

V. Department of Administration

The Department of Administration handles planning and external affairs, general affairs, accounting, research supports, and facility management work.

The major operations of the Department of Administration are to support the promotion of the institute's regular research and the development of the collaborative research.

The Department consists of the following four divisions, namely, Planning and External Affairs Division, General Affairs Division, Research Promotion Division, and Facilities and Safety Management Division. Details of these Divisions are described in the following.

Planning and External Affairs Division

Planning and External Affairs Division handles administrative work and serves as contact point with the outside. The Planning Office, one wing of the division, consists of two sections: The Financial Planning and Budget Section is in charge of budgetary management while the Objective Planning and Evaluation Section is in support for assessment of the Institution's performance including scientific achievement and management efficiency. The External Affairs Office, the other wing, consists of three sections: The Secretary Section is responsible for secretarial work for the Director-General and the Deputy Director-General. The Press and Community Relations Section is for outreach, publicity activities and public information disclosure. The International Affairs Section is for assisting international academic projects and exchanges.

General Affairs Division

General Affairs Division consists of eight Sections: General Affairs Section, Documents and Legal Affairs Section, Personnel Section, Salaries and Welfare Section, Audit Section, Accounts Section, Contracts Section and Procurement Section.

Major responsibilities of the division are: to provide administrative as well as financial supports for the Administrative Council for Research and Management and the CEO meetings; to prepare for various ceremonies and events; to offer documents services; to enact rules and regulations; to work for general personnel affairs, salary, and public welfare; to execute budget; to manage corporate property, revenue/expenditure, and traveling expenses of staffs; and to purchase supply of articles.

Staff Members

(※ This list was made up as of March 31, 2009.)

Director-General	1
Professors	37
Associate Professors	41
Assistant Professors	54
Administrative Staff	47
Technical & Engineering Staff	45
Visiting Scientists	22
Total	247

Settlement

(2008 Fiscal Year)
(in million of Yen)

Salaried Wages	2,033
Operating Cost	8,821
Equipment	0
Site & Buildings	13
Grant-in-Aid for Scientific Research	251
Total	11,118

Research Promotion Division

Research Promotion Division consists of four sections, Graduation School Coordination Section, Research Cooperation Section, which are in charge of inter-university coordination and arranging international cooperation. Science Information and Library Section administers the library at NIFS. Visitors' Office supports visitors.

Joint Research

(2008 Fiscal Year)

LHD Joint Planning Research			Joint Research			Joint Research Using Computer			Workshop			Bilateral Collaboration		
Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted	Applications	Applications Accepted	Researchers Accepted
40	34	363	198	197	1,912	120	117	705	22	22	718	71	68	864
Total														
Applications	Applications Accepted	Researchers Accepted												
451	438	4,562												

Number of Graduate School Students

Collaborative Research Program

(Research Students)

(2008 Fiscal Year)

Degree Affiliation	Master's Course	Doctor' s Course	Total
National Graduate School	24	2	26
Public Graduate School	0	0	0
Private Graduate School	5	0	5
Total	29	2	31

(The Graduate University for Advanced Studies Students)

(2008 Fiscal Year)

Doctor's Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
1	3	6	3	7	20

*International Exchange**Number of Foreign Researchers*

(2008 Fiscal Year)

Invited by Ministry of Education, Culture, Sports, Sciences and Technology	Joint Research	Workshop Participants	Visitors	Invited by Japan Society for the Promotion of Science	Others	Total
6	77	17	2	2	1	105

Foreign Researchers to NIFS

(2008 Fiscal Year)

P.R.China	U.S.A.	R.Korea	Germany	Russia	France	Spain	U.K.	Australia	India	Serbia	Ukraine	Others	Total
37	15	11	7	7	6	6	3	2	2	2	2	5	105

NIFS Researchers to Overseas

(2008 Fiscal Year)

Switzerland	U.S.A	P.R.China	Germany	R.Korea	Spain	France	Greece	Others	Total
45	42	35	28	28	23	15	9	28	253

Books and Journals

(2008 Fiscal Year)

Japanese Books	14,595
Books in Other Languages	46,313
Total (vols)	60,908
Japanese Journals	280
Journals in Other Languages	774
Total (titles)	1,054

Facilities and Safety Management Division

The Facilities and Safety Management Division consists of three sections: Safety and Health Management Section, Facilities Planning Section and Facilities Maintenance Section.

They are in charge of planning, designing, making a contract, supervising of the construction and maintenance for all facilities at NIFS, such as buildings, campus roads, electricity, telephone, power station, air conditioning, water service, gas service, elevators and cranes.

The Facilities and Safety Management Division submits a budget bill and administers the budget for those facilities.

The Safety and Health Management Section also arranges physical checkups and disaster drills.

These three sections promote facilities which provide a better environment for all the stuff.

Site and Buildings

(2008 Fiscal Year)

Toki	
Site	464,445 m ²
Buildings	
Total Building Area	39,557 m ²
Total Floor Space	70,129 m ²