, by agreement of more than two-thirds (2/3) of the current members of the Board of Directors and with the approval of the Conference, these documents shall be submitted to the competent authorities. Any revisions to these documents shall also follow the same procedures.

Article 11 (Provisional budget)

11.1 Notwithstanding the provision in the preceding Article 10, in cases where the budget has not been established due to unforeseeable circumstances, the President may receive income and

incur expenditures to the same level as the previous year's budget through a resolution of the Board of Directors until a new budget has been established.

11.2 Any and all income and expenditures under the preceding Section 11.1 shall be deemed to be governed by the newly established budget.

Article 12 (Business reports and settlement of accounts)

The Center's business reports and the financial statements for the settlement of accounts shall be prepared by the President after the closure of each fiscal year and shall include business reports, a statement of revenue and expenditure, a statement of changes in net assets, a balance sheet and an inventory of assets. Upon receiving the Auditors' audit and a resolution with the agreement of more than two-thirds (2/3) of the current members of the Board of Directors, and with the approval of the Conference, these documents shall be submitted to the competent authorities within three (3) months of the closure of each fiscal year. Any change in the total amount of the assets shall be registered within two (2) weeks and shall be notified to the competent authorities, at the time of the submission of these documents, with a certified copy of the register.

Article 13 (Special accounts)

The Center may establish a special account when necessary for the business of the Center through a resolution of the Board of Directors.

Article 14 (Long-term borrowing)

Any borrowings undertaken by the Center shall be subject to a resolution with the agreement of more than two-thirds (2/3) of the current members of the Board of Directors, the approval of the Conference, and the permission of the competent authorities, except for short-term borrowings that are repayable using income from the relevant fiscal year.

Article 15 (Assumption of responsibilities and waiver of rights)

Any assumption of additional responsibilities or waiver of rights made by the Center shall be subject to a resolution with the agreement of more than two-thirds (2/3) of the current members of the Board of Directors, the approval of the Conference, and the permission of the competent authorities, except for those determined by the budget.

Article 16 (Fiscal Year)

The fiscal year of the Center shall start on April 1 each year and end on 31 March of the following year.

Chapter 3 Officers

Article 17 (Chairperson)

17.1 The Center shall have a Chairperson.

17.2 The Chairperson of the Center shall be elected at the Conference from among the Conferees.

17.3 The Chairperson shall represent the Center.

Article 18 (Type and number of officers)

18.1 The Center shall have the following officers:

Directors: at least twenty-one (21) and no more than twenty-six (26)

Auditors: two (2)

18.2 A President, an Executive Managing Director and five (5) or fewer Executive Directors shall be elected from among the Directors.

Article 19 (Appointment)

19.1 Directors and Auditors shall be appointed at the Conference.

19.2 A President, an Executive Managing Director and Executive Directors shall be elected by the Directors from among the Directors, and shall be commissioned by the Chairperson.

19.3 Directors, Auditors or Conferees shall not concurrently hold more than one of these posts.

19.4 The number of board members who have a familial or special relationship shall not exceed one third (1/3) of the total number of members of the Board of Directors.

19.5 The Auditors shall not have a familial or special relationship with each other.

19.6 Any change in the post of Directors shall be registered within two (2) weeks, and shall be notified without delay to the competent authorities with a certified copy of the register.

19.7 Any change in the post of Auditors shall be notified without delay to the competent authorities.

Article 20 (Duties)

- 20.1 The President shall represent the Center and shall be the administrator of all operations.
- 20.2 The Executive Managing Director shall assist the President, manage the regular business of the Center and act for the President when the office of the President is vacant or if he/she is prevented from so serving.
- 20.3 The Managing Directors shall individually be in charge of separate aspects of the affairs of the Center.
- 20.4 The Directors shall comprise the Board of Directors, and they shall resolve issues and conduct the business of the Center according to the provisions of these Articles of Association.
- 20.5 The Auditors shall have the following duties:
- (1) to audit the assets and the financial situation of the Center,
 - (2) to audit the administration of the business activities carried out by the Directors,
 - (3) to report any irregular or improper matters related to the assets, accounting or the administration of business of the Center that is revealed during the audit to the Board of Directors, the Conference and the competent authorities, and
 - (4) to request a convening of, or to convene meetings of the Board of Directors or the Conference when necessary to report on matters related to the preceding item.

Article 21 (Term of office)

- 21.1 The term of office of the Chairperson and other officers (hereinafter referred to as "Officer(s)") shall be two (2) years. Provided, however, that Officers shall not be prevented from being reelected.
- 21.2 The term of office for Officers who are elected to fill a vacancy or elected as additional Officers shall be the remaining term of his/her predecessor or the present Officers.
- 21.3 Even after the expiration of the term of office, any Officer shall continue to pursue the duties of his/her position until his/her successor assumes the office.

Article 22 (Dismissal)

When any of the following matters applies to an Officer, he/she may be dismissed by the Board of Directors and the Conference, subject to a resolution with the agreement of more than two-thirds

(2/3) of the current members of both the Board of Directors and the Conference. In the case of such a dismissal, an opportunity shall be given to the Officer to show exculpation prior to a vote on the related resolution of the Board of Directors and the Conference.

- (1) When it is recognized that the Officer is unable to pursue the duties of the position due to psychological or physical problems
- (2) When it is recognized that the Officer has violated an obligation of the duties or if the Officer carries out any activity that is inappropriate for an Officer.

Article 23 (Remuneration)

23.1 Officers shall not, in principle, be remunerated. Provided, however, that a full-time Officer may receive a reasonable amount of remuneration.

23.2 Officers may be reimbursed for expenses.

23.3 Any essential matters concerning the above Sections 23.1 and 23.2 shall be determined separately by the President through a resolution of the Board of Directors.

Article 24 (Advisor)

24.1 The Center may have Advisors.

24.2 The Advisors shall be appointed and commissioned by the President through a resolution of the Board of Directors.

24.3 The Advisors shall provide advice to the President on important matters concerning the operation of the Center, upon the request of the President.

Chapter 4 Board of Directors

Article 25 (Composition)

The Board of Directors shall consist of Directors.

Article 26 (Functions)

In addition to the matters provided for in these Articles of Association, the Board of Directors shall consider, resolve and administer any and all matters of importance concerning the activities of the Center.

Article 27 (Type and convening of the meeting of the Board of Directors)

27.1 There shall be two types of meetings of the Board of Directors: ordinary meetings of the Board of Directors and extraordinary meetings of the Board of Directors.

27.2 The ordinary meeting of the Board of Directors shall be held twice a year.

27.3 An extraordinary meeting of Board of Directors shall be held under any of the following circumstances:

- (1) when the President deems it necessary,
- (2) upon a written request to convene by more than one-third (1/3) of the current Directors, stating the purpose of the convening of such an extraordinary meeting of the Board of Directors, or
- (3) upon a request to convene by an Auditor in accordance with Item 4 of Section 20.5 in Article 20 hereof.

Article 28 (Convocation)

28.1 A meeting of the Board of Directors shall be convened by the President except for the case as provided for in Item 4 of Section 20.5 in Article 20 hereof.

28.2 In the case of either Item 2 or 3 of Section 27.3 in the preceding Article, the President shall convene an extraordinary meeting of the Board of Directors within fourteen (14) days thereof.

28.3 When a meeting of the Board of Directors is convened, a written notice indicating the objectives, agenda, time, date and place of the meeting shall be sent to each Director at least seven (7) days prior to the meeting.

Article 29 (Chairperson of the Board of Directors)

The President shall be the Chairperson of the Board of Directors (hereinafter referred to as the "Chairperson of the Board").

Article 30 (Quorum)

A meeting of the Board of Directors shall not be convened unless more than two-thirds (2/3) of the current Directors are present.

Article 31 (Resolutions)

Any resolution of the Board of Directors shall be passed by a majority vote of the Directors present. In the case of an equal number votes for approval or disapproval, the matter shall be decided by the Chairperson of the Board.

Article 32 (Voting in writing or by proxy)

32.1 Any Director unable to attend a meeting of the Board of Directors due to unavoidable circumstances may exercise his/her vote in writing on the matters that have been notified in advance, or by proxy through another Director.

32.2 In the case of the preceding Section 32.1, the said Director shall be considered as attending the meeting for the purpose of Articles 30 and 31 hereof.

Article 33 (Minutes)

33.1 The minutes of the meeting of the Board of Directors shall be prepared and must contain the following items:

- (1) the date, time and place of the meeting,
- (2) the current number of Directors, and the names of the Directors present (voting in writing or by proxy shall be noted in the minutes, if any),
- (3) the matters discussed and the matters resolved,
- (4) a summary and the results of the proceedings of the agenda
- (5) matters regarding the election of the signatories of the minutes

33.2 The minutes shall be signed and stamped with the appropriate seals of the Chairperson of the Board and two (2) or more signatories elected at the meeting from among the Directors present.

Chapter 5 Conferees and the Conference

Article 34 (Conferees)

34.1 The Center shall have at least twenty-five (25) and no more than thirty (30) Conferees.

34.2 Conferees shall be elected by the Board of Directors, and shall be commissioned by the President.

34.3 The provisions in Articles 21 through 23 hereof shall apply mutatis mutandis to the Conferees. In this case, the term "Director(s)" in the said provisions shall be read as "Conferee(s)".

Article 35 (Conference)

- 35.1 The Conference shall be composed of Conferees.
- 35.2 The Conference shall be convened by the President except for the case as provided for in Item 4 of Section 20.5 in Article 20 hereof.
- 35.3 The chairperson of the Conference shall be elected by the Conferees from among the Conferees.
- 35.4 In addition to the matters provided for in these Articles of Association, the Conference shall consider and give advice on matters concerning the operation of business of the Center upon the request of the President.
- 35.5 The provisions of Section 28.3 in Article 28 and in Articles 30 through 33 hereof shall apply mutatis mutandis to the Conferees. In this case, the terms “Board of Directors” and “Director(s)” in the said provisions shall be read as “Conference” and “Conferee(s)”, respectively.
- 35.6 Any essential matters concerning the operation of the Conference other than those provided for in the preceding Sections in this Article 35 shall be determined by the Board of Directors.

Chapter 6 Members

Article 36 (Members)

- 36.1 The Center shall have Members.
- 36.2 The members shall be any persons, corporations or organizations that endorse the objectives of the Center. The category, charges or any other matters concerning the Members shall be determined separately by the Board of Directors.

Chapter 7 Amendment of the Articles of Association, and Dissolution

Article 37 (Amendment of the Articles of Association)

Any change, modification or amendment of these Articles of Association shall be subject to a resolution with the agreement of more than three-fourths (3/4) of the current members of both the Board of Directors and the Conference and the permission of the competent authorities.

Article 38 (Dissolution)

The Center may be dissolved only in accordance with the provisions set forth in Items 2 through 4 of Clause 1 under Article 68 of the Japanese Civil Law and with the approval of the competent authorities after a resolution with the agreement of more than three-fourths (3/4) of the current members of both the Board of Directors and the Conference.

Article 39 (Disposition of residual assets)

The residual assets at the time of dissolution of the Center shall be donated to any organization that has similar objectives to those of the Center, through a resolution with the agreement of more than three-fourths (3/4) of the current members of both the Board of Directors and the Conference, and the permission of the competent authorities.

Chapter 8 Secretariat

Article 40 (Establishment of a Secretariat)

40.1 The Center shall establish a Secretariat to handle the affairs of the Center.

40.2 The Secretariat shall have a Director-General and the necessary staff.

40.3 The Director-General and staff of the Secretariat shall be appointed or dismissed by the President.

40.4 Any essential matters concerning the organization and operation of the Secretariat shall be determined separately by the President through a resolution of the Board of Directors.

Article 41 (Documents and Books)

41.1 The following documents and books shall be kept at the Secretariat.

- (1) the Articles of Association,
- (2) name lists and the resumes of the Directors, Auditors, Conferees and staff of the Center,
- (3) documents related to permissions, authorization or registration,
- (4) minutes of meetings of the Board of Directors and the Conference provided in the Articles of Association,
- (5) accounting books and vouchers for income and expenditures,
- (6) documents indicating the status of the assets and liabilities and the situation regarding net assets,
- (7) any other books or documents deemed necessary.

Chapter 9 Supplementary Provision

Article 42 (Commission)

Any essential matters concerning the operation of the Center other than those provided for in these Articles of Association shall be determined separately by the President through a resolution of the Board of Directors.

Additional Provisions

1. These Articles of Association permitted by the Minister of Health and Welfare on 12, March, 1956 shall come into effect on 12 March, 1956.
2. The amended Articles of Association permitted by the Minister of Health and Welfare on 2 October, 1964 shall come into effect on 2 October, 1964.
3. The amended Articles of Association permitted by the Minister of Health and Welfare on 30 August, 1968 shall come into effect on 30 August, 1968.
4. The amended Articles of Association permitted by the Minister of Health and Welfare on 25 August, 1969 shall come into effect on 25 August, 1969.
5. The amended Articles of Association permitted by the Minister of Health and Welfare on 19 December, 1974 shall come into effect on 19 December, 1974.
6. The amended Articles of Association permitted by the Minister of Health and Welfare on 29 September, 1976 shall come into effect on 29 September, 1976.
7. The amended Articles of Association permitted by the Minister of Health and Welfare on 19 July, 1978 shall come into effect on 19 July, 1978.
8. The amended Articles of Association permitted by the Minister of Health and Welfare on 20 July, 1979 shall come into effect on 20 July, 1979.
9. The amended Articles of Association permitted by the Minister of Health and Welfare on 27 December, 1984 shall come into effect on 27 December, 1984.
10. The amended Articles of Association permitted by the Minister of Health and Welfare on 30 March, 1988 shall come into effect on 30 March, 1988.

11. The amended Articles of Association permitted by the Minister of Health and Welfare on 28 December, 1990 shall come into effect on 28 December, 1990.
12. The amended Articles of Association permitted by the Minister of Health and Welfare on 23 August, 1999 shall come into effect on 23 August, 1999.

Provided that the provisions of Section 17.2 in Article 17 hereof shall not apply to the Chairperson of the Center on or before August 31, 1999.

Annex 2

Office Regulations of the Japan Environmental Sanitation Center

Chapter 1 General Provisions

Article 1 (The Office Regulations and the obligation of Employees to observe them)

These Office Regulations (hereinafter referred to as “Regulations”) set forth the requirements concerning the employment and work of employees of the Japan Environmental Sanitation Center (hereinafter referred to as “Center”).

Employees of the Center shall observe these Regulations and pursue their duties in good faith.

Article 2 (Definition of an Employee)

For the purpose of these Regulations, “Employee” shall mean an individual employed by the Center in accordance with Article 5 hereof, including those who are placed on probation and those who are temporarily employed as full-time staff, but excluding part-time staff.

Article 3 (General duties of Employees)

Employees of the Center shall comply with the following duties:

- (1) Employees shall not conduct any act that damaged the integrity or reputation of the Center, or compromises its interests.
- (2) Employees shall not disclose any confidential information or trade secrets of the Center.
- (3) Employees shall comply with the established lines of authority, obey the official directives and/or instructions of their supervisors and maintain order in the Center. Supervisory staff shall endeavor to respect the personality and constructive opinions of their subordinates to contribute to the development of the Center.
- (4) Employees shall maintain the workplace in proper order, and shall handle the Center’s facilities, equipment, tools and other objects with reasonable care.

Article 4 (Matters not provided for in these Regulations)

Except as set forth in these Regulations, any matters concerning employment or the working conditions of Employees shall be subject to the relevant laws, provided, however, that any matters concerning temporary employees as full-time staff shall be set forth separately.

Chapter 2 Employment

Article 5 (Method of recruitment)

- 5.1 Employees shall be recruited from among individuals who have passed a paper-screening, a written examination and an interview conducted by the Center.
- 5.2 Applicants for the status of Employee shall submit the following documents to the Center.
 - (1) a signed personal history (including family background)

- (2) a photograph of the applicant (of the upper part of the body without headwear)
- (3) a medical certificate
- (4) diplomas, transcripts or licenses, etc., as required

Article 6 (Probationary period)

- 6.1 A newly recruited Employee shall be placed on probation for the initial six (6) months from the day of employment, provided that this period may be shortened on the authorization of the President of the Center.
- 6.2 Notwithstanding the provisions of Article 43 hereof, a newly recruited Employee may be dismissed at any time during the probationary period if he/she has been found unqualified to continue working as an Employee.

