

Okinawa Institute of Science and Technology Promotion Corporation
Annual Plan for FY2011

In accordance with Article 31 of the General Principle Act for Independent Administrative Institutions (Act#103,1999), Okinawa Institute of Science and Technology Promotion Corporation (hereafter "OIST P.C.") has established its Annual Plan FY2011. Meanwhile, since OIST P.C. is scheduled to dissolve in November 2011 upon the establishment of the Okinawa Institute of Science and Technology School Corporation (hereinafter "School Corporation"), this plan (Annual Plan) is to cover the operations of OIST P.C. during the period from April 1, 2011 to its dissolution.

1. Research and development (R&D) on science and technology

(R&D activities)

- Continue to promote world-class scientific research in cross-disciplinary fields including four major areas of neuroscience, molecular science, mathematical and computational biology, and environmental and ecological sciences toward the opening of the Okinawa Institute of Science and Technology Graduate University (hereinafter "Graduate University"). In addition, enhance the fields of physics and mathematics through recruiting researchers in those fields.
- Install the following cutting-edge research equipment with use of the budget allocated under the "Special Framework for Revitalizing Japan" to promote cross-disciplinary researches including the "Okinawa Marine Eco-system Research Project."
 - 1) Compact Light Source for Structural Analysis *
 - 2) Okinawa Coastal Ocean Observing System *
 - 3) High Performance Computer for Genome Analysis
 - 4) Super High Resolution 3 Dimension Imaging System
 - 5) Transmission Electron Microscope(* Preparation for installation is to be made within the period covered by this Plan.)
- Develop international collaboration with universities and research institutes in Japan and abroad through maximum use of the resources of OIST P.C. including the above research equipment.
- Continue efforts in developing a collaborative research environment through promoting optimized shared/common use of research equipment and other resources based on the reviews and recommendations made by the Common Resource Advisory Committee that was newly established in FY2010.
- Expand research collaboration with other universities, research institutions, and companies in Okinawa under the Prefectural project of "Establishing a research hub toward the development of an intellectual cluster" (collaborative research project) as efforts to enhance collaborative relationships in Okinawa.
- Continue to conduct rigorous research evaluations by external committees consisting from

international members in line with OIST P.C.'s objective to establish a world-class Graduate University. The research evaluation shall be conducted in a planned manner based on a fair schedule, while giving consideration also to each Principle Investigator's contributions made in activities such as preparation for the establishment of the Graduate University and faculty recruitment.

(Recruitment of researchers)

- Continue international recruitment activities to recruit outstanding faculties from both Japan and abroad in the advanced cross-disciplinary fields in accordance with the target of having approx. 50 faculty members at the time of the opening of the Graduate University as mentioned in the Medium-Term Objective, etc. Aiming that at least half of the faculty members to be non-Japanese, conduct faculty recruitment through a proper selection procedure that ensures transparency and fairness while giving consideration also to factors such as age distribution and gender.
- Ensure smooth development of research environment for new faculty members as well as provide sufficient support at the time of their relocation including providing information for living in Okinawa.

2. Publication of research results and promotion of their use

- As efforts to build international recognition toward the opening of the Graduate University, further promote publication of research results in science journals with high impact factors as well as encourage participation in international conferences.
- Work to protect and acquire rights of intellectual properties with focus on developing and managing collection of related patents as patent portfolio, and promote efforts toward commercialization of research results.
- Further enhance development of collaborative relationship with relevant sectors of Okinawa Prefecture as well as promote interaction and collaboration with industries so that the Graduate University can play a core role in the R&D cluster development in Okinawa based on the recommendations made from the participants of the R&D Cluster Symposium and Workshops held in October 2010.

3. Training of researchers, enhancement of research skills and exchange of researchers

- Further promote exchange of researchers and students through active collaboration with other research institutions and universities in Japan and abroad.
- Continue to host international courses, workshops, and seminars to enhance OIST's international recognition and to promote exchange of researchers.
- Organize an international exchange forum for young researchers and students from the Asia-Pacific region and other nations/regions in the world, as part of the efforts in fostering human resources and promoting science and technology as stated in the Okinawa Development Policy.

