

The Public University Corporation, the University of Aizu
Regulations Concerning Risk Management

January 1, 2022, Regulation No. 14

July 1, 2023, Regulation No.13

Article One
(Objectives)

These regulations shall aim to secure the safety of the faculty, administrative staff, students, etc. of the Public University Corporation, the University of Aizu (hereinafter referred as “UNIVERSITY”) and fulfill social accountability of the UNIVERSITY through promptly and appropriately responding to various events that affect or may affect the business operation of the UNIVERSITY with the following the risk management system and handling methods.

Article Two
(Definitions)

The definitions of the terms listed below used in these regulations shall be as provided below:

- 1) UNIVERSITY PERSONNEL refer to individuals working for the UNIVERSITY.
- 2) STUDENTS refer to undergraduate students, graduate students, non-degree students, research students, special audit students, trainees, international students, and other individuals (including those who are not UNIVERSITY PERSONNEL but employed by other organizations) studying, conducting research, and/or working at the University of Aizu (hereinafter referred as “UoA”) and/or the Junior College Division (hereinafter referred as “JCD.”)
- 3) RISKS refer to events that may cause problems and/or damages to the business operations of the UNIVERSITY.
- 4) RISK MANAGEMENT refers to the practice of identifying future risks and minimizing damages
- 5) CRISES refer to emergency events and/or situations where fires, disasters, devastating infectious diseases, etc., or major incidents or accidents that have caused or may cause serious damages to the life or body of the UNIVERSITY PERSONNEL and STUDENTS or the properties and/or reputation of the UoA and/or JCD.
- 6) DIVISIONS refer to divisions, the Center for Cultural Research and Studies (CCRS), the Center for Language Research (CLR), the Graduate Departments, the Center for Globalization, the Department for Student Affairs, the Information

Systems and Technology Center (ISTC), the Laboratory for Leading-edge ICT in AIZU (LICTiA), the University-Business Innovation Center (UBIC), the University of Aizu Revitalization and Creation Center, the Aizu Research Center for Space Informatics (ARC-Space), the JCD Departments, the JCD Division of Student Affairs, the University Library (JCD), the Office for Planning and Management (OPM), and the Administrative Office.

7) DIRECTORS refer to the directors of DIVISIONS set forth in the preceding item.

Article Three

(Responsibilities and Roles of the Chairperson of the Board of Executives, Etc.)

3.1 Chairperson of the Board of Executives shall supervise the RISK MANAGEMENT of the UNIVERSITY.

3.2 Vice Chairperson shall support the Chairperson of the Board of Executives and supervise affairs pertaining to RISK MANAGEMENT.

3.3 DIRECTORS shall promote the RISK MANAGEMENT in their respective DIVISIONS and take necessary measures in response to the situations of their respective organizations.

Article Four

(Establishment of the Committee)

4.1 In order to discuss necessary matters concerning the RISK MANAGEMENT, the UNIVERSITY shall establish the Risk Management Committee (hereinafter referred to as "RMC").

Article Five

(Deliberation Matters)

5.1 The RMC shall deliberate on the following matters.

1) Matters concerning the planning, drafting, etc. of the RISK MANAGEMENT

2) Matters concerning the assessment of RISKS

3) Matters concerning the understanding of and investigations into the situation of the RISKS

4) Matters concerning the evaluation and review of the countermeasures for the RISKS

5) Matters concerning the planning, drafting, etc. of education and training

related to the RISK MANAGEMENT

6) Other matters necessary for the RISK MANAGEMENT

Article Six
(Organization)

6.1 The RMC shall consist of the following individuals (hereinafter referred to as "MEMBERS".)

- 1) The Chairperson of the Board of Executives
- 2) The Vice Chairperson of the Board of Executives
- 3) The Regents
- 4) Other individuals appointed by the Chairperson of the Board of Executives

6.2 The term of office of the MEMBERS provided for in Article 6.1.4) shall be determined individually in each appointment. However, the term of office for MEMBERS appointed to fill vacancies shall be the remaining period of the term of office of their predecessors.

Article Seven
(Chairperson)

7.1 The Chairperson of the Board of Executives shall serve as the chair of the RMC.

7.2 The RMC Chairperson shall supervise affairs pertaining to the RMC and serve as the representative thereof.

7.3 Should the RMC Chairperson be unable to fulfill their duties, a member appointed by the RMC Chairperson in advance shall fulfill the duties on their behalf.

Article Eight
(Meetings)

8.1 The RMC Chairperson shall convoke RMC meetings and serve as the chair thereof.

8.2 RMC meetings may not be held unless a majority of the MEMBERS thereof are present.

8.3 Matters requiring the RMC's vote shall be approved by the majority of the MEMBERS in attendance, and in the event of a tie vote, the RMC Chairperson shall have a casting vote.