Article 7 (Documents to be submitted by a newly recruited Employee)

A newly recruited Employee shall submit the following documents to the Center without delay.

- (1) a certificate of resident registration
- (2) an agreement with the joint signature of a guarantor (when deemed necessary)
- (3) a welfare annuity insurance policy or an unemployment insurance policy (if any)
- (4) any other certificates or documents that the Center may require

Article 8 (Employee's obligation to notify)

Employees shall promptly notify the Center of any change in the contents of any record in the documents provided in Article 7.

Article 9

- 9.1 (Presentation of the Regulations)
The Center shall clearly present these Regulations to newly recruited Employees.
- 9.2 (Cancellation of employment)
The Center may cancel the employment of or dismiss any individuals who have made a false statement in, falsified the contents of, or intentionally failed to include a material fact in the documents specified in the provisions of Section 5.2 and Article 7 hereof.

Chapter 3 Working Conditions

Article 10 (Working hours)

- 10.1 The office hours of the Center shall in principle be 8.15 hours, composed of 7.15 hours of working time and a 1 hour rest period.
- 10.2 The starting time, finishing time and rest period of the Center shall be as set forth below.

Starting Time	Rest Period	Finishing Time
9:00	12:00 – 13:00	17:15

- 10.3 Employees may be required by their supervisors to change the working hours and rest period or to accept substitute working hours when necessary for the business operations.

Article 11 (Non-working days and Holidays)

11.1 The non-working days and holidays of the Center shall be as set forth below, provided that these set days may be replaced by alternative days if required for the business of the Center.

- (1) Every Sunday and Saturday
- (2) National Holidays
- (3) Year end holidays (from Dec. 29 to Jan. 3)
- (4) Foundation Anniversary (May 9)
- (5) Such other days as may be designated by the President

11.2 Employees may be required by their supervisors to work on a non-working day or holiday if necessary for the business of the Center. In such cases, the supervisor shall make prior arrangement for a substitute day within one month of the Employee working on a non-working day or holiday.

Article 12 (Overtime work and exceptions for those under 18)

When necessary for the business, supervisors may instruct Employees to work outside of regular working hours after following the appropriate procedures, provided, however, that Employees under the age of 18 shall not be required to work beyond regular working hours as prescribed by the relevant laws.

Article 13 (Night duty and day duty)

The President may require Employees to be on night duty or day duty according to the needs of the Center.

Article 14 (Leave)

The Center shall permit Employees the following leave.

(1) Annual paid leave

Employees of the Center are entitled to the following paid leave according to the length of service.

a) In the first year of service, ten (10) days of leave shall be granted.

From the second year of service, two (2) days per year of service shall be added to the number of days of the preceding year's leave, provided that this shall amount to no more than twenty (20) days per year.

During the probationary period, Employees may receive annual paid leave after three (3) months from the date of employment.

Employees hired during a given fiscal year may receive the following annual paid leave.

Month of Employment	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Annual Leave (days)	10	10	10	10	10	10	10	9	7	5	4	2

b) Annual paid leave shall in principle be taken within a given year from April 1 through March 31, provided, however, that Employees may carry over unused days of annual paid leave to the following year, up to a maximum of twenty (20) days per year.

- c) Days of absence may be switched to annual paid leave at the request of the Employee that is responsible for such absence.

(2) Special Leave

Employees shall be given the following special leave.

- a) Marriage of an Employee: up to 7 consecutive days
- b) Marriage of the child of an Employee: up to 2 consecutive days
- c) Marriage of the sibling of an Employee: within 1 day
- d) Childbirth of the wife of an Employee: up to 3 consecutive days
- e) Death of a parent, spouse or child of an Employee: up to 5 consecutive days
- f) Death of a grand parent, a sibling or a parent-in-law of an Employee
up to 3 consecutive days:
- g) Marriage or death of any other relative of an Employee when the Center deems it appropriate: up to 2 consecutive days
- h) When an Employee receives an order for a change of site transfer:
For those who have dependents throughout the period both before and after the transfer: up to 7 consecutive days
For others: up to 4 consecutive days
- i) When an Employee transferred without the family requires the family to be summoned
up to 3 consecutive days
- j) When an Employee applies to and is allowed vacation leave during the summer period (from July to September) to participate in the Bon ceremony, to maintain or improve mental and physical health, or to enrich family life:
up to 3 days (non-half a day)
- k) Inability to work due to the force majeure events such as disasters, or an accident or strike of transport facilities, etc.: the number of days granted by the Center
- l) For menstrual periods during which working is extremely difficult or when an Employee who engages in work that is harmful to the body applies for leave:
the number of days granted by the Center
- m) Such other instances as may be recognized by the Center as necessary in addition to the above: the number of days granted by the Center

(3) Occupational injury leave

An Employee who has suffered an occupational injury or illness may be granted occupational injury leave for the number of days deemed necessary for medical treatment by a doctor. However, an Employee who receives occupational injury leave shall be obliged to obtain a diagnosis from a doctor designated by the Center when the President so requires.

(4) Maternity leave

Female Employees may receive maternity leave for the required number of days during a period from six (6) weeks before the scheduled day of delivery to eight (8) weeks after the day of delivery.

(5) Childcare leave and nursing care leave

Employees who so require may apply to the Center and be granted childcare leave or nursing care leave, or reduced working hours to care for the children or the family.

The coverage and necessary procedures to take childcare leave or nursing care leave shall be subject to the relevant "Regulations on childcare leave and nursing care leave".

Article 15 Deleted.

Article 16 (Time required to exercise civil rights)

Employees shall, upon prior request, be granted the time necessary to exercise their voting rights and other civil rights during working hours.

Article 17 (Travel orders)

The President may issue a travel order to Employees when necessary for the business of the Center. During the travel, Employees shall be deemed to be on duty within the regular working hours unless otherwise ordered or approved by the Center.

Employees who have received a travel order shall be given traveling expenses according to the separate "Regulations on Travel Expenses."

Article 18 (Notice of return from travel)

Upon completion of the period or purpose of travel on business, the Employee so ordered under Article 17 hereof shall give prompt notice of their return to their supervisor.

Article 19 (Transfers)

19.1 The President may order an Employee to be transferred to another job site, department or position, when necessary for the business of the Center.

19.2 In giving an order under Section 19.1 above, the President shall take the Employee's circumstances into full consideration, while the Employees shall not refuse such an order without good reason.

Chapter 4 Remuneration and Retirement Allowance

Article 20 (Remuneration)

Remuneration for Employees shall be paid in accordance with the separate "Regulations on Remuneration".

Article 21 (Retirement allowance)

The retirement allowance for Employees shall be paid in accordance with the separate "Regulations on Remuneration".

Chapter 5 Compliance with working hours

Article 22 (Arrival and departure)

Employees shall record on a card the time when they arrive at work or depart from the workplace to determine their working hours.

Article 23 (Temporary leave during working hours)

Employees who intend to leave the office temporarily during the working hours to go out or to meet a visitor shall give advance notice to the Director, Administration Department/General Affairs Department with the prior consent of their supervisor.

Article 24 (Notice of lateness, leaving earlier and absence)

Employees who intend to arrive after the starting time, to leave the office early, or to be absent from work due to illness or for other unavoidable reasons, shall give advance notice to the Director, Administration Department/General Affairs Department with the prior consent of their supervisor.

Provided, however, that where advance notice is not possible due to unavoidable circumstances, Employees shall provide notification as soon as it is possible. In cases where absence due to sickness continues for more than one week, Employees shall submit a medical certificate from a doctor together with the absence notice, and in cases where absence due to an accident continues for more than one week, Employees shall ask for and obtain the approval of their supervisor by providing a full explanation of the reasons for their absence.

Article 25 (Procedures for taking paid leave)

25.1 Employees who plan to take leave under Article 14 hereof shall provide advance notice or submit a request to the Director, Administration Department/General Affairs Department, by setting out the reasons and the term of such leave. Provided, however, that where unavoidable circumstances prevent advance notice being given, Employees shall provide notification as soon as it is possible.

25.2 In response to a request by an Employee to take annual paid leave, the supervisor may request a change in the timing of the leave or divide up the term of the leave, if it is considered that the original requested term could disturb the progress of the business of the Center.

Chapter 6 Safety and Sanitation

Article 26 (General provision)

Employees shall comply with the regulations concerning safety and sanitation, and shall endeavor to improve the Center's safety and sanitation.

Article 27 (Sanitary preventive measures)

When the President recognizes that the measures for public hygiene and preventive medicine need to be taken, Employees shall comply with the directions of the doctor designated by the Center.

Article 28 (Prohibition of attendance due to specific illness)

The President of the Center shall prohibit Employees who have contracted such diseases as specified in the Article 68 of the Industrial Safety and Health Law from attendance.

Article 29 (Notice of epidemics)

If any member of the family of an Employee has contracted an epidemic disease or is likely to do so, the Employee shall immediately notify their supervisor and shall comply with any directions given.

Article 30 (Treatment of Employees who need protection)

The President may designate the following Employees as persons in need of health protection, and place them under limited service, reassignment, medical treatment or take other steps as may be required.

- (1) Those who have not completely recovered from illness and are deemed to have difficulty in working
- (2) Those who are identified as requiring a certain level of protection based on the results of a medical examination

Article 31 (Medical examination)

Employees shall receive a medical examination at least once per year.

Chapter 7 Accident Compensation

Article 32 (Occupational accidents)

Employees who have suffered injuries, been taken ill, or died in the course of their official duties or commutation to and from work shall be given accident compensation in accordance with the provisions of the Worker's Compensation Insurance Act.

Article 33 (Non-occupational accidents)

Employees who have suffered injuries, been taken ill, or died for any reasons not related to their work shall be given compensation or condolence money as provided for separately.

Chapter 8 Commendations and Penalties

Article 34 (Commendations)

Employees who produce any invention, improvement, device or plan that is significantly profitable for the business of the Center shall be commended.

Article 35 (Penalties)

Any Employee who breaches the provisions of these Regulations or fails to perform assigned duties shall be subject to the following disciplinary measures or penalties according to the severity of the offense.

- (1) Reprimand:
Upon confirming the responsibility of the Employee, he/she shall be required to write a report on the circumstances and be cautioned against any future occurrence.
- (2) Reduction in salary:

The salary of the Employee shall be reduced within the limits permitted by Article 91 of the Labor Standards Law.

- (3) Suspension from duty:
The Employee shall be required to submit a written report and shall be suspended from duty for a period not in excess of seven (7) days, during which time the Employee shall not be paid:
- (4) Disciplinary dismissal
The Employee shall be immediately dismissed without prior notice. No retirement allowances may be paid.

Article 36 (Compensation for damage)

An Employee who has caused damage to the Center by willful misconduct or gross negligence shall be subject to disciplinary action or penalties as prescribed in Article 35 hereof. In addition, the Center may require the Employee to compensate the Center for all or part of the damage incurred depending on the circumstances in question.

Chapter 9 Suspension from duty

Article 37 (Reasons for suspension from duty)

The President shall order the involuntarily suspension of an Employee from duty under any of the following circumstances:

- (1) When the Employee is absent from work for more than three (3) months due to a non-occupational illness or injury
- (2) When the Employee is absent from work for more than one (1) year due to tubercular disease
- (3) When the Employee has been reinstated after suspension, but is again absent from work for more than thirty (30) days due to the same or related disease as before.
- (4) When the Employee has been prosecuted in connection with a criminal offense
- (5) When other conditions apply under which the Center recognizes that suspension from duty is necessary

Article 38 (Periods of suspension)

The periods of suspension under the provisions of Article 37 hereof shall be as follows:

- (1) In the case of item (1) of Article 37;
 - a) Employees with less than two (2) years of service 6 months
 - b) Employees with two (2) years or more of service 12 months
 - c) Employees with seven (7) years or more of service 15 months
- (2) In the case of item (2) of Article 37;
 - a) Employees with less than two (2) years of service 6 months
 - b) Employees with two (2) years or more of service 15 months
 - c) Employees with seven (7) years or more of service 18 months
- (3) In the case of item (3) of Article 37;
As calculated according to (1) or (2) above

- (4) In the case of item (4) of Article 37;
Until the date that a final judgement is made
- (5) In the case of item (3) of Article 37;
The period of suspension shall be deemed to run continuously from the period of suspension before reinstatement.
- (6) In the case of item (5) of Article 37;
The period of suspension shall be determined from time to time as required.

Article 39 (Effect of suspension)

A suspended Employee may retain his/her status as an Employee, however, the Employee is not allowed to engage in any duties at the Center.

The remuneration during the suspension period shall be set forth in the separate "Regulations on Remuneration."

Article 40 (Reinstatement)

The President shall order Employees who have been suspended from duty as a result of any of the circumstances in items (1), (2), (3) and (5) of Article 37 to return to work when the circumstances have been resolved. The President may order Employees who have been suspended from duty due to the circumstances in items (4) and (5) of Article 37 to return to work when the period of suspension has expired.

Chapter 10 Resignation

Article 41 (Voluntary resignation)

Employees who intend to resign from the Center voluntarily for their own reasons shall submit a resignation request to the President of the Center through their supervisor and the Director, Administration Department/General Affairs Department, and shall continue to pursue their duties until such time as the Center accepts their resignation.

Article 42 (Compulsory or unavoidable resignation)

An Employee shall be required to retire from service under any of the following circumstances:

- (1) Upon the expiration of the term of the employment agreement for a temporary Employee (except where he/she has renewed the term of employment)
- (2) Upon the expiration of the period of suspension from duty (except for reinstatement)
- (3) At the end of the fiscal year that an Employee reaches the age of 60
- (4) On the death of the Employee

Chapter 11 Dismissal

Article 43 (Dismissal)

The Center may dismiss an Employee who is covered by any of the following circumstances:

- (1) If the Employee is recognized as being unable to pursue his/her duties due to a physical or mental disorder

- (2) If the Employee is subject to disciplinary dismissal

Article 44 (Compulsory dismissal)

The Center shall dismiss an Employee who is covered by any of the following circumstances:

- (1) If the Employee is adjudicated to be incompetent or significantly incompetent
- (2) If the Employee is sentenced to imprisonment or any heavier punishment

Supplementary Provisions

1. These Office Regulations shall come into force on August 1, 1972.
2. The amended Office Regulations shall come into force on April 1, 1976. (Provisions concerning Remuneration were transferred to the separate "Regulations on Remuneration".)
3. The amended Office Regulations shall come into force on April 1, 1979. (General revision)
4. The amended Office Regulations shall come into force on April 1, 1981. (General revision)
5. The amended Office Regulations shall come into force on April 1, 1985. (Change in Item (3) of Article 42)
6. The amended Office Regulations shall come into force on April 1, 1986. (Addition of Sub-item k) of Item (2) in Article 14 and renumbering of the succeeding sub-items of Item (2) in Article 14; change in Item (5) in Article 14; deletion of Item (3) of Article 14 and renumbering of the succeeding items of Article 14)
7. The amended Office Regulations shall come into force on April 1, 1988. (Changes in Articles 11 and 22)
8. The amended Office Regulations shall come into force on November 1, 1990. (Change in Article 32)
9. The amended Office Regulations shall come into force on April 1, 1992. (Addition of Item (5) in Article 14)
10. The amended Office Regulations shall come into force on August 1, 1993. (Changes in Section 1 and the table of Section 2 in Article 10, and Item (1) of Article 11)
11. The amended Office Regulations shall come into force on April 1, 1994 (Change in Sub-item a) of Item (1) in Article 14)
12. The amended Office Regulations shall come into force on April 1, 1996 (Addition of Sub-item j) of Item (2) in Article 14 and renumbering of the succeeding sub-items of Item (2) in Article 14; changes in Sub-items c) and g) of Item (2) of Article 14, Item (5) of Article 14, and Article 28)
13. The amended Office Regulations shall come into force on April 1, 1999 (Change in Article 12)

Annex 3

Office Regulations for Temporary Employees of the Japan Environmental Sanitation Center

Article 1 (General)

In accordance with Article 4 of the “Office Regulations”, these Office Regulations for Temporary Employees of the Japan Environmental Sanitation Center (hereinafter referred to as the “Regulations”) set forth the employment and working conditions and rules, and other matters involving temporary employees of the Japan Environmental Sanitation Center (hereinafter referred to as the “Center”). Any matters not provided herein shall be as set forth in the “Office Regulations” and the “Regulations on Remuneration” of the Center.