4. Preparations for establishment of OIST

- Facilitate preparations for the additional (finance-related) documents of the accreditation documents for the establishment of the School Corporation that is to be submitted to the Minister of Education, Culture, Sports, Science and Technology by June 2011. Furthermore, provide proper administrative support to the Establishing Members during the review process by the “Council for University Establishment and School Corporation” of MEXT, in procedures such as responding to the inquiries and comments that may be given on the documents that have been submitted.
- To ensure smooth transition to the School Corporation, prepare regulations and stipulations concerning the organization, employment and compensation of employees, accounting, etc.
- Work on developing a concrete system in accordance with the School Education Act to enable smooth and effective university inspection/evaluation on education and research after the transition to the School Corporation.
- Make preparations for drafting an admission policy of the Graduate University, as well as develop training and educational environment including a library.
- Make necessary preparations so that recruitment activities to attract the best students from Japan and abroad can be started immediately after the transition to the School Corporation.
- Ahead of the transition to the School Corporation scheduled in November 2011, plan and prepare for an inauguration ceremony that is suitable for an international Graduate University that is open to the local community.

5. Effective public relations activities and dissemination of information

- Continue active public relations activities targeting the local community and relevant parties, etc. to promote their understanding of and support for the OIST P.C.’s project through effective means of communications such as campus tours, the OIST website, publications, events, and press releases.
- Start guided campus tours for the general public from April 2011.
- Develop a logo and a graphics standard manual, which is a guideline for the use of the logo, etc., of the Graduate University, as well as develop public relations materials and a new OIST S.C. Website based on the manual.

6. Enhancement of efficiency of organizational management

- Prepare for the installation of the ERP system by the transition to the School Corporation to enhance efficiency in the administrative operations as well as to handle new operations.
- Based on the “Basic Policy for Review of Independent Administrative Institution's Business and Activities” (Cabinet Decision on December 7, 2010)(hereinafter “Basic Policy for Review”), conduct efficient operation while exerting efforts in reducing expenses including the Board of Governors’ Meeting expenses.

7. Appropriate and efficient budget enforcement

- Continue efforts to ensure appropriate and efficient budget execution through measures such as periodic monitoring by the Budget Section and deliberations at the OIST Facilities and Construction Budget Review Committee.

8. Compliance with appropriate tendering and contracting processes and enhancement of procurement efficiency

- Steadily implement the “Review Plan for Negotiated Contracts” and hold Contract Review Committee meetings as continued efforts to ensure appropriateness, competitiveness and transparency in tendering and contract procedures.
- Further promote procurement cost-efficiency by expanding unit-price contracts for research supplies and bulk contracts for maintenance of research equipment.

9. Adjustment of the salary level

- Restrain the overall personnel expenses through implementing measures such as the 5-years plan for optimizing the employees’ salary level based on the “Basic Policy for Review”. In addition, based on the said Policy, examine the usage fee of the rental housing in view of receding expenses associated with the administrative sections.
- Provide necessary examination and preparation on various programs concerning the benefit package for faculty members of the Graduate University so it can obtain public understanding while ensuring international competitiveness.

10. Effective use of the assets

- Promote effective use of the Seaside House and laboratories in Uruma City with considerations to the needs for research space and progress of the facility development at the Campus.
- Establish necessary rules and guidelines to ensure proper and effective use of common facilities in the Campus.

11. Implementation of measures for greater operational efficiency

- Continue to enhance communication between officers, researchers and administrative staffs through regular meetings such as the Executive Committee and Managers Committee.
- Continue to properly conduct internal auditing by auditors at an appropriate time so it will contribute to ensuring appropriate and efficient operation, as well as proper internal control.

12. Improvement of financial conditions

- Encourage external grant applications by further enhancing the operation in collecting research grant information and communicating them to the researchers.
- Make systematic approaches to acquire institutional grants toward the realization of developing an international education and research hub.
- Prepare an appropriate system to raise donations not only from Japan but also from abroad by

utilizing the international features of the Graduate University.

13. Facilities and equipment

- Continue the construction of Laboratory 2 and Auditorium toward its scheduled completion by the end of the fiscal year.
- Start the construction of village zone facilities (such as housing for faculties, researchers, and students) while utilizing private-sector funds.

