

## 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 aims at handling the activities as the Institute and accepting visitors who are interested in. Planning Office consists of two sections: Financial Planning and Budget Section is in charge of making plan about income, expense and budget. Objective Planning and Evaluation Section is in charge of works to make mid-term goals, mid-term plan, annual plan, performance report and peer review. External Affairs Office consists of three sections: Secretary Section is in charge of secretarial works for the Director-General and the Deputy Director-General. Press and Community Relation Section is in charge of cooperation with community, public activities, Information Disclosure. International Affairs Section is in charge of works for international academic scientific agreements and international cooperative projects.

### *General Affairs Division*

General Affairs Division consists of eight Sections: General Affairs Section, Documents and Legal Affairs Section, Personnel Section, Salaries and Welfare Section, Financial Affairs Section, Cashier Section, Accounts Section and Contracts 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, 2008.)

Director-General	1
Professors	38
Associate Professors	39
Assistant Professors	56
Administrative Staff	45
Technical & Engineering Staff	46
Visiting Scientists	29
Total	254

## Settlement

(2007 Fiscal Year)  
(in million of Yen)

Salaried Wages	2,062
Operating Cost	8,838
Equipment	0
Site & Buildings	12
Grant-in-Aid for Scientific Research	261
Total	11,173

*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*

(2007 Fiscal Year)

LHD Joint Planning Research			Joint Research			Joint Research Using Computer			Workshop			Total		
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
44	37	312	256	253	1,539	51	51	123	27	27	601	378	368	2,575

*Number of Graduate School Students  
(Research Students)*

(2007 Fiscal Year)

Affiliation	Degree/Year	Master's Course	Doctor' s Course	Total
		National Graduate School	17	3
Public Graduate School		1	0	1
Private Graduate School		5	0	5
Total		23	3	26

*(The Graduate University for Advanced Studies Students)*

(2007 Fiscal Year)

Doctor's Course					
Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Total
3	3	3	4	9	22

*International Exchange**Number of Foreign Researchers*

(2007 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
14	71	66	2	4	1	158

*Foreign Researchers to NIFS*

(2007 Fiscal Year)

P.R.China	U.S.A.	Germany	R.Korea	Russia	Spain	Ukraine	Australia	U.K.	Others	Total
37	34	23	11	16	15	4	3	3	12	158

*NIFS Researchers to Overseas*

(2007 Fiscal Year)

U.S.A	Germany	R.Korea	P.R.China	France	India	Poland	Belgium	Others	Total
66	34	31	21	16	11	7	5	22	213

*Books and Journals*

(2007 Fiscal Year)

Japanese Books	14,042
Books in Other Languages	45,521
Total (vols)	59,563
Japanese Journals	276
Journals in Other Languages	776
Total (titles)	1,052

*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 submit a budget bill and administer the budget for those facilities.

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

These three sections promote facilities which provides a better environment for all the staff.

*Site and Buildings*

(2007 Fiscal Year)

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