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This is an unofficial translation of the Action Plan Items Concerning Gender Equality Promotion dated November 25, 2011. Only the original Japanese text of these Action Plan Items has legal effect, and this translation is to be used solely as reference material to aid in understanding the original Japanese version.

November 25, 2011

Decision by the Board of Directors and Executive Meeting

Action Plan Items Concerning Gender Equality Promotion

A. Awareness raising

- A. 1. (Website) Publish results of analysis of current status and efforts made by the National Institutes of Natural Sciences (NINS) on the websites of NINS and each institute. Update these every fiscal year.
- A. 2. (Internal education) Submit the report of the Gender Equality Committee to the Faculty Meeting, Advisory Committee and employee group meeting of each institute and make efforts to implement educational activities.
- A. 3. (Lectures) Organize lectures concerning the promotion of gender equality at each business office to deepen the understanding of gender equality.
- A. 4. (Brochures) Publish brochures explaining efforts made by NINS to promote gender equality and systems which have been established and enhanced in relation thereto.
- A. 5. (General symposium) Hold a general symposium as NINS for this phase concerning the promotion of gender equality.

B. Reform of employment and evaluation system

- B. 1. (Exclusion of period of maternity leave and child care leave from the term of office) Exclude periods of maternity leave, child care leave and family care leave from the term of office of fixed-term Research-Education Employees.
- B. 2. (Taking maternity leave and child care leave into consideration in the evaluation) In selecting personnel and making evaluations of fixed-term Research-Education Employees take the periods of maternity leave, child care leave and family care leave into consideration.
- B. 3. (Affirmative action) In selecting personnel, if there are candidates with equal performance evaluations, actively employ female candidates.

C. Promotion of application for employment

- C. 1. (Clear indication of the promotion of gender equality) Clearly state in the guidelines for applicants for open recruitment that NINS is making efforts to promote gender equality.
- C. 2. (Clear indication of consideration of maternity leave and child care leave) Add a phrase in the guidelines for applicants for open recruitment indicating that if maternity leave, child care leave or family care leave has been taken, such fact may be indicated in the resume, as such fact will be taken into consideration.
- C. 3. (Clear indication of affirmative action) Clearly state in the guidelines for applicants for open recruitment that "if there are candidates with equal performance evaluation, female candidates will be actively "employed.

D. Improvement of work support environment

- D. 1. (Opinion and Consultation Desk) Establish a desk in each business office where opinions and requests for consultation concerning the promotion of gender equality and the enhancement of the work support environment can be submitted.
- D. 2. (Reduction of non-research work) Give consideration to avoid excessive concentration of non-research work such as work as a member of various committees on female Research-Education Employees, and inform all employees and officers that efforts need to be made not to hold meetings for non-research work outside working hours.
- D. 3. (Academic Assistant System) Introduce the Academic Assistant System to reduce the blank period due to child care.
- D. 4. (Promotion of Employment) Inform employees and officers of the systems to support women to obtain employment including the Research Fellowship of the Japan Society for the Promotion of Science Restart Postdoctoral Fellow (PRD), and actively accept such systems.
- D. 5. (Child care support at the workplace) Establish a day care center, babysitter system and other support systems.