Article 2 (Definition)

“Temporary Employee” under these Regulations shall mean an individual who has such special skill, technique, qualification or experiences that the Center specifically requires for its business and who is employed and assigned to the Center’s affairs by the Center according to an employment agreement concluded between the Center and said temporary employee for the period provided in Article 3 hereof.

Article 3 (Conclusion of Employment Agreement)

- 3.1 The Center and a temporary employee shall conclude an employment agreement after fully discussing the kind of job, wages, term and other working conditions of said temporary employee.
- 3.2 The term of an employment agreement of a temporary employee shall be in principle one (1) year (no probationary period) from its execution, provided, however, that any employment agreements that come into effect in the middle of a given fiscal year shall expire on March 31 of the relevant year.
- 3.3 An employment agreement of a temporary employee may be renewed continuously upon expiration.

Article 4 (Wages)

- 4.1 The full amount of wages for a temporary employee during his or her term of service shall be determined after due consultation between the Center and said temporary employee himself or herself, taking into consideration his or her skill, technique, qualification, experiences etc.
- 4.2 Payment method of the wages provided for in the preceding provision to a temporary employee shall be determined after due consultation between the Center and said temporary employee himself or herself.

Article 5 (Suspension from Duty)

Temporary employees shall not be ordered to suspend duty.
However, if the Center specifically considers it is necessary, temporary employees may be ordered to suspend duty according to the relevant provisions of the Office Regulations.

Article 6 (Resignation)

A temporary employee shall be considered to have resigned from service even if his or her employment term does not expire yet and his employment agreement shall be immediately terminated under any of the following circumstances:

- (1) When the temporary employee asks to resign and the Center accepts his or her resignation request
- (2) On the death of the temporary employee

Article 7 (Termination)

The employment agreement of a temporary employee who is covered by any of the following shall be terminated:

- (1) When the employment agreement of the temporary employee has expired and is not to be renewed thereafter,
- (2) When the temporary employee is absent from work for more than fourteen (14) consecutive days except for any inevitable circumstances such as illness or injury,
- (3) When the temporary employee is recognized to be unable to do his or her duties because of a physical or emotional disability,
- (4) When the temporary employee is judged as being dismissed according to the disciplinary measures provided in the Office Regulations of the Center,
- (5) Upon the expiration of the period of suspension from duty stipulated in Article 5 hereof,
- (6) When thirty (30) days have expired from the date the Center notified the temporary employee of the termination of his or her employment agreement due to inevitable reasons for its business.

7.2 A temporary employee who is judged as being dismissed according to the disciplinary measures provided in the Office Regulations of the Center and whose dismissal has been approved by the competent authorities shall be dismissed without any prior notice.

Article 8 (Leave)

Temporary employees shall be given leave in accordance with the Office Regulations of the Center, Unused annual paid leave may be carried over to the following year, up to a maximum of ten (10) days per year.

Article 9 (Traveling Expenses)

When the Center orders a temporary employee to travel on business, traveling expenses shall be paid to him or her in accordance with the separate "Regulations on Traveling Expenses".

Article 10 (Corporate Welfare)

Any provisions relevant to the corporate welfare other than the regulations on employee loan shall apply to temporary employees mutatis mutandis.

Supplementary Provisions

These Regulations were put into effect on April 1, 1988.

Annex 4

Regulations on Remuneration for Employees of the Japan Environmental Sanitation Center

Chapter 1 General Provisions

Article 1 (Scope of application)

- 1.1 Remuneration and bonuses to an Employee (as defined in the Office Regulations) prescribed in Article 20 of the Office Regulations and retirement allowances prescribed in Article 21 of the said Regulations shall be provided for in these Regulations on Remuneration (hereinafter referred to as “Regulations”).
- 1.2 Remuneration to a temporary employee shall be provided for separately regardless of the provisions of the preceding item.

Chapter 2 Remuneration

Article 2 (Determination of remuneration)

Remuneration to an Employee shall be determined by the President, taking into account his/her age, educational background, experience, degree of complexity of the job, and the difficulty and level of responsibility of the duties.

Article 3 (Components of remuneration)

The components of remuneration are as follows:

- 1) Basic salary: regular salary, management allowance, professional allowance, post-holding allowance, service area allowance and dependents allowance.
- 2) Concomitant to the basic salary: housing allowance, special allowances, overtime work allowance, commuting allowance, caretaker allowance (night-duty and day-duty allowances), driving allowance and adjustment allowance.

Article 4 (Dates of closure and payment of remuneration)

Monthly remuneration shall be calculated from the first through to the last day of each month and shall be paid on the 25th day of the same month (provided that, if the date of payment falls on a holiday, it shall be payable on the preceding day). Overtime work allowances, however, shall be reckoned from the first day and be closed on the last day of the preceding month.

The commuting allowance shall be paid in advance so that the payment of the commuting allowance for the following month shall be made on the date of remuneration payment in each month.

Article 5 (Reduction of remuneration)

- 5.1 If an Employee fails to work a part or all of his/her required working hours due to lateness, leaving early, or absence, remuneration shall not be paid for the hours not worked.

This shall not be applicable, however, if otherwise provided for in these Regulations or in the Office Regulations, or when the President determines that there are unavoidable circumstances.

5.2 The hours not worked according to the preceding section shall be totaled on the closing day of the period for remuneration and any fractions of an hour shall be rounded down.

5.3 The amount of remuneration per working hour to be applied in this Article shall be calculated using the following formula: (regular salary + service area allowance + adjustment allowance + supervisor allowance) \times 1/150. Here, the formula shall express the amount of annual remuneration divided by the total working hours for one year. This shall apply to each item of Section 1 in Article 21 hereof.

Article 6 (Remuneration for those who are placed on probation and for those who are employed or retired during a given period)

6.1 Remuneration for those who are on probation and for those who are employed or retired during a given period provided for in Article 4 hereof shall be paid according to the number of days worked.

However, this does not apply to approved special paid leave, menstrual leave or occupational injury leave even during the probationary period. This is also the case for an Employee who requests annual paid leave after three (3) months from the date of employment.

6.2 The amount of per diem remuneration for the number of days worked applicable to this Article shall be calculated using the following formula: (regular salary + management allowance + professional allowance + post-holding allowance + service area allowance + dependents allowance + housing allowance + special allowance + adjustment allowance + caretaker allowance) \div designated number of required working days.

Article 7-1 (Remuneration for absence due to a non-work related injury or illness)

When a staff member is absent from work due to non-work related injuries or sickness, his/her remuneration to be paid for the month including such absence shall be reduced by the amount corresponding to the number of days not worked.

Article 7-2 (Remuneration for absence due to an occupational injury or illness)

When an Employee is absent from work in the case provided for in Article 32 of the Office Regulations, remuneration for three (3) years shall be provided as compensation pursuant to the provisions of the Worker's Compensation Insurance Act from the date of the incident causing such absence.

Article 8 (Remuneration during periods of suspension)

8.1 Remuneration shall not be paid to an Employee during a period of suspension as prescribed in Sections 1 through 3 in Article 38 of the Office Regulations.

8.2 Remuneration to an Employee during the suspension period as prescribed in Sections 4 and 6 in Article 38 of the Office Regulations shall be as follows:

- 1) For a suspension period equivalent to 1 month or more but less than 6 months: 80% of the regular salary
- 2) For a suspension period of more than 6 months: 60% of the regular salary.

Article 9 (Remuneration for a reinstated Employee)

Remuneration for the month in which a suspended Employee is reinstated shall be pursuant to Article

6 hereof.

Article 10 (Remuneration to an Employee suspended from duty)

Computation of per diem remuneration during the suspension period for an Employee suspended from duty as prescribed in Item (3) in Article 35 of the Office Regulations shall be based on Section 2 in Article 6 hereof.

Article 11 (Direct currency payment and deduction at source)

11.1 Remuneration shall be directly paid to an Employee in the currency of the amount.

11.2 Notwithstanding the provision of the preceding Section, the following items shall be deducted on payment of the remuneration.

- 1) Income tax
- 2) Resident tax
- 3) Health insurance premium
- 4) Premium for the Welfare Pension
- 5) Employment insurance premium
- 6) Any other items that are requested by the Employee and approved by the President

Chapter 3 Regular Salary

Article 12 (Regular salary)

12.1 The regular salary is remuneration for the designated working hours that are provided for in Article 10 of the Office Regulations, and the monthly amount shall be according to the salary schedule set forth in Appendix 1 attached hereto.

12.2 When advice has been given regarding revisions to remuneration by the National Personnel Authority, the salary schedule may be modified in consideration of this advice.

12.3 Deleted.

Article 13 (Applicable standards and corresponding grades of the salary schedule)

13.1 Applicable standards related to the salary schedule for a newly recruited Employee are pursuant to each of the following items.

- 1) Regular salary of a newly graduated clerical Employee

Educational background	Job grade and pay step
(1) Employed upon graduation from a high school	Salary schedule Job grade 1 Pay step 3
(2) A. Employed upon graduation from a two-year junior college B. Employed upon graduation from a three-year junior college	Job grade 1 Pay step 6 Job grade 1 Pay step 7
(3) Employed upon graduation from a university	Job grade 3 Pay step 1

- 2) Regular salary of a newly graduated technical Employee

Educational background	Job grade and pay step
(1) Employed upon graduation from a high school	Salary schedule Job grade 1 Pay step 3
(2) A. Employed upon graduation from a two-year junior college	Job grade 1 Pay step 6
B. Employed upon graduation from a three-year junior college	Job grade 1 Pay step 7
(3) Employed upon graduation from a university	Job grade 3 Pay step 1

- 3) In the case of employment of an individual with a higher educational background than that stipulated in the employment qualifications for Employees, the salary schedule shall be applied according to the methods prescribed in the following item, based on the educational background stipulated in the employment qualifications, regardless of the provisions in Items 1) and 2) of this Section. This shall apply when employing an individual with an educational background other than that stipulated in the employment qualifications.
- 4) For graduates of high schools, junior colleges and universities and those who have completed a master's or doctoral course at a graduate school, if his/her employment is at a point in time equivalent to one year or more since graduation or completion, the number of years of experience shall be calculated, in principle, by multiplying the number of years since graduation or completion by 80% and rounding down any fractions of less than a year. Then his/her application level shall be determined by adding the number of pay steps, computed by counting one year of experience as equivalent to one pay step, to the pay steps calculated by applying (1) through (3) of Items 1) and 2) in this Section according to his/her educational background. Provided that, especially when employing individuals who have completed a master's or doctoral course at a graduate school, the application level shall be the result obtained by adding the number of pay steps computed by counting each year since graduation from university as one pay step.

13.2 Application of the salary schedule based on the grade of an Employee shall be as follows:

Grade	Applicable job grade
Officer and Expert	Job grades 1 through 7
Assistant Manager and Assistant Engineer	Job grades 3 through 7
Manager and Engineer	Job grades 4 through 7
Deputy Chief Officer	Job grades 5 through 7
Chief Officer	Job grades 7 and 8
Deputy Secretary	Job grades 8 and 9
Secretary	Job grades 9 and 10
Consultant	Job grade 11

Managers and Engineers at job grade 4 shall be elevated to job grade 6 after being assigned to job grade 5 when graded as a Deputy Chief Officer. Managers and Engineers at job grade 5 shall be elevated to job grade 6 when graded as a Deputy Chief Officer. Further, Deputy Chief Officers at job grade 6 shall be elevated to job grade 8 after being assigned to job grade 7 when graded as a Chief Officer, and Deputy Chief Officers at job grade 7 shall be elevated to job grade 8 when graded as a Chief Officer.

13.3 Grades and applicable job grades and pay steps in the salary schedule for an individual who cannot be classified under Sections 1 and 2 of this Article shall be determined by the President, taken into account his/her age, experience, skill and ability, and the nature of the work to be assigned.

Chapter 4 Allowances

Article 14 (Principle of the allowances)

The allowances refer to all of the allowances in the components of remuneration in Article 3 hereof, except the regular salary.

Article 15-1 (Management allowance)

Among those holding managerial positions, an individual belonging to the following management groups is provided with a management allowance according to his/her class of management group as listed in the following.

- 1) Director-General of the Head Office, Branch General Managers and Technical Superintendent are provided 30% of the monthly amount of the regular salary.
- 2) Directors are provided 25% of the monthly amount of the regular salary.
- 3) Deputy Directors are provided 20% of the monthly amount of the regular salary.
- 4) Division Heads are provided 15% of the monthly amount of the regular salary.
- 5) Assistant Division Heads are provided 10% of the monthly amount of the regular salary.
- 6) Deleted.

Article 15-2 (Professional allowance)

Among those holding managerial positions, an individual belonging to the following professional groups is provided a professional allowance according to his/her class of professional group as listed in the following.

- 1) Research Coordinators are provided 23% of the monthly amount of the regular salary.
- 2) Independent Senior Researchers are provided 18% of the monthly amount of the regular salary.
- 3) Independent Researchers are provided 13% of the monthly amount of the regular salary.

Article 16 (Post-holding allowances)

Chiefs and Head Clerks are provided a post-holding allowance in the amount of 8,000 yen for Chiefs and 5,000 yen for Head Clerks per month.

Article 17-1 Deleted.

17-1.1 Deleted.

17-1.2 Deleted.

Article 17-2 Deleted.

17-2.1 Deleted.

17-2.2 Deleted.

Article 17-3 (Service area allowance)

- 17-3.1 A service area allowance is paid according to the service area, taking into consideration the cost-of-living differentials among the areas in which the staff are providing services.
- 17-3.2 The amount of the service area allowance paid per month shall be the sum of the regular salary, management, professional and dependents allowances altogether multiplied by the payment ratio for each service area as provided for in Appendix 2 attached hereto.
- 17-3.3 In cases where a member of staff is transferred from a service area with a higher payment ratio as provided for in Appendix 2 attached hereto to one with a lower ratio or without any payment, the payment ratio of the former service area will be applied for three (3) years from the date of the transfer.

Article 18 (Dependents allowance)

- 18.1 The dependents allowance is paid to Employees stipulated in Appendix 3 attached hereto.
- 18.2 The dependents allowance is paid for an Employee's spouse, the first of his/her dependents other than his/her spouse, and each of the other dependent family members in the respective monthly amounts as provided for in Appendix 3 attached hereto.
- 18.3 The payment of the dependents allowance begins in the month in which the actual need for support arises and ceases from the month following the time the need no longer applies.

Article 19 (Housing allowance)

The housing allowance is paid in the respective monthly amounts as provided for in Appendix 3 attached hereto according to whether an Employee is the head of his/her household or not.

Article 20 (Special allowance)

- 20.1 The special allowance is paid to an Employee who is a qualified person legally required to be installed and appointed by the President, with the proviso that it is not paid to an Employee who holds a managerial position.
- 20.2 The amount paid to an Employee who is covered by the preceding Section shall be 5,000 yen per month.

Article 21 (Overtime work allowance)

- 21.1 When an Employee works beyond the designated normal working hours stipulated in Article 10 of the Office Regulations, an overtime work allowance will be computed according to the respective calculation formulas for the categories of extra hours worked as shown in the items below and be paid to the Employee.
- 1) From 5:00 to 9:00 and from 17:30 to 22:00 of a normal working day (overtime allowance)
(regular salary + post-holding allowance + service area allowance + housing allowance + special allowance + adjustment allowance + caretaker allowance) \times 1/150 \times 125/100 \times the number of the extra hours worked
 - 2) From 5:00 to 22:00 on a Sunday, a national holiday, or a holiday that is not a normal working day (holiday work allowance)
(regular salary + post-holding allowance + service area allowance + housing allowance + special allowance + adjustment allowance + caretaker allowance) \times 1/150 \times 140/100 \times the number of the extra hours worked

- 3) From 22:00 to 5:00 of a normal working day (night work allowance)
(regular salary + post-holding allowance + service area allowance + housing allowance + special allowance + adjustment allowance + caretaker allowance) × 1/150 × 150/100 × the number of the extra hours worked
- 4) From 22:00 to 5:00 on a Sunday, a national holiday, or a holiday that is not a normal working day (holiday night work allowance)
(regular salary + post-holding allowance + service area allowance + housing allowance + special allowance + adjustment allowance + caretaker allowance) × 1/150 × 180/100 × the number of the extra hours worked

21.2 Deleted.

21.3 The overtime work allowance is not paid to an Employee who holds a managerial position.

21.4 The overtime work allowance is not paid in principle to an Employee who is travelling on business including leaving for his/her new post due to personnel transfer.