14. Personnel matters

- Strengthen administrative functions such as student support that are necessary for the Graduate University through reorganization and hiring new staffs.
- Provide staff trainings in a planned manner to improve the expertise of administrative staffs.

15. Enhancement of the administrative structure

- Prepare for the development of a new administrative structure that will enable smooth transition to the School Corporation.

16. Social responsibility

(Compliance with laws, regulations, and codes of ethical conduct)

- Enhance measures to improve research safety management in accordance with relevant regulations.
- Continue efforts in ensuring proper document management based on the Act on Official Documents that will be enacted in April 2011, as well as prepare and examine the effective document management system at the School Corporation.

(Cooperation with the local community)

- Strengthen further cooperation with local communities through continuing outreach activities by researchers and Board of Governors of OIST P.C. through events such as Onna-OIST Children's School of Science, lectures, etc.
- Enhance the living environment under close cooperation with the Prefecture and neighboring communities, particularly in providing an international education environment for the children of non-Japanese staffs.

(Environmental consideration)

- Continue efforts in promoting use of recyclable products where possible, as well as reducing the use of papers and energy based on the "Implementation Plan for Minimizing Greenhouse Gas Emissions" that was newly established in FY2010.

(Creation of safe and friendly work environment)

- Conduct fire drill and regular inspection of facilities and equipment based on the "Fire

Prevention and Control Plan” that was established in FY2010. In addition, develop a system for providing information to the employees in case of disasters, such as earthquake, typhoon, etc., under close communication with the local governments and in a manner suitable for an international workplace.

- Enhance the functions of the Health Center that was established in FY2010.
- Continue efforts to enhance safety in the working environment through activities of the Safety and Health Committee.

Annual Budget

FY2011

(¥ mil)

Items	Amounts
Revenues	
Subsidy for Operation	5,406
Subsidy for Facilities	6,314
Others	126
Total	11,846
Expenses	
Operating Expenses	5,034
General Administrative Operating Expenses (Excluding Personnel Expenses and Temporary staff)	283
Personnel Expenses	215
Construction Expenses	6,314
Others	0
Total	11,846

【Notes】

- 1 . Due to rounding-off, a total amount and a sum of each item in the right column do not necessarily correspond to each other.
- 2 . Subsidy for Facilities includes 1,402M¥ of FY2011 Original Budget and 4,912M¥ of carry-over from the previous fiscal year.

Estimated Income Statement

FY2011

(¥ mil)

Item	Amounts
Expenses	
Ordinary Expenses	
Operating Expenses	3,138
General Administrative Expenses	263
Personnel Expenses	215
Depreciation	520
Financial Charges	0
Extraordinary Items	0
Revenues	
Subsidy for Operation	3,490
Business Income, etc.	129
Reversal of Assets Offsetting Operational Expense Subsidy	491
Reversals of Assets Offsetting Contributions	1
Reversals of Assets Offsetting Donated Assets	3
Reversal of Assets Offsetting Equipment Subsidy	22
Extraordinary Items	0
Net Profit	0
Reversal of Reserve for Specific Objectives	0
Gross Profit	0

【Notes】

- 1 . OIST PC pays retirement allowance in accordance with “Officer Retirement Allowance Payment Regulations” and “Employee Retirement Allowance Payment Regulations.” OIST PC projects the entire amount for the retirement allowance is financed by the Subsidy for Operation.

Estimated Cash Flow Statement

FY2011

(¥ mil)

Items	Amount
Cash Outflow	
Cash Outflow for Operation	3,616
Cash Outflow for Investment	8,230
Cash Outflow for Financing	0
Carry-over for the next period	0
Cash Inflow	
Cash Inflow from Operation	5,532
Cash Inflow from Subsidy for Operation	5,406
Business Income, etc.	126
Cash Inflow from Investment	6,314
Cash Inflow from Subsidy for Facilities	6,314
Cash Inflow from Financing	0
Carry-over from the previous period	0

【Notes】

1. Due to rounding-off, total amounts and sums of each item in both columns do not necessarily correspond to each other.