Article 22 (Commuting allowance)

22.1 A commuting allowance is paid according to the actual cost per month of a commuter ticket by means of transport that runs the shortest distance between the Employee's home and the Center where he/she works, within the range of the monthly amount as provided for in Appendix 3 attached hereto.

22.2 If there has been a change in the amount of the cost of a commuter ticket due to a rise in fares or a change of residence by the Employee, the actual cost of a new commuter ticket will be paid from the following month of such a change.

Article 23-1 (Night-duty and day-duty allowances and caretaker allowance)

23-1.1 Night-duty and day-duty allowances prescribed in Article 13 of the Office Regulations shall be as follows:

- | | | |
|---|---|-----------|
| 1) Day-duty allowance | 17:30 through 19:00 | 500 yen |
| 2) Night-duty allowance
(when a caretaker is absent) | 17:30 through 9:00 of the following day | 8,000 yen |

23-1.2 Caretaker allowance shall be 8,000 yen per month.

Article 23-2 (Driving allowance)

A driving allowance will be paid in the amounts indicated in the following table when an Employee other than a professionally employed driving staff is required on duty to drive a vehicle and is approved by the safe driving supervisor.

	Driving region	Amount per day
Driving allowance	(1) to regions outside those for short-distance business trips described in the Regulations on Travel Expenses	1,000 yen
	(1) to regions for short-distance business trips described in the Regulations on Travel Expenses /	500 yen
	(2) within a region on a business trip	

Article 23-3 (Adjustment allowance)

23-3.1 Adjustment allowance is not included in any of the allowances prescribed in Articles 15 through 23-2, and shall be paid when progress or ex post facto measures are taken to adjust the amount of remuneration accompanying changes in the systems, new employment and personnel changes, and when the President specifically approves its payment.

23-3.2 Deleted.

Chapter 5 Pay Increase

Article 24 (Standard for pay increases)

24.1 Pay increases shall be made based on the regular salary.

24.2 Pay increases consists of periodic, special and extraordinary pay increases.

Article 25 (Periodic pay increases)

25.1 The salary shall be periodically increased on April 1 and October 1 of every year for an Employee who has worked more than one year, and in principle his/her pay step shall be increased by one step every year, provided that the pay increases cease at the age of 55.

25.2 When the work performance of an Employee is excellent, the period prescribed in the preceding Section may be shortened notwithstanding the provisions of the preceding Section.

25.3 For an Employee whose work performance is not satisfactory, the amount of the raise may be reduced to one half of the normal increase regardless of the provisions of Section 1 hereof, or the period prescribed in the said Section may be extended.

25.4 For an Employee who is hired during a given fiscal year under the same conditions as those for a regular new Employee and whose work performance is superior, the period between raises may be shortened.

25.5 When an Employee reaches the highest job step of the highest job grade stipulated in Section 2 of Article 13, subsequent pay increases will be formulated by adding to the current regular salary an amount equal to the difference in the salary between the highest and the second highest pay steps.

25.6 Deleted.

Article 26 (Special pay increases)

In principle, the salary shall be specially increased by one pay step when:

- 1) an Officer or an Expert is promoted to an Assistant Manager or an Assistant Engineer, an Assistant Manager or an Assistant Engineer to a Manager or an Engineer, a Manager or an Engineer to a Deputy Chief Officer, respectively. Provided that this shall not apply to Assistant Engineers or Engineers who were assigned as of March 31, 1997 job grade 3 in the salary schedule for Technical Employees and job grade 6 in the schedule for Clerical Employees.
- 2) Deleted.
- 3) an Employee has been recognized by the President as achieving an especially high work performance.
- 4) an Employee has contributed to society or taken actions to significantly enhance the reputation of

the Center.

Article 27 (Extraordinary pay increases)

The salary will be raised on a non-regular basis when the President recognizes that modifications to remuneration are necessary based on Article 2 hereof or that some measures are required in terms of the system of remuneration.

Chapter 6 Bonuses

Article 28 (Bonuses)

- 28.1 A bonus is paid to all Employees who are in office on each of the reference days, namely June 1, December 1 and March 16, according to the individual's work performance during a period of the six months preceding the reference day. The date of the payment of the bonus is within 15 days from each of the reference days and shall be determined by the President. This shall apply to those who have retired or deceased within the month prior to each of these reference days.
- 28.2 A full bonus will be paid to any Employee for the period during which he/she takes occupational injury leave due to circumstances stipulated in Section 3 in Article 14 of the Office Regulations.
- 28.3 The rate of payment for absence due to a non-occupational injury or illness will be determined separately.

Article 29 (The amount of bonus paid)

- 29.1 The payment of a bonus shall be in the amount obtained by multiplying the base amount (defined below) by a certain rate which the President determines, considering the financial condition of the Center, the social situation and the remuneration regulations under the National Civil Service Law. The base amount shall be calculated by subtracting management, professional and post-holding allowances from the base salary of the remuneration payable to an Employee that has been previously provided and adding to it the computed amount to be added based on Appendix 4 attached hereto.
- 29.2 The amount of service area allowance to be included in the amount paid as a bonus shall be obtained by multiplying the sum of the regular salary and dependents allowance by the payment ratio for each service area shown in Appendix 2 attached hereto. The amount of service area allowance to be included in the added amount shall be calculated by multiplying the regular salary by the payment ratio for each service area shown in Appendix 2 attached hereto.

Chapter 7 Retirement Allowance

Article 30 (Payment of the retirement allowance)

A retirement allowance shall be provided in accordance with these Regulations to an Employee upon termination of employment. Provided, however, that it will not be payable to those to whom either of the following conditions apply:

- 1) length of service of less than 4 years
- 2) dismissal from duty according to Item 2 in Article 43 of the Office Regulations (Disciplinary dismissal)

Article 31 (The amount of retirement allowance provided)

- 31.1 The amount of retirement allowance provided shall be obtained by multiplying the regular salary at the time of retirement by the payment rate corresponding to the length of service given in Appendix 5 attached hereto.
- 31.2 Those who receive either a pension or a lump-sum payment according to the Regulations on Retirement Pensions that are stipulated separately are provided with an amount based on these Regulations, after deducting the amount of the said pension which corresponds to the current value or the full lump-sum amount.

Article 32 (Length of service)

- 32.1 The computation of the length of service shall be equal to the actual period of continuous service of an Employee from his/her employment to his/her retirement or death. Provided that the number of months corresponding to one half of the months of any suspension period is subtracted from the period of employment. Further, the probationary period under Article 6 of the Office Regulations shall be added to the length of service.
- 32.2 In cases where the length of service includes a fraction of a full year, the fraction will be added as computed by the month. (Any period of less than a full month will be rounded up to one month.)

Article 33 (Retirement allowance for distinguished service)

A retirement allowance for distinguished service may be separately provided to an Employee who has rendered especially distinguished service to the Center.

Supplementary Provisions

1. These Regulations on Remuneration shall come into force on April 1, 1978.
2. When an Employee who was employed before these Regulations came into force retires, and if his/her length of service at the time of retirement exceeds two years, the retirement allowance shall be provided notwithstanding the provision of Item 1 in Article 30 hereof.
3. When a Chief or a Head Clerk leaves his/her office, the amount corresponding to the post-holding allowance which is already being paid will continue to be paid as adjustment allowance.
4. The amended Regulations on Remuneration shall come into force on August 24, 1978. (Changes in Articles 18 and 22 and Appendix 1)
5. The amended Regulations on Remuneration shall come into force on April 1, 1979. (Changes in Articles 5, 6, 13, 21 and 23)
6. The amended Regulations on Remuneration shall come into force on September 21, 1979. (Changes in Articles 7-1, 7-2, 8, 18, 19, and 22 and Appendix 1; and the addition of Appendix 3)
7. The amended Regulations on Remuneration shall come into force on June 1, 1983. (Changes in Articles 3 and 4, Item 5 of Article 13, Article 16, Sections 1 and 2 of Article 18, Section 2 of Article 20, Items 2 and 4 of Article 26, Section 3 of Article 28, Article 29, Supplementary Regulation 3 and Appendix 3; and the addition of Articles 23-2 and 23-3)
8. The amended Regulations on Remuneration shall come into force on April 1, 1985. (Changes in Item 3 of Article 12, Items 1, 2 and 5 of Article 13, Section 2 of Article 17-1, Section 2 of Article 17-2, and Items 1 and 2 of Article 26; and the addition of Section 5 of Articles 25)
9. The amended Regulations on Remuneration shall come into force on July 1, 1985. (Addition of Section 2 of Article 31)
10. The amended Regulations on Remuneration shall come into force on October 28, 1988. (Changes in Items 1, 2 and 5 of Article 13)
11. The amended Regulations on Remuneration shall come into force on April 1, 1989. (Changes in Article 16 and addition of Item 6 of Article 15 and Item 6 of Article 29)
12. The amended Regulations on Remuneration shall come into force on October 1, 1989. (Change in Section 2 of Article 20)
13. The amended Regulations on Remuneration shall come into force on April 1, 1990. (Changes in Section 3 of Article 5, Section 2 of Article 6, Items 1 and 2 of Article 13, each item in Section 1 of Article 21, Section 1 of Article 23-3 and Article 29; and the addition of Section 2 of Articles 23-3 and Appendix 5)
14. The amended Regulations on Remuneration shall come into force on November 1, 1990. (Change in Article 7-2)
15. The amended Regulations on Remuneration shall come into force on October 1, 1991. (Change in Section 2 of Article 20)
16. The amended Regulations on Remuneration shall come into force on October 1, 1992. (Change in Sub-item 2) of Item 1 of Article 13)

17. The amended Regulations on Remuneration shall come into force on August 1, 1993. (Changes in Article 4, Section 3 of Article 5, each item in Section 1 of Article 21 and each item in Section 1 of Article 23)
18. The amended Regulations on Remuneration shall come into force on January 1, 1997. (Deletion of each section of Article 17-1, each section of Article 17-2, Item 2 of Article 23-3 and Appendix 4; changes in Item 1 of Article 3, Section 3 of Article 5, Section 2 of Article 6, each item in Section 1 of Article 21, Section 1 of Article 29, Section 1 of Article 31 and Supplementary Provisions; change of Appendix 2 to Appendix 5, and Appendix 5 to Appendix 4; the addition of Article 17-3, Section 2 of Article 29 and Appendix 2; and the modification of the headings of Item 5 of Article 15, Section 5 of Article 25, Item 2 of Article 30 and Article 33)
19. The amended Regulations on Remuneration shall come into force on April 1, 1997. (Deletion of a table in Section 1 and Section 3 of Article 12, Item 2 of Section 1 in Article 26 and Appendix 1-2; changes in Section 1 of Article 12; changes in the headings of Section 1 and Items 1, 2, 5 and 6 of Article 13; changes in Item 1 of Article 26, Article 27, the heading and the notes of Appendix 1 and Appendix 4; the addition of Section 6 and renumbering the succeeding sections of Article 25; and the modification of Items 3 and 4 in Article 13)
20. The amended Regulations on Remuneration shall come into force on November 1, 1997. (Changes in Section 2 of Article 13 and the addition of Appendix 6)
21. The amended Regulations on Remuneration shall come into force on April 1, 1998. (Changes in Appendix 3 and the addition of Appendix 7)
22. The amended Regulations on Remuneration shall come into force on April 1, 1999. (Changes in Section 1 of Article 3, Section 2 of Article 6, Section 2 of Article 13, Articles 15 and 16, Section 2 of Article 17-3, Section 1 of Article 20, Section 1 of Article 25, Section 1 of Article 29 and Appendix 2; addition of Article 15-2 and deletion of Item 6 of Article 15 and Item 6 in Article 25)
23. Exceptional stipulations regarding the periodic pay increase accompanying the change in the age at which the pay increase ceases stipulated in Article 25 are as follows.
 - 1) For any Employee over the age of 56 as of April 1, 1999 (hereafter referred to as “the reference day”), if he/she has satisfactorily worked for not less than 18 months from the beginning of the current pay step, his/her salary will be increased by one pay step and will cease to be raised at the age of 58.
 - 2) For any Employee over 53 and under 56 as of the reference day, after pay increases up to the date of the periodic pay increase at the age of 55, his/her salary may be increased by using the method described in the preceding paragraph.
 - 3) For any Employee over 50 and under 53 as of the reference day, his/her salary may be increased up to the date of the periodic pay increase at the age of 55. Provided, however, that the periodic increase at the age of 55 will not be implemented if, during the period from the day following his/her 55th birthday to the date of the periodic increase, there are extraordinary increases or special increases in salary due to a change in the salary schedule or promotion.

Appendix 1 Salary Schedule

Job grade Pay step	1	2	3	4	5	6	7	8	9	10
1			184,400	218,200	235,700	256,300	275,600	296,800	330,300	367,900
2	134,400	170,700	191,400	226,200	244,600	265,200	284,800	306,800	342,300	380,000
3	138,800	177,400	198,600	234,600	253,700	274,200	294,300	316,900	354,200	392,200
4	143,300	184,400	205,700	243,500	262,300	283,300	304,100	327,200	366,000	404,400
5	148,500	190,200	213,300	252,500	270,800	292,400	313,800	337,600	377,600	416,700
6	154,300	195,500	221,100	260,900	279,400	301,600	323,700	348,000	389,000	428,700
7	160,200	200,700	229,000	269,300	288,000	310,900	333,600	357,800	400,500	440,500
8	166,500	205,800	236,400	277,600	296,400	320,200	343,300	367,300	412,100	451,700
9	171,100	210,700	242,800	285,700	304,800	329,500	352,700	376,700	423,500	462,800
10	174,600	215,100	249,200	293,600	313,100	338,700	361,900	386,000	434,300	473,400
11	177,600	219,500	255,400	301,300	321,100	348,000	370,900	395,300	444,000	482,900
12	180,300	223,700	260,900	308,600	328,500	357,200	379,600	404,600	453,400	491,600
13	182,800	228,000	266,400	315,600	335,900	366,100	388,000	413,200	461,100	499,000
14	184,800	231,200	271,400	322,400	343,100	374,800	395,000	421,100	467,500	505,900
15	186,800	234,100	276,500	328,400	348,600	382,300	400,500	426,900	474,000	510,300
16	188,400	237,200	281,000	334,000	353,300	387,800	405,200	432,500	478,500	
17		240,100	285,000	337,600	357,300	392,800	409,400	436,300	482,800	
18		243,000	288,700	340,900	360,600	396,200	412,900	440,000	486,900	
19		244,800	291,900	344,000	363,400	399,700	416,600	443,900		
20			294,200	346,300	366,300	403,100	420,100	447,500		
21			296,100	348,500	368,800	406,500	423,600	451,100		
22			298,100	350,800	371,300	409,900	427,100	454,700		
23			300,000	353,000	373,800	413,300		458,300		
24			302,000	355,200	376,400	416,700		461,900		
25			303,900	357,600	379,000					
26			305,700	359,800	381,600					
27			307,600	362,100						
28			309,600	364,300						
29			311,500							(JP Yen)
30			313,400							
31			315,300							
32			317,100							

Note: The regular salary of an Employee to whom this schedule is newly applied (the starting salary

for a new graduate from a university), among those who are assigned the pay step 1 of job grade 3, shall be in the amount of 179,800 yen regardless of the amount shown in this table.

Appendix 2

Service area	Payment ratio
Head Office East Branch	10%
West Branch	5% for the time being

Appendix 3

Items	Monthly amount (¥)
Dependents allowance	
1) For a spouse supported by an Employee	13,500 yen
2) For dependents other than the spouse	
(1) For each person up to the second dependent (For one of them only, if an Employee has no spouse) (For the first child of an Employee who has a spouse not supported by him)	6,000 yen (11,000 yen) (6,500 yen)
(2) For each dependent other than those in (1)	5,000 yen
(3) For each child from the beginning of the fiscal year in which the age of 16 is reached to the end of the fiscal year at the age of 22	add 5,000 yen
Housing allowance	
1) Head of household	27,000 yen
2) Not the head of household	4,200 yen
Commuting allowance (limit to the amount payable)	24,500 yen

Appendix 4

Amount to be added	Classification
No addition	Employees who are assigned job grades 1 through 3
$X = (A+B) \times 5/100$	Employees who are assigned job grades 4 through 7
$X = (A+B) \times 10/100$	Deputy Chief Officers
$X = (A+B) \times 15/100$	Deputy Secretary and Chief Officers
$X = (A+B) \times 20/100$	Consultants and Secretaries

(X = amount to be added, A = regular salary, B = service area allowance (regular salary × payment ratio of the service area allowance))

Appendix 5

Length of service	Rate of payment
1	*1
2	*2
3	*3
4	4
5	5
6	7
7	8
8	9
9	10
10	11
11	13
12	14
13	15
14	16
15	17

Length of service	Rate of payment
16	19
17	20
18	21
19	23
20	24
21	25
22	27
23	28
24	29
25	31
26	33
27	35
28	37
29	39
30	41
more than or equal to 31	add one month per year

Note: For the computation of the retirement allowance, 1, 2 and 3 marked with asterisks (*1, *2 and *3) shall be changed to be read as 0 (zero).

Appendix 6

Among the clerical Employees in office as of March 31, 1997, the individuals who are assigned the job grades shown below after April 1, 1997, will be paid the adjustment allowance in order to correct the difference between clerical and technical Employees accompanying the unification of the salary schedule.

Assigned job grade	Monthly amount
1 through 3	3,000 yen

Annex 5

Regulations for the Management of Affairs of the Japan Environmental Sanitation Center

Chapter 1 General Provisions

Article 1 (Purpose)

The purpose of these Regulations for the Management of Affairs (hereinafter referred to as “Regulations”) is to establish the standards for management of affairs within the Japan Environmental Sanitation Center (hereinafter referred to as “Center”) in accordance with the provisions of Section 4 in Article 40 of the Articles of Association for the Center and thereby to facilitate proper management and execution of the Center’s business.

Chapter 2 Organization

Article 2 (Organization)

- 2.1 The Center shall have a Head Office, under which branch offices and the Acid Deposition and Oxidant Research Center (hereinafter collectively referred to as the “Branches”) shall be established as shown in Appendix 1 hereof.
- 2.2 The Center may have local offices under the Branches.
- 2.3 The Head Office and the Branches shall have departments or offices as shown in Appendix 1 hereof.
- 2.4 Each of the departments or offices may have divisions as determined separately and each division may have groups.
- 2.5 Each of the departments or offices shall individually be in charge of separate aspects of the affairs of the Center as specified in Appendix 2 hereof.
- 2.6 Each of the divisions or groups shall individually be in charge of separate aspects of the affairs of the Center as specifically determined.

- 2.7 Each local offices shall individually be in charge of separate aspects of the affairs of the Center as specifically determined.

Article 3 (Personnel organization)

- 3.1 The Head Office shall have a Director-General of the Head Office.
- 3.2 The East and West Branches shall have General Managers, and the Acid Deposition and Oxidant Research Center shall have a Director General Manager (hereinafter collectively referred to as "Branch General Managers").
- 3.3 Each local office shall have a Director-General.
- 3.4 Each department or office shall have a Director.
- 3.5 Each department or office may have a Deputy Director. Each division shall have a Division Head.
- 3.6 In addition to the above, the Center may place Research Coordinators, Independent Senior Researchers, Independent Researchers or other staff in any department as specifically determined.

Article 4 (Director-General of the Head Office)

- 4.1 The Director-General of the Head Office shall be responsible for the daily management of the affairs of both the Center and the Head Office
- 4.2 Director-General of the Head Office shall be an Executive Director, and shall be appointed or dismissed by the President of the Center.
- 4.3 Should the office of the Director-General of the Head Office be vacant or if he/she is prevented from so serving, another Executive Director selected according to the order predetermined by the President shall replace him/her.

Article 5 (Branch General Managers)

- 5.1 Branch General Managers shall administer the affairs of their respective Branches.

5.2 Branch General Managers shall be designated as Executive Directors, and shall be appointed or dismissed by the President.

5.3 Should the office of any Branch General Manager be vacant or if he/she is prevented from so serving, an another Executive Director selected according to the order predetermined by the President shall replace him/her.

Article 6 (Powers and duties of the staff)

6.1 Department/office directors shall administer the affairs of their respective department or office.

6.2 Deputy directors shall assist their respective department/office director and direct the division heads to manage the affairs of their respective department/office.

6.3 Division heads shall administer the affairs of their respective divisions under the direction of their supervisors.

6.4 Research Coordinators, Independent Senior Researchers, and Independent Researchers shall provide advice based on their professional knowledge and shall engage in professional duties under the direction of the department/office directors.

6.5 Any staff of the Center other than those described in the preceding Sections hereof shall engage in their respective duties as stipulated in Appendix 3 hereof.

6.6 The Director-General of a local office shall administer the affairs of the office under the direction of the Branch General Manager.

Article 7 (Appointment and dismissal of staff)

All members of the staff of the Center shall be subject to appointment or dismissal by the President.

Chapter 3 Management of Affairs

Article 8 (Management documentation)

Management of the affairs of the Center shall in principle be conducted in writing.

Article 9 (Decision/Approval for operations)

- 9.1 The operations and conduct of the affairs of the Center shall be based on drafts in writing by the person in charge and shall be executed after a decision has been made or approval given by a staff member with discretionary decision-making authority (hereinafter referred to as the “Discretionary decision-maker”) as specified in Appendix 4 hereof.
- 9.2 Any documents requiring the decision or approval of the Chairman, President, Executive Managing Director, Director-General of the Head Office or Branch General Managers shall be submitted in advance to the Administration Department of the Head Office or the General Affairs Departments of the Branches.

Article 10 (Urgent decisions/approvals)

Any matter that is subject to the discretionary decision or approval of Branch General Managers or higher level executives may be dealt with through the decision or approval of the competent department/office director, if such matters are minor and of great urgency, provided that subsequent approval of the Discretionary decision-maker shall be required in such a case.

Article 11 (Substitute decision/approval)

- 11.1 If the Chairman, an Executive Managing Director, the Director-General of the Head Office or the Branch General Manager are absent due to travel on business, illness or other reasons, documents requiring urgent decision or approval may be approved by those who have been appointed in advance by the Discretionary decision-maker.
- 11.2 Those who have made substitute decisions according to the provision of the above Section shall promptly provide subsequent notice to the Discretionary decision-maker.

Article 12 (Acceptance of documents)

Any documents arriving at the Center shall be received at the Administration Department of the Head Office or the General Affairs Departments of the Branches, and shall be promptly delivered to each competent division or office.

Article 13 (Dispatch of documents)

Completed documents prepared by the appropriate department or office shall be stamped with the

Center's official seal after filling in the required information in the record for use of the official seal that is kept in the Administration Department of the Head Office or General Affairs Department of the Branches, and any instructions or procedures shall be executed without delay.

Article 14 (Archiving of documents)

The documents shall be filed in the order of the date of execution of any instructions or procedures and shall be archived by each competent department or office, according to the document category.

Article 15 (Archiving period of documents)

The category and period of the archiving of the documents shall be determined separately.

Chapter 4 Assets and Accounting

Article 16 (Accounting)

Any matters concerning the assets and accounting of the Center shall be determined separately.

Supplementary provisions

These Regulations for the Management of Affairs shall come into force on April 1, 1990.

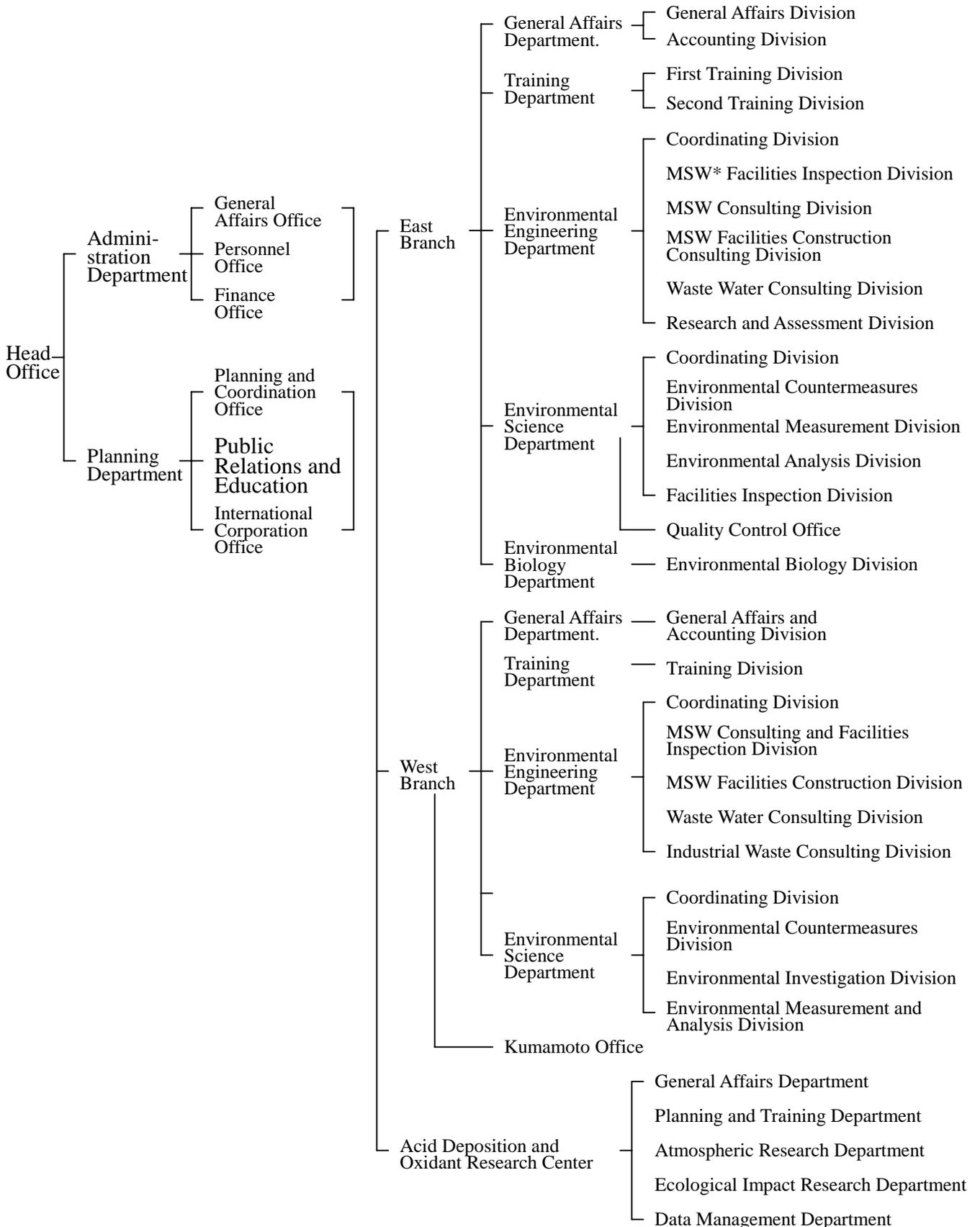
The amended Regulations for the Management of Affairs shall come into force on April 1, 1993.

The amended Regulations for the Management of Affairs shall come into force on August 1, 1994.

The amended Regulations for the Management of Affairs shall come into force on January 1, 2001.

Appendix 1

Organization Chart



*(Note) MSW: Municipal Solid Waste

Appendix 2 Affairs to be handled by each department, office or division

I. Head Office

1. Administration Department

(1) General Affairs Office

Any matters concerning:

1. Basic policy for the management of the Center
2. Establishment, amendment or abolishment of various regulations of the Center including the Articles of Association
3. Procedures to apply for or obtain the registration, approval or licensing to or from the competent authorities
4. Affairs concerning the Board of Directors, the Conference, the Executive Council or the Executives
5. Coordination with government agencies or other related organizations concerning the management of the Center
6. Members of the Center
7. Control of the official seal
8. Any other matters not covered by the other departments/offices

(2) Personnel Office

Any matter concerning:

1. Appointments, dismissals, transfers, commendations and disciplinary measures or penalties, personnel status or any other personnel matters concerning the staff of the Center
2. Remuneration to the staff
3. Planning for personnel requirements and recruiting of the staff
4. Training programs for the staff
5. Promotion or personnel assessment of the staff
6. Welfare programs for the staff
7. Any other matters concerning labor management related to the staff

(3) Finance Office

Any matters concerning:

1. Budgeting and settlement of accounts of the Center
2. Management of funds and financing
3. Management and custody of securities or other material assets of the Center

4. Contracts to undertake affairs assigned by the government or any other affairs relating to the special account
5. Pricing of charges for tests or inspections conducted under contract
6. Any other matters concerning the finance and accounting of the Center

2. Planning Department

(1) Planning and Coordination Office

Any matters concerning:

1. Planning, drafting and determination of the business of the Center
2. Management of Planning Committees, Study Teams or Research Teams established to undertake the business of the Center
3. Coordination for investigations assigned by the government
4. Improvement and development of technology and research reviews
5. Technical assessment of the business of the Center
6. Development, promotion and management of the information system
7. Any other matters concerning the coordination of business

(2) Public Relations and Education Office

Any matters concerning:

1. Planning and drafting of training programs
2. Public relations and promotion activities
3. National Environmental Sanitation Convention
4. Publication of bulletins or books
5. Administration of the secretariat affairs of the related organizations

(3) International Cooperation Office

Any matters concerning:

1. Planning and drafting of international cooperation activities
2. Collection and provision of information, consultation and guidance on international cooperation
3. Coordination of the overseas dispatch of staff of the Center, and technical assistance
4. Coordination for receiving the foreign trainees and the implementation of training programs
5. Coordination with government agencies or other related organizations concerning international cooperation activities
6. Any other matters concerning international exchange activities

II. East Branch

1. General Affairs Department

(1) General Affairs Division

Any matters concerning:

1. Basic policy for the management of the Branch except for that covered by the Head Office
2. General coordination of affairs within the Branch
3. Establishment, amendment or abolishment of various regulations concerning the affairs within the Branch
4. Coordination with related agencies or organizations concerning affairs within the Branch except for those covered by the Head Office
5. Acceptance, dispatch and archiving of documents
6. Control of the official seal of the Branch
7. Maintenance and management of land, buildings, facilities, equipment, etc.
8. Security, fire fighting and disaster prevention
9. Procurement, storage and disposal of utensils, fixtures and consumables
10. Contracts with suppliers or contractors concerning the consignment of affairs or the procurement of goods of the Branch
11. Driving and maintenance of vehicles
12. Labor management and discipline of the staff
13. Compliance with the Labor Standards Law and the Industrial Safety and Health Law
14. Welfare facilities for the staff
15. Various social security matters
16. Education and training of the staff
17. Payroll
18. Coordination and arrangements for preparing the business plan of the Branch
19. Adjustment of the business results of the Branch
20. Contracts for affairs assigned by the government (except for those covered by the special account) and the necessary procedures
21. Procedures required by the related laws or regulations concerning the certification of environmental measurement and the measurement of working conditions
22. Maintenance of books and archiving of documents
23. Any other matters not covered by the other departments/offices

(2) Accounting Division

Any matters concerning:

1. Budgeting and settlement of accounts of the Branch
2. Matters related to the receipt and disbursement of funds
3. Management of credits and liabilities
4. Financial planning
5. Cost accounting

2. Training Department

(1) First Training Division

Any matters concerning:

1. Business planning and budgeting of the Department
2. Preparation of texts or other teaching materials for the implementation of its business
3. Assignment and arrangements for instructors
4. Intra-department coordination
5. Coordination with related organizations or departments/divisions concerning the business of the Department
6. General affairs of the Department

(2) Second Training Division

Any matters concerning:

1. Implementation of training programs for the non-industrial sanitation, waste treatment and environmental protection
2. Collection and control of information on the implementation of its business

3. Environmental Engineering Department

(1) Coordinating Division

Any matters concerning:

1. Business planning and budgeting for the Department
2. Intra-department coordination
3. Coordination with the related organizations or departments/divisions concerning the business of the Department
4. Planning and coordination concerning the investigation and research work of the Department
5. Analyses of the business results of the Department
6. Summarizing, adjustment and control of waste-related information
7. General affairs of the Department

(2) MSW Facilities Inspection Division

Any matters concerning:

1. Investigation and research concerning municipal solid waste treatment facilities and recycling facilities (hereinafter referred to as “MSW Facilities”)
2. Inspection of MSW Facilities, including detailed operation tests
3. Collection and provision of information, consultation and guidance on the above two items

(3) MSW Consulting Division

Any matters concerning:

1. Investigation and research concerning the treatment and recycling of municipal solid waste
2. Formulation of treatment and recycling plans for municipal solid waste (hereinafter referred to as “MSW Treatment Plans”) and development plans for MSW Facilities
3. Collection and provision of information, consultation and guidance on the above two items

(4) MSW Facilities Construction Consulting Division

Any matters concerning:

1. Technical assistance for construction projects related to MSW Facilities
2. Investigation and research concerning MSW Facilities
3. Collection and provision of information, consultation and guidance on the above two items

(5) Waste Water Consulting Division

Any matters concerning:

1. Investigation and research concerning treatment facilities for human waste and sludge from septic tanks (hereinafter referred to as “Waste Water” and “Waste Water Facilities”)
2. Inspection of Waste Water Facilities including detailed operation tests
3. Formulation of treatment plans for domestic waste water and human waste (hereinafter referred to as “Domestic Waste Water Treatment Plans”)
4. Formulation of development plans for Waste Water Facilities
5. Technical assistance for construction projects for Waste Water Facilities
6. Collection and provision of information, consultation and guidance on the above five items

(6) Research and Assessment Division

Any matters concerning:

1. Investigation and research concerning industrial waste
2. Formulation of treatment or recycling plans for industrial waste
3. Environmental impact assessment of waste treatment facilities
4. Investigation and research concerning final treatment facilities
5. Collection and provision of information, consultation and guidance on the above four items

4. Environmental Science Department

(1) Coordinating Division

Any matters concerning:

1. Business planning and budgeting of the Department
2. Intra-department coordination
3. Coordination with related organizations or departments/divisions concerning the business of the Department
4. General affairs of the Department

(2) Environmental Countermeasures Division

Any matters concerning:

1. Collection and analysis of information concerning countermeasures for environmental protection and analytical tests
2. Consultation and guidance on the above item

(3) Environmental Measurement Division

Any matters concerning:

1. Measuring technology relating to analytical tests for environmental surveys
2. Collection and provision of information, consultation and guidance on the above item

(4) Environmental Analysis Division

Any matters concerning:

1. Investigation and research concerning analytical tests
2. Environmental surveys
3. Collection and provision of information, consultation and guidance on the above two items

(5) Facilities Inspection Division

Any matters concerning:

1. Investigation and research concerning the water quality of septic tanks, small-scale water supplies or drinking water
2. Various inspections concerning the water quality of septic tanks, small-scale water supplies or drinking water
3. Collection and provision of information, consultation and guidance on the above two items
4. Administration of the secretariat affairs of related organizations

(6) Quality Control Office

Any matters concerning:

1. Implementation of investigation and research concerning quality control
2. Planning, coordination and management of business concerning quality control
3. Collection and provision of information, consultation and guidance on the above two items

5. Environmental Biology Department

(1) Environmental Biology Division

Any matters concerning:

1. Business planning and budgeting of the Department
2. Investigation and research concerning the ecology and extermination of pests
3. Investigation and research concerning the impacts or toxicity of artificial chemicals in the environment and the performance of devices
4. Investigation and research concerning the biota of fields and rivers
5. Implementation of status surveys, analysis and tests concerning the above items 2 and 3
6. Collection and provision of information, consultation and guidance on the above items 2, 3 and 4
7. Administration of the secretariat affairs of related organizations

III. West Branch

1. General Affairs Department

(1) General Affairs and Accounting Division

Any matters concerning:

1. Basic policy for the management of the Branch except for that covered by the Head Office

2. General coordination of the affairs of the Branch
3. Establishment, amendment or abolishment of various regulations concerning the affairs of the Branch
4. Coordination with related agencies or organizations concerning the affairs of the Branch except for those covered by the Head Office
5. Acceptance, dispatch and archiving of documents
6. Control of the official seal of the Branch
7. Maintenance and management of land, buildings, facilities, equipment, etc.
8. Security, fire fighting and disaster prevention
9. Procurement, storage and disposal of utensils, fixtures and consumables
10. Contracts with suppliers or contractors concerning the consignment of affairs or the procurement of goods for the Branch
11. Acceptance of samples for the regular inspection of water quality
12. Driving and maintenance of vehicles
13. Labor management and discipline of staff
14. Compliance with the Labor Standards Law and the Industrial Safety and Health Law
15. Welfare facilities for the staff
16. Various social security matters
17. Education and training of the staff
18. Payroll
19. Budgeting and settlement of accounts of the Branch
20. Affairs related to the receipt and disbursement of funds
21. Management of credits and liabilities
22. Financial planning
23. Cost accounting
24. Coordination and arrangements for the business plan of the Branch
25. Adjustment of the business results of the Branch
26. Quotation and summation of affairs consigned to others
27. Contracts for affairs assigned by the government (except for those covered by the special account) and the necessary related procedures
28. Procedures required by the related laws or regulations concerning the certification of environmental measurement and the measurement of working conditions
29. Maintenance of books and the archiving of documents
30. Any other matters not covered by the other departments/divisions

2. Training Department

- (1) Training Division

Any matters concerning:

1. Business planning and budgeting for the Department
2. Implementation of training programs for non-industrial sanitation, waste treatment and environmental protection
3. Preparation of texts or other teaching materials for the implementation of the business of the Division
4. Assignment and arrangements for instructors
5. Collection and control of information on the implementation of the business of the Division
6. Coordination with the related organizations or departments/divisions concerning the business of the Department

3. Environmental Engineering Department

(1) Coordinating Division

Any matters concerning:

1. Business planning and budgeting for the Department
2. Intra-department coordination
3. Coordination with related organizations or departments/divisions concerning the business of the Department
4. Planning and coordination concerning investigation and research work of the Department
5. Analyses of the business results of the Department
6. Summarizing, adjustment and control of waste-related information
7. General affairs of the Department

(2) MSW Consulting and Facilities Inspection Division

Any matters concerning:

1. Investigation and research concerning the treatment and recycling of municipal solid waste
2. Investigation and research concerning municipal solid waste treatment facilities and recycling facilities (hereinafter referred to as “MSW Facilities”)
3. Inspection of MSW Facilities including detailed operation tests
4. Formulation of treatment and recycling plans for municipal solid waste (hereinafter referred to as “MSW Treatment Plans”)
5. Collection and provision of information, consultation and guidance on the above four items

(3) MSW Facilities Construction Division

Any matters concerning:

1. Investigation and research concerning the MSW Facilities
2. Formulation of development plans for MSW Facilities
3. Technical assistance for construction projects for MSW Facilities
4. Collection and provision of information, consultation and guidance on the above three items

(4) Waste Water Consulting Division

Any matters concerning:

1. Investigation and research concerning treatment facilities for human waste and sludge from septic tanks (hereinafter referred to as “Waste Water” and “Waste Water Facilities”)
2. Inspection of Waste Water Facilities including detailed operation tests
3. Formulation of treatment plans for domestic waste water and human wastes (hereinafter referred to as “Domestic Waste Water Treatment Plans”)
4. Formulation of development plans for Waste Water Facilities
5. Technical assistance for construction projects for Waste Water Facilities
6. Collection and provision of information, consultation and guidance on the above five items

(5) Industrial Waste Consulting Division

Any matters concerning:

1. Investigation and research concerning industrial waste
2. Implementation of statistical surveys concerning industrial waste
3. Formulation of treatment or recycling plans for industrial waste
4. Investigation and research concerning various wastes
5. Collection and provision of information, consultation and guidance on the above four items

4. Environmental Science Department

(1) Coordinating Division

Any matters concerning:

1. Business planning and budgeting for the Department
2. Intra-department coordination
3. Coordination with related organizations or departments/divisions concerning the business of the Department
4. Planning and coordination concerning the investigation and research work of the Department

5. Administration of the certification of environmental measurement
6. Summarizing, adjustment and control of waste-related information
7. General affairs of the Department

(2) Environmental Countermeasures Division

Any matters concerning:

1. Investigation and research concerning the living environment and environmental protection
2. Implementation of various investigations concerning environmental sanitation facilities
3. Environmental impact assessment concerning waste treatment
4. Collection and provision of information, consultation and guidance on environmental protection measures

(3) Environmental Investigation Division

Any matters concerning:

1. Investigation and research concerning environmental quality and indoor environments
2. Status surveys concerning environmental quality and indoor environments
3. Various investigations concerning the atmospheric environment
4. Implementation of investigations concerning drinking water including small-scale water supplies
5. Collection and provision of information, consultation and guidance on the above four items

(4) Environmental Measurement and Analysis Division

Any matters concerning:

1. Implementation of analytical tests for environmental quality
2. Implementation of analytical tests for wastes
3. Implementation of analytical tests for city water supplies
4. Implementation of analytical tests for food hygiene
5. Investigation and research concerning the above four items
6. Collection and provision of information, consultation and guidance on the above five items

5. Kumamoto Office

Any matters concerning:

1. Implementation of inspections concerning drinking water including small-scale water supplies

2. Management of the Office's facilities

IV. Acid Deposition and Oxidant Research Center

The organization and affairs to be handled by each department/division in the Acid Deposition and Oxidant Research Center shall be determined separately.

Appendix 3 Titles and Powers to be assigned

Title	Power to be assigned
Assistant Division Head	to assist superiors and to direct the Chief in order to handle the affairs of the division. In the case of a vacancy or absence of the Division Head, to deputize for the Division Head.
Chief	to direct and supervise the staff of the group under the direction of superiors in order to conduct the group's affairs.
Head Clerk	to assist superiors in carrying the assigned affairs
Officer or Expert	to handle affairs under the direction of supervisors

Appendix 4 Classification of Discretionary Decisions

I. Head Office

H-1

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
Common matters	1. Matters concerning the basic policy for the management of the Center and/or the implementation of the affairs based on the business plan			
	1) Important cases	President	President	
	2) Minor cases	Executive Managing Director/ Director-General of the Head Office		
	3) Routine cases	Director in charge	President	
	2. Matters concerning the submission of reports, notices, documents or inquiry responses to the competent government authorities or organizations			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor cases	Director in charge	President	
	3) Routine cases	Director in charge	President	
	3. Matters concerning the acceptance of affairs assigned by the government including those consigned by public corporations having special status	Executive Managing Director/ Director-General of the Head Office	President	
	4. Matters concerning the acceptance of consigned affairs, for which the contract amount is;			
	1) over 50,000,000 yen	President	President	
	2) over 10,000,000 yen and less than 50,000,000 yen	Executive Managing Director/ Director-General of		

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	3) over 1,000,000 yen and less than 10,000,000 yen 4) less than 1,000,000 yen 5. Matters concerning the submission of quotations or reports for affairs assigned by the government including those consigned by public corporations having special status 6. Matters concerning the submission of quotations or reports for consigned affairs for which the contract amount is: (provided for separately if a special necessity arises) 1) over 10,000,000 yen 2) over 1,000,000 yen and less than 10,000,000 yen 3) less than 1,000,000 yen	the Head Office Director in charge Director in charge Executive Managing Director/ Director-General of the Head Office Executive Managing Director/ Director-General of the Head Office Director in charge Director in charge	President President President President President President	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
Common matters	7. Matters concerning the disposal of any of assets including land, buildings, office fixtures, vehicles and inspection devices or tools of which the acquisition cost was: (provided that this shall not apply to any goods that are past more than half their useful life)			
	1) over 30,000,000 yen	President		
	2) over 10,000,000 yen and less than 30,000,000 yen	Executive Managing Director/ Director-General of the Head Office	President	
	3) over 5,000,000 yen and less than 10,000,000 yen	Director, Administration Department	President	
	4) less than 5,000,000 yen	Director, General Affairs Office	President	
	8. Matters concerning disbursements and the making of contracts in connection with the purchase of goods, the consignment and ordering of printing work, construction work or other affairs of the Center, for which the amount is:			
	1) over 10,000,000 yen	President		
	2) over 5,000,000 yen and less then 10,000,000 yen	Executive Managing Director/ Director-General of the Head Office	President	
	3) over 1,000,000 yen and less than 5,000,000 yen	Director, Administration Department	President	
	4) less than 1,000,000 yen	Director, General Affairs Office	President	
	9. Matters concerning domestic travel on business by the Executives or staff			

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
Administration Department (General Affairs Office)	1) Executives	Executive Managing Director/ Director-General of the Head Office	President	
	2) Staff	Director, Administration Department	President	
	10. Matters concerning the approval and notification of annual paid leave, absence or overtime work of the staff	Director, Administration Department	President	
	1. Matters concerning the basic policy for management of the Center		President	
	2. Matters concerning the establishment, amendment or abolishment of various regulations of the Center including the Articles of Association		President	
	3. Matters concerning the Board of Directors and the Conference		President	
	4. Matters concerning the Executives		President	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	5. Matters concerning applications for registration, permits or licenses	Executive Managing Director/ Director-General of the Head Office	President	
	6. Matters concerning registration and control of the official seal	Director, Administration Department	President	
	7. Matters concerning the Members	President		
	8. Matters concerning the use of the Center's name for certain events in the form of patronage, co-sponsorship or cooperation 1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor cases	Director, Administration Department	President	
	9. Matters concerning the making of contracts in connection with consigned affairs (except for those provided for in Item 18 hereof), for which the contract amount is; 1) over 50,000,000 yen 2) over 10,000,000 yen and less than 50,000,000 yen 3) less than 10,000,000 yen	President Executive Managing Director/ Director-General of the Head Office Director, Administration Department	President President President	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
(Personnel Office)	10. Matters concerning appointments, dismissal, transfers, commendations and disciplinary measures, status or any other personnel matters of the staff	President		
	11. Matters concerning the planning of education and training, welfare programs or labor management for the staff	Director, Administration Department	President	
	12. Matters concerning the labor union	Executive Managing Director/ Director-General of the Head Office	President	
	13. Matters concerning the remuneration and retirement allowances of both regular and temporary staff	Director, Administration Department	President	
	14. Matters concerning overseas travel on business of Executives or other staff	Executive Managing Director/ Director-General of the Head Office	President	
(Finance Office)	15. Matters concerning the budget and settlement of accounts of the Center	President		

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	16. Matters concerning the management of funds and financing	Executive Managing Director/ Director-General of the Head Office	President	
	17. Matters concerning the maintenance and management of basic assets			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor cases	Director, Administration Department	President	
	3) Routine cases	Director, Finance Office	President	
	18. Matters concerning the making of contracts for the affairs assigned by the government including those consigned by public corporations with special status	Executive Managing Director/ Director-General of the Head Office	President	
	19. Matters concerning finance and accounting of the Center	Director, Administration Department	President	
Planning Department (Planning and Coordination Office)	1. Matters concerning the formulation of the business plan	President		
	2. Matters concerning the planning and drafting of the business of the Center			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	2) Minor cases	Director, Planning Department	President	
	3) Routine cases	Director, Planning and Coordination Office	President	
	3. Matters concerning the management of Planning Committees, Study Teams or Research Teams			
	1) Important cases	Director, Planning Department	President	
	2) Minor cases	Director, Planning and Coordination Office	President	
	4. Matters concerning the improvement and development of technology, technical assessment of the business, the research reviews and the coordination for the investigations consigned by the government			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor cases	Director, Planning Department	President	
	3) Routine cases	Director, Planning and Coordination Office	President	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
(Public Relations and Education Office)	5. Matters concerning the development, promotion and management of the information system			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor cases	Director, Planning Department	President	
	3) Routine cases	Director, Planning and Coordination Office	President	
	6. Matters concerning the planning and drafting of training programs			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor cases	Director, Planning Department	President	
	3) Routine cases	Director, Public Relations and Education Office	President	
	7. Matters concerning the National Environmental Sanitation Convention			
	1) Important cases	President		
	2) Minor cases	Executive Managing Director/ Director-General of the Head Office	President	
	3) Routine cases	Director, Planning Department	President	
8. Matters concerning the publication of bulletins				
	Executive Managing	President		

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
(International Cooperation Office)	or books	Director/ Director-General of the Head Office		
	9. Matters concerning other public relations and promotional activities			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor case	Director, Planning Department	President	
	3) Routine cases	Director, Public Relations and Education Office	President	
	10. Matters concerning the acceptance of trainees	Executive Managing Director/ Director-General of the Head Office	President	
	11. Matters concerning the planning and drafting of international cooperation activities			
	1) Important cases	Executive Managing Director/ Director-General of the Head Office	President	
	2) Minor cases	Director, Planning Department	President	
	3) Routine cases	Director, International Cooperation Office	President	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	<p>12. Matters concerning the making of various requests necessary for international cooperation and other international activities</p> <p>1) Important cases</p> <p>2) Minor cases</p> <p>3) Routine cases</p> <p>13. Matters concerning the overseas dispatch of staff</p> <p>14. Matters concerning the acceptance of foreign trainees and their training</p> <p>15. Matters concerning other international exchanges</p> <p>1) Important cases</p> <p>2) Minor case</p> <p>3) Routine cases</p>	<p>President</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>Director, Planning Department</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>Executive Managing Director/ Director, Planning Department</p> <p>Director, International Cooperation Office</p>	<p>President</p> <p>President</p> <p>President</p> <p>President</p> <p>President</p> <p>President</p> <p>President</p> <p>President</p>	

II. East Branch

E-1

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
Common matters	<p>1. Matters concerning the basic policy for the management of the Branch and/or the implementation of affairs based on the business plan</p> <p>1) Important cases</p> <p>2) Minor cases</p> <p>3) Routine cases</p> <p>2. Matters concerning the submission of reports, notices, documents or inquiry responses to the competent government authorities or organizations</p> <p>1) Important cases</p> <p>2) Minor cases</p> <p>3. Matters concerning the budget and settlement of accounts of the Branch</p> <p>4. Matters concerning the acceptance of the affairs assigned by the government including those consigned by public corporations having special status</p> <p>5. Matters concerning the acceptance of consigned</p>	<p>Executive Managing Director/ Director-General of the Head Office</p> <p>General Manager, East Branch</p> <p>Director in charge</p> <p>General Manager, East Branch</p> <p>Director in charge</p> <p>General Manager, East Branch</p> <p>Executive Managing Director/ Director-General of the Head Office</p>	<p>President</p> <p>General Manager, East Branch</p> <p>General Manager, East Branch</p> <p>President</p>	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	<p>affairs, for which the contract amount is:</p> <p>1) over 50,000,000 yen</p> <p>2) over 10,000,000 and less than 50,000,000 yen</p> <p>3) over 1,000,000 yen and less than 10,000,000 yen</p> <p>4) less than 1,000,000 yen</p> <p>6. Matters concerning the maintenance and management of land, buildings, facilities or equipment of the Branch</p> <p>1) Important cases</p> <p>2) Minor cases</p> <p>7. Matters concerning the disbursement and making of contracts in connection with the purchase of goods, the consignment and ordering of printing work, construction work or other affairs of the Branch, for which the amount is:</p>	<p>President</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>General Manager, East Branch</p> <p>Director in charge</p> <p>General Manager, East Branch</p> <p>Director, General Affairs Department</p>	<p>President</p> <p>President</p> <p>President</p> <p>President</p> <p>General Manager, East Branch</p>	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
General Affairs Department (General Affairs Division)	1) over 10,000,000 yen	President		
	2) over 5,000,000 yen and less than 10,000,000 yen	Executive Managing Director/ Director-General of the Head Office	President	
	3) over 1,000,000 yen and less than 5,000,000 yen	General Manager, East Branch		
	4) less than 1,000,000 yen	Director, General Affairs Department	General Manager, East Branch	
	8. Matters concerning domestic travel on business of the Executives or other staff	Director, General Affairs Department	General Manager, East Branch	
	9. Matters concerning the approval and notification of annual paid leave, absence or overtime work of the staff	Director, General Affairs Department	General Manager, East Branch	
	1. Matters concerning the control of the official seal of the General Manager, East Branch	Director, General Affairs Department	General Manager, East Branch	
	2. Matters concerning social security and welfare programs for the staff	Director, General Affairs Department	General Manager, East Branch	
	3. Matters concerning the education and training for the staff 1) Important cases	General Manager, East		

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	<p>2) Minor cases</p> <p>4. Matters concerning confidential reports on personnel matters regarding member of staff that are submitted to the Head Office</p> <p>5. Matters concerning the remuneration of both regular and temporary staff</p> <p>6. Matters concerning the assignment or arrangement of instructors or committee members for the staff and acceptance of dispatch requests</p> <p>1) Division Heads and higher management</p> <p>2) Deputy Division Heads and lower ranking staff</p>	<p>Branch Director, General Affairs Department</p> <p>General Manager, East Branch</p> <p>Director, General Affairs Department</p> <p>General Manager, East Branch</p> <p>Director, General Affairs Department</p> <p>General Manager, East Branch</p> <p>Director, General Affairs Department</p>	<p>General Manager, East Branch</p> <p>General Manager, East Branch</p> <p>General Manager, East Branch</p> <p>General Manager, East Branch</p>	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	<p>7. Matters concerning the disposal of any of the assets including office fixtures, vehicles and inspection devices or tools that have past more than half of their usable life, of which the cost of acquisition was: (this shall not apply to land and buildings listed in Item 7 of the Common matters of the Head Office are excluded)</p> <p>1) over 30,000,000 yen</p> <p>2) over 10,000,000 yen and less than 30,000,000 yen</p> <p>3) over 5,000,000 yen and less than 10,000,000 yen</p> <p>4) less than 5,000,000 yen</p>	<p>President</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>General Manager, East Branch</p> <p>Director, General Affairs Department</p>	<p>President</p> <p>General Manager, East Branch</p> <p>President</p>	
	<p>8. Matters concerning the registration of suppliers or contractors</p>	<p>Director, General Affairs Department</p>	<p>President</p>	
	<p>9. Matters concerning the making of a contract in connection with consigned affairs (except for those provided for in Item 18 of Administration Department of the Head Office), for which the contract amount is:</p>			
	<p>1) over 50,000,000 yen</p>	<p>President</p>		
	<p>2) over 10,000,000 yen and less then 50,000,000 yen</p>	<p>Executive Managing Director/ Director-General of the Head Office</p>	<p>President</p>	
	<p>3) less than 10,000,000 yen</p>	<p>General Manager, East Branch</p>	<p>President</p>	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
(Accounting Division)	10. Matters concerning the issuance of certificates for environmental measurement	General Manager, East Branch		
	11. Matters concerning the budget and settlement of accounts of the Branch	General Manager, East Branch		
	12. Matters concerning affairs related to receipts and disbursement of funds	Director, General Affairs Department	General Manager, East Branch	
	13. Matters concerning the control and custody of cash, deposits and securities	Director, General Affairs Department	General Manager, East Branch	
	14. Matters concerning the management of credits and liabilities	Director, General Affairs Department	General Manager, East Branch	
	15. Matters concerning the financial plan	Director, General Affairs Department	General Manager, East Branch	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
Each Department	1. Matters concerning the submission of quotations or reports for the affairs assigned by the government including those consigned by public corporations having special status	Executive Managing Director/ Director-General of the Head Office	President	
	2. Matters concerning the submission of quotations or reports for consigned affairs for which the contract amount is:			
	1) over 10,000,000 yen	Executive Managing Director/ Director-General of the Head Office	President	
	2) over 1,000,000 yen and less than 10,000,000 yen	General Manager, East Branch	President	
	3) less than 1,000,000 yen	Director in charge	President	
	3. Matters concerning the implementation of seminars or other training programs			
	1) Important cases	General Manager, East Branch		
	2) Minor cases	Director in charge	General Manager, East Branch	

III. West Branch

W-1

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
Common matters	<p>1. Matters concerning the basic policy for the management of the Branch and/or the implementation of affairs based on the business plan</p> <p>1) Important cases</p> <p>2) Minor cases</p> <p>3) Routine cases</p> <p>2. Matters concerning the submission of reports, notices, documents or inquiry responses to the competent government authorities or organizations</p> <p>1) Important cases</p> <p>2) Minor cases</p> <p>3. Matters concerning the budget and settlement of accounts of the Branch</p> <p>4. Matters concerning the acceptance of affairs assigned by the government including those consigned by public corporations having special status</p>	<p>Executive Managing Director/ Director-General of the Head Office</p> <p>General Manager, West Branch</p> <p>Director in charge</p> <p>General Manager, West Branch</p> <p>Director in charge</p> <p>General Manager, West Branch</p>	<p>President</p> <p>General Manager, West Branch</p> <p>General Manager, West Branch</p> <p>President</p>	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	<p>5. Matters concerning the acceptance of consigned affairs, for which the contract amount is;</p> <p>1) over 50,000,000 yen</p> <p>2) over 10,000,000 yen and less than 50,000,000 yen</p> <p>3) over 1,000,000 yen and less than 10,000,000 yen</p> <p>4) less than 1,000,000 yen</p> <p>6. Matters concerning the maintenance and management of land, buildings, facilities or equipment of the Branch</p> <p>1) Important cases</p> <p>2) Minor cases</p> <p>7. Matters concerning the disbursement and making of contracts in connection with the purchase of goods, the consignment and ordering of printing work, construction work or other affairs of the Branch, for which the amount is;</p> <p>1) over 10,000,000 yen</p>	<p>President</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>General Manager, East Branch</p> <p>Director in charge</p> <p>General Manager, East Branch</p> <p>Director, General Affairs Department</p> <p>President</p>	<p>President</p> <p>President</p> <p>President</p> <p>President</p> <p>General Manager, East Branch</p>	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
General Affairs Department (General Affairs and Accounting Division)	2) over 5,000,000 yen and less than 10,000,000 yen	Executive Managing Director/ Director-General of the Head Office	President	
	3) over 1,000,000 yen and less than 5,000,000 yen	General Manager, East Branch		
	4) less than 1,000,000 yen	Director, General Affairs Department	General Manager, East Branch	
	8. Matters concerning domestic travel on business by Executives or other staff	Director, General Affairs Department	General Manager, East Branch	
	9. Matters concerning the approval and notification of annual paid leave, absence or overtime work of the staff	Director, General Affairs Department	General Manager, East Branch	
	1. Matters concerning the control of the official seal of the General Manager, West Branch	Director, General Affairs Department	General Manager, East Branch	
	2. Matters concerning social security and welfare programs for the staff	Director, General Affairs Department	General Manager, East Branch	
3. Matters concerning education and training for the staff				
1) Important cases		General Manager, East Branch		

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	<p>2) Minor cases</p> <p>4. Matters concerning confidential reports on personnel matters concerning members of staff that are submitted to the Head Office</p> <p>5. Matters concerning the remuneration of both regular and temporary staff</p> <p>6. Matters concerning the assignment or arrangement of instructors or committee members for the staff and the acceptance of dispatch requests</p> <p>1) Division Heads and higher management</p> <p>2) Deputy Division Heads and lower ranking staff</p> <p>7. Matters concerning the budget and settlement of accounts of the Branch</p> <p>8. Matters concerning affairs related to receipts and the disbursement of funds</p>	<p>Director, General Affairs Department</p> <p>General Manager, East Branch</p>	<p>General Manager, East Branch</p>	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	9. Matters concerning the control and custody of cash, deposits and securities	Director, General Affairs Department	General Manager, East Branch	
	10. Matters concerning the management of credits and liabilities	Director, General Affairs Department	General Manager, East Branch	
	11. Matters concerning the financial plan	Director, General Affairs Department	General Manager, East Branch	
	12. Matters concerning the disposal of any of the assets including office fixtures, vehicles and inspection devices or tools that have past more than half their usable life, of which the cost of acquisition was: (this shall not apply to land and buildings listed in Item 7 of the Common matters of the Head Office are excluded) <ul style="list-style-type: none"> 1) over 30,000,000 yen 2) over 10,000,000 yen and less than 30,000,000 yen 3) over 5,000,000 yen and less than 10,000,000 yen 4) less than 5,000,000 yen 	President Executive Managing Director/ Director-General of the Head Office General Manager, West Branch Director, General Affairs Department	President General Manager, West Branch	
	13. Matters concerning the registration of suppliers	Director, General	President	

Class	Matters to be decided	Discretionary decision made by	Executed by	Notes
	<p>or contractors</p> <p>14. Matters concerning the making of contracts in connection with consigned affairs (except for those provided for in Item 18 of the Administration Department of the Head Office), for which the contract amount is:</p> <p>1) over 50,000,000 yen</p> <p>2) over 10,000,000 yen and less than 50,000,000 yen</p> <p>3) less than 10,000,000 yen</p> <p>15. Matters concerning the issuance of certificates for environmental measurement</p> <p>16. Matters concerning the submission of quotations for the affairs assigned by the government including those consigned by public corporations having special status</p> <p>17. Matters concerning the submission of quotations for consigned affairs for which the contract amount is:</p>	<p>Affairs Department</p> <p>President</p> <p>Executive Managing Director/ Director-General of the Head Office</p> <p>General Manager, West Branch</p> <p>General Manager, West Branch</p> <p>Executive Managing Director/ Director-General of the Head Office</p>	<p>President</p> <p>President</p> <p>President</p> <p>President</p>	

IV. Acid Deposition and Oxidant Research Center

The classification of discretionary decisions in the Acid Deposition and Oxidant Research Center shall be determined separately.

Annex 6

Regulations for the Management of Affairs of the Acid Deposition and Oxidant Research Center

Chapter 1 General Provisions

Article 1 (Purpose)

The purpose of these Regulations for the Management of Affairs (hereinafter referred to as “Regulations”) is to establish the standards for the management of affairs within the Acid Deposition and Oxidant Research Center (hereinafter referred to as “ADORC”), a branch of the Japan Environmental Sanitation Center (hereinafter referred to as “Main Center”) based on the Regulations for the Management of Affairs for the Main Center and thereby to facilitate the proper management and execution of the business of the ADORC.

Chapter 2 Organization

Article 2 (Organization)

2.1 ADORC shall have several departments as shown in Appendix 1 hereof.

2.2 Each department shall individually be in charge of separate aspects of the affairs of ADORC as specified in Appendix 2 hereof.

Article 3 (Personnel organization)

3.1 ADORC shall have a Director General.

3.2 Under the Director General, two or fewer Deputy Director General(s) shall be assigned.

3.3 Each department shall have a Department Head.

3.4 ADORC may have other staff as required in addition to those mentioned in the above Sections hereof.

Article 4 (Appointment and dismissal of staff)

All members of the staff of ADORC shall be subject to appointment or dismissal by the President of the Main Center.

Chapter 3 Management of Affairs

Article 5 (Management documentation)

The management of the affairs in ADORC shall in principle be conducted in writing.

Article 6 (Decision/Approval for operations)

- 6.1 The operations and conduct of the affairs of ADORC shall be based on drafts in writing by the person in charge and shall be executed after a decision has been made or approval given by a staff member with discretionary decision-making authority (hereinafter referred to as the “discretionary decision-maker”) as specified in Appendix 3 hereof.
- 6.2 Any documents relating to the affairs of the Acid Deposition Monitoring Network in East Asia (hereinafter referred to as “EANET”) will not need to be translated into Japanese.
- 6.3 Any documents requiring the decision or approval of the Head Office of the Main Center shall be submitted in advance to the Administration Department in the Head Office of the Main Center.

Article 7 (Control of the official seal)

Any matters concerning the control or use of the official seal shall be determined separately.

Article 8 (Urgent decision/approval)

Any matter that is subject to the discretionary decision or approval of the Director General of ADORC may be dealt with through the decision or approval of a Deputy Director General, if such a matter is minor and of great urgency, provided that subsequent approval of the discretionary decision-maker shall be required in such a case.

Article 9 (Substitutive decision/approval)

- 9.1 In case a discretionary decision-maker is absent due to travel on business, illness or other reasons, documents requiring urgent decision or approval may be approved by those who have been appointed in advance by the discretionary decision-maker.
- 9.2 Those who have made decisions as substitutes according to the provision of the above Section 9.1 shall promptly provide subsequent notice to the discretionary decision-maker.

Article 10 (Acceptance of documents)

Any documents arriving at ADORC shall be received at the General Affairs Department of ADORC, and shall be promptly delivered to each competent department.

Article 11 (Dispatch of documents)

11.1 Completed documents prepared by the appropriate department shall be stamped with the official seal after filling in the required information in the record on the use of the official seal that is kept in the General Affairs Department of ADORC, and any instructions or procedures therein shall be executed without delay.

11.2 Any documents written in English shall be handled in the same manner as provided for in the preceding Section 11.1.

Article 12 (Archiving of documents and the period they should be kept)

Any matters concerning the archiving of documents and the period they should be kept shall be in accordance with the provisions in the Regulations for the Management of Affairs of the Main Center.

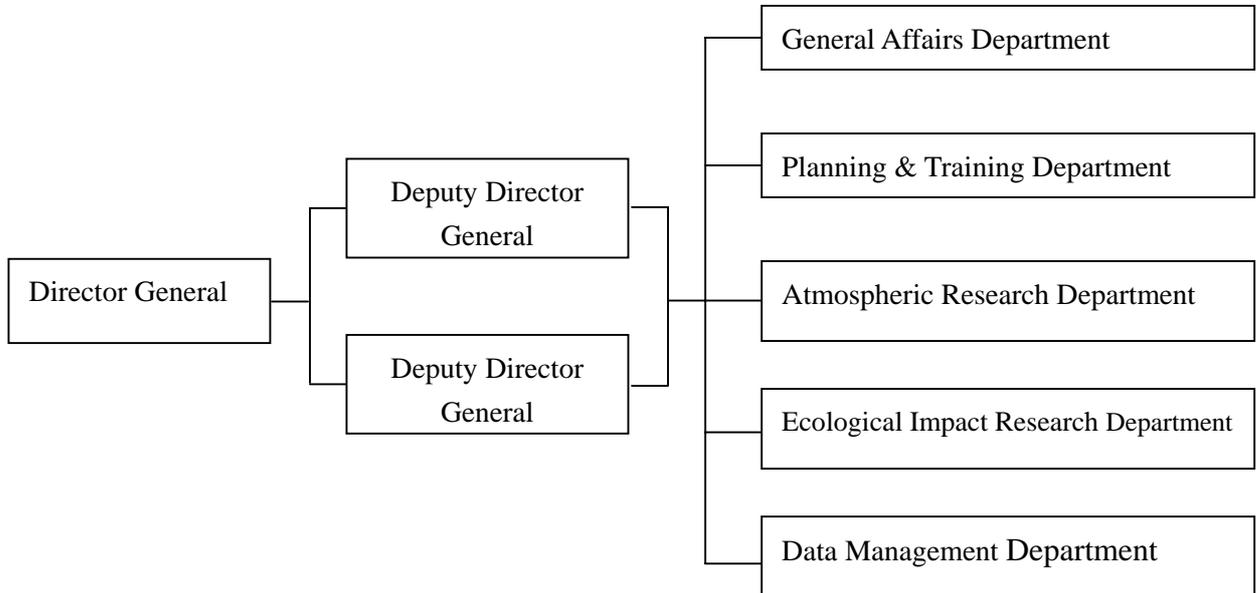
Article 13 (Fiscal year)

The fiscal year for the affairs relating to EANET shall start on January 1 of every year and shall end on December 31 of the same year regardless of the provisions in Article 16 of the Articles of Association and Article 5 of the Regulations on Accounting of the Main Center.

Supplementary provisions

1. These Regulations for the Management of Affairs shall come into effect on April 1, 1998.
2. The amended Regulations for the Management of Affairs shall come into effect on January 1, 2001.
3. Notwithstanding the provisions in Article 3 hereof, ADORC may have an Acting Director General for the period from January 1, 2001 through January 5, 2001.

Organization Chart of the Acid Deposition and Oxidant Research Center



Affairs to be Handled by Each Department

1. General Affairs Department

- Development of annual work programs of the Acid Deposition and Oxidant Research Center (hereinafter referred to as the “Center”);
- Administrative management of the Center, including personnel and financial (budgetary and accounting) issues; and
- Matters not undertaken by the other department.

2. Planning and Training Department

- Management and coordination of technical assistance projects;
- Planning, coordination and implementation of training activities;
- Planning and implementation of international conferences, workshops, etc. by the Center;
- Development and distribution of related brochures and other information;
- Planning and coordination of technical missions;
- Planning and coordination of research fellowships in the Center;
- Collection and dissemination as appropriate, of relevant information.

3. Atmospheric Research Department

- Evaluation of wet and dry deposition monitoring results to complement the work of Data Management Department;
- Development and elaboration of technical documents for wet and dry deposition monitoring;
- Analyses of wet and dry deposition monitoring samples;
- Promotion of QA/QC activities on wet and dry deposition monitoring (related to monitoring/analysis methodologies: excluding the work of Data Management Department);
- Research activities related to wet and dry deposition;
- Operation and management of deposition monitoring stations operated by the Center; and
- Other issues related to wet and dry deposition.

4. Ecological Impact Research Department

- Evaluation of monitoring for soil/vegetation and inland aquatic environment (hereinafter referred to as “ecological impacts monitoring”) results to complement the work of Data Management Department;
- Development and elaboration of technical documents for ecological impacts monitoring;
- Analyses of ecological impacts monitoring samples;

- Promotion of QA/QC activities on ecological impacts monitoring (related to monitoring/analysis methodologies: excluding the work of Data Management Department) ;
- Research activities related to ecological impacts by acid deposition;
- Operation and management of ecological impacts monitoring stations operated by the Center; and
- Other issues related to ecological impacts by acid deposition.

5. Data Management Department

- Development and updating of database on acid deposition monitoring in East Asia and in Japan;
- Central compilation, evaluation, storage and dissemination, as appropriate, of acid deposition monitoring data;
- Development and elaboration of technical documents for data management;
- Collection and dissemination of information relevant to data and data management;
- Consultation and advice for the national monitoring plans in cooperation and coordination with other department in ADORC;
- Coordination and implementation of QA/QC programs (excluding those to be undertaken by other departments);
- Development of data report for East Asia and for Japan as appropriate;
- Planning and implementation of research activities such as emission inventories and dispersion modeling; and
- Other activities related to data management and analysis.

Discretionary Decision-Makers

Matters to be decided	Discretionary decision made by	Executed by	Notes
1. Matters concerning the management and operation of ADORC and/or the implementation of the affairs thereof 1) Important cases 2) Minor cases	Director General Department Head, General Affairs	Director General	
2. Matters concerning the submission of the report, notice or documents to the competent government authorities 1) Important cases 2) Minor cases	Director General Department Head, General Affairs	Director General	
3. Matters concerning budgeting and settlement of accounts of ADORC	Director General		
4. Matters concerning preparation, registration and disuse of the official seal of the Director General Manager of ADORC	Department Head, General Affairs		
5. Matters concerning the maintenance and management of facilities, etc. of ADORC 1) Important cases 2) Minor cases	Director General Department Head, General Affairs	Director General	
6. Matters concerning the approval and notification of annual paid leave, absence or overtime work of the staff	Department Head, General Affairs	Director General	
7. Matters concerning welfare programs for the staff	Department Head, General Affairs	Director General	
8. Matters concerning the remuneration of both regular and temporary staff	Department Head, General Affairs	Director General	
9. Matters concerning the assignment or arrangement of instructors or committee members for the staff and acceptance of dispatch requests	Director General		
10. Matters concerning domestic travel on business of the staff	Department Head, General Affairs	Director General	
11. Matters concerning overseas travel on business of the staff	Director General		
12. Matters concerning the receipt and disbursement of money	Department Head, General Affairs	Director General	
13. Matters concerning the management of cash, deposits and/or savings	Department Head, General Affairs	Director General	
14. Matters concerning credits and/or liabilities	Department Head, General Affairs	Director General	
15. Matters concerning organization of international conferences, symposiums, etc.	Director General		
16. Matters concerning public relations	Director General		
17. Matters concerning the overseas dispatch of the staff or inspection groups, etc.	Director General		

Matters to be decided	Discretionary decision made by	Executed by	Notes
18.Matters concerning preparation of the annual report	Director General		
19.Matters concerning the preparation and submission of quotations or reports for consigned affairs and the execution of related contracts (except for matters provided for in Item 3, Sub-items 1) and 2) of Item 4, Item 5 and Sub-item 1) of Item 6 of the Common matters of the Head Office and those in Sub-items 1) and 2) of Item 9 and Item 18 of the Administration Department matters of the Head Office in Appendix 4 of the Regulations for the Management of Affairs of the Main Center)	Director General		
20.Matters concerning the disbursement and making of contracts in connection with the purchase of goods, the consignment and ordering of printing work or other affairs of the ADORC (except for the matters provided for in Sub-items 1) and 2) of Item 8 of the Common matters of the Head Office in Appendix 4 of the Regulations for the Management of Affairs of the Main Center), for which the amount is;			
1) over 1,000,000 yen and less than 5,000,000 yen	Director General		
2) less than 1,000,000 yen	Department Head, General Affairs	Director General	

Annex 7**Accounting Regulations of the Japan Environmental Sanitation Center****Chapter 1 General Provisions**

Article 1 (Purpose)

The purpose of these Accounting Regulations (hereinafter referred to as “Regulations”) is to ensure accurate and proper disclosure of the financial situation of the Japan Environmental Sanitation Center (hereinafter referred to as “Center”) including its income and expenditures, its assets and liabilities, etc., in accordance with the provisions in Chapter 2 of the Articles of Association of the Center, and at the same time to contribute to the efficient operation and improvement of the activities of the Center.

Article 2 (Scope of Application)

These Regulations shall apply to any and all accounting affairs of the Center.

Article 3 (Accounting Principle)

The accounting of the Center shall be carried out in conformity with the relevant laws and regulations, the Articles of Association, these Regulations, and the accounting standards for non-profit organizations.

Article 4 (Classification of accounts)

Accounts of the Center shall be classified into general and special accounts. A special account may be established from time to time when necessary for a specific purpose related to the business of the Center.

Article 5 (Fiscal year)

The fiscal year of the Center shall begin on April 1 of each year, and end on March 31 of the following year as provided for in Article 16 of the Articles of Association of the Center.

Chapter 2 Account Titles and Books

Article 6 (Account titles)

Any and all transactions of the Center shall be handled according to the account titles as determined separately.

Article 7 (Books of account)

7.1 The account books of the Center shall consist of the following:

- (1) Main books
 - (a) journals (or accounting receipts)
 - (b) a general ledger

- (2) Auxiliary books

7.2 The form of the main books or the auxiliary books shall be determined separately.

Article 8 (Treasurer)

The Director, Administration Department of the Head Office and the Directors, General Affairs Departments of the Branches, shall assume the position of treasurer of their respective accounts.

Article 9 (Archive period for books, receipts and documents)

9.1 The books of account and other accounting documents shall be kept for the following period:

- (1) documents concerning the budget and settlement of accounts : permanently
- (2) accounting books, receipts : ten (10) years
- (3) vouchers : ten (10) years
- (4) any other accounting documents : five (5) years

9.2 The archive period under the preceding Section 9.1 shall begin from the day after the closing date of the relevant fiscal year. Upon expiration of this period, these documents may be disposed of subject to the approval of the treasurer.

Chapter 3 Budget

Article 10 (Purpose)

The budget shall be compiled based on clear business planning by taking into consideration the availability of funds, and for the purpose of contributing to the efficient operation and improvement of the business activities of the Center.

Article 11 (Budget compilation)

11.1 The business plan and the budget of the Center shall be determined by the President through a resolution of the Board of Directors by the end of March each year, in accordance with the provisions in Article 10 of the Articles of Association.

11.2 For the purpose of the budget compilation under the preceding Section 11.1, the Branch General Managers shall prepare and submit the business plan and the budget for their respective Branch to the

Director-General of the Head Office by the end of each February.

11.3 The business plan and the budget established under Section 11.1 hereof shall be submitted to the competent authorities.

Article 12 (Administrator of the budget)

12.1 The administrator of the budget shall be the President.

12.2 The President may assign part of the budget administration to the Branch General Managers as provided for separately.

Article 13 (Reserve fund)

The Center may appropriate a reasonable amount of reserve funds to cover unpredictable expenditures in the budget.

Article 14 (Reallocation of the budget)

The budget may be reallocated from one account title to another when the President specifically recognizes the necessity of such reallocation for administration of the whole budget.

Article 15 (Disbursement of the reserve fund)

Any and all disbursements of the reserve fund shall be subject to the prior approval of the President, and shall be reported to the Board of Directors.

Article 16 (Revision of the budget)

If it is deemed necessary to revise the budget, the President shall prepare and submit a revised budget to the competent authorities after obtaining the approval of the Board of Directors.

Chapter 4 (Receipts and Disbursement)

Article 17 (Scope of funds)

17.1 For the purpose of these Regulations, the term “funds” shall mean cash, deposits and savings.

17.2 The term “cash” shall mean currency as well as any check or certificate that is convertible to currency at any time.

17.3 Any bills, drafts and securities shall be handled in the same way as funds.

Article 18 (Chief cashier)

18.1 There shall be a chief cashier who is in charge of the receipt, disbursement and safekeeping of funds.

18.2 The chief cashier shall be appointed by the treasurer.

Article 19 (Receipt and disbursement of funds)

19.1 Any funds received shall be deposited in a bank each day, and shall not be used for any expenditures.

19.2 Issuance of receipts shall be under the responsibility of the chief cashier. For the issuance of any receipt in advance, approval must be obtained from the treasurer.

19.3 Any and all payments shall in principle be made in cash with prior approval of the treasurer.

Article 20 (Deposit and control of the official seal)

20.1 Any and all deposits of the Center shall be made in the name of the President.

20.2 The official seal for any transactions with financial institutions shall be under the custody of the treasurer, who shall use it when necessary.

20.3 The opening or discontinuance of any transaction with a financial institution shall be subject to the prior approval of the President.

Article 21 (Petty cash funds)

21.1 The chief cashier must maintain a minimum level of petty cash funds to be used for day to day payments.

Article 22 (Confirmation of the balance)

22.1 The chief cashier shall check the cash balance and the balance shall be stated in the cash books each day.

22.2 The balance of deposits and savings shall be confirmed once a month as necessary by comparing the book balance with the monthly credit balance certificates issued by the appropriate financial institutions.

22.3 Any discrepancy that is found as a result of the above procedures for the confirmation of the balance under Sections 22.1 and 22.2 shall be reported promptly to the treasurer for further instructions.

Chapter 5 Management of Funds and Financing

Article 23 (Management of funds)

The management of the reserve and surpluses shall be the responsibility of the President in accordance with Article 7 in the Articles of Association of the Center.

Article 24 (Financing)

Any financing necessary for the business of the Center shall be the responsibility of the President within the borrowing limit fixed by the budget of each year as determined separately.

Chapter 6 Fixed Assets

Article 25 (Definition)

For the purpose of these Regulations, the term “fixed assets” shall mean tangible fixed assets and other fixed assets with a usable life of at least one (1) year and with an acquisition cost of at least 200,000 yen per item.

Article 26 (Acquisition costs)

The cost of acquiring fixed assets shall be determined according to the following:

- (1) for assets acquired through purchase, the sum of the purchase price and incidental expenses relating thereto;
- (2) for assets acquired by construction, the sum of the construction costs for this;
- (3) for assets acquired by exchange, the book value of the assets delivered in exchange;
- (4) for assets acquired as gifts, fair appraisal value effective at the time of acquisition

Article 27 (Administration of fixed assets)

27.1 The conditions of maintenance and any changes in fixed assets shall be recorded in a ledger under the responsibility of the treasurer of the Head Office or any of the Branches.

27.2 Any fixed assets provided to a department or office shall be under the responsibility of the person in charge of the department or office, and he/she shall notify the relevant treasurer of any change, damage or loss regarding these fixed assets, if any.

Article 28 (Registration and insurance)

Fixed assets requiring real property registration shall be so registered and assets that could be lost or damaged shall be insured for an amount sufficient to cover such loss or damage.

Chapter 7 Consumables

Article 29 (Definition)

For the purpose of these Regulations, the term “consumables” shall mean tangible assets with a usable life of up to one (1) year and an acquisition cost of less than 200,000 yen per item.

Article 30 (Administration of consumables)

Article 27 hereof shall apply to the administration of consumables.

Chapter 8 Settlement of Accounts

Article 31 (Preparation of financial statements)

The Center shall prepare the business reports and the following financial statements for the settlement of accounts promptly after the closing of each fiscal year, and shall submit them to the competent authorities after obtaining the approval of the Board of Directors.

- (1) a statement of revenue and expenditure and a lead schedule
- (2) a statement of changes in net assets
- (3) a balance sheet
- (4) an inventory of assets

Article 32 (Audit)

The financial statements for the settlement of accounts under the preceding Article 31 shall be subject to an audit by the Auditors, and shall then be approved by the Board of Directors and submitted to the competent authorities together with the business reports.

Chapter 9 Miscellaneous

Article 33 (Amendment and abolishment)

33.1 Any amendment or abolishment relating to these Regulations shall be subject to the prior approval of the Board of Directors.

33.2 The required procedures for the execution of these Regulations shall be determined separately.

Supplementary Provision

These Regulations shall come into effect on April 1, 1990.