8.4 The RMC Chairperson may require the attendance of nonmembers for having them provide opinions in the event that they recognize doing so as necessary.

Article Nine
(Subcommittee)

9.1 The RMC shall be able to establish its subcommittee if necessary in order to conduct technical discussions regarding individual matters.

Article Ten
(Administrative Work)

10.1 Administrative affairs pertaining to the RMC shall be performed by the General Affairs and Budget Division of the Administrative Office.

Article Eleven
(Report, etc. pertaining to the CRISES)

11.1 In the event the UNIVERSITY PERSONNEL identify actual or potential CRISES requiring urgent responses, they shall promptly report to DIRECTORS responsible for the matters.

11.2 The DIRECTORS receiving reports stipulated in Article 11.1 shall immediately confirm the situation of the CRISES, report the situation thereof to the Chairperson of the Board of Executives, and take necessary measures.

11.3 In the event that the Chairperson of the Board of Executives receives reports stipulated in Article 11.2, they shall determine policies, etc. for responding to said CRISES through discussions with the Vice Chairperson thereof and the DIRECTORS responsible for the matters.

Article Twelve
(Establishment of the Crisis Response Headquarters)

12.1 The Chairperson of the Board of Executives shall, if they deem it necessary, promptly establish the Crisis Response Headquarters (hereinafter

referred to as “HEADQUARTERS”) to respond to said CRISES.

12. 2 Notwithstanding the provisions of Article 12.1, when it is deemed necessary to respond to the CRISES due to actual or potential natural disasters or fires, the situation shall be handled in line with the University of Aizu Disaster Response Guidelines and Manuals, the Disaster Response Manual (JCD), etc.

Article Thirteen

(Duties of the HEADQUARTERS)

13.1 The HEADQUARTERS shall be responsible for the following matters.

- 1) Matters concerning the collection and analysis of information pertaining to the CRISES
- 2) Matters concerning the determination and implementation of required countermeasures pertaining to the CRISES
- 3) Matters concerning the provision of information pertaining to the CRISES to the UNIVERSITY PERSONNEL and/or STUDENTS.
- 4) Matters concerning the liaison and coordination with organizations pertaining to the CRISES
- 5) Matters concerning the provision of information pertaining to the CRISES to the press
- 6) Matters concerning the coordination among DIVISIONS pertaining to the CRISES
- 7) Other matters necessary for responding to the CRISES

Article Fourteen

(Organization of the HEADQUARTERS)

14.1 The HEADQUARTERS shall consist of the Chief, Deputy Chief, and members thereof.

14.2 The Chairperson of the Board of Executives shall serve as the Chief of the HEADQUARTERS and supervise the duties thereof.

14.3 The Vice Chairperson shall serve as the Deputy Chief of the HEADQUARTERS and assist the Chief thereof.

14.4 Individuals appointed by the Regents or the Chief of the HEADQUARTERS shall serve as the members thereof and perform duties thereof.

14.5 The HEADQUARTERS shall be resolved when responses to the CRISES are completed.

Article Fifteen

(Authorities of the HEADQUARTERS)

15.1 The HEADQUARTERS shall promptly respond to the CRISES under the command of the Chief of the HEADQUARTERS.

15.2 The UNIVERSITY PERSONNEL and STUDENTS shall follow the directions given by the HEADQUARTERS.

Article Sixteen

(The Crisis Response Committee)

16.1 The Crisis Response Committee (hereinafter referred to as "CRC") shall be established in the HEADQUARTERS.

16.2 The CRC shall consist of the following individuals and function as the administrative office of the HEADQUARTERS.

- 1) The Director General of the Administrative Office
- 2) The Deputy Director of the Administrative Office (UoA)
- 3) The Deputy Director of the Administrative Office (JCD)
- 4) The Director of the General Affairs and Budget Division
- 5) The Director of the Planning and Collaboration Division
- 6) The Director of the Student Affairs Division
- 7) The Director of the Junior College Administrative Office
- 8) Other individuals appointed by the Director General of the Administrative Office.

16.3 The Director General of the Administrative Office shall serve as the Chairperson and the Deputy Director of the Administrative Office (UoA) shall serve as the Vice Chairperson of the CRC.

16.4 The Chairperson of the CRC shall convoke CRC meetings.

16.5 The Chairperson of the CRC, if they deem it necessary, may require the attendance of nonmembers for having them provide opinions at the CRC meetings.

16.6 Should the Chairperson of the CRC be unable to fulfill their duties, the Vice Chairperson thereof shall fulfill the duties on their behalf.

Article Seventeen

(Commission)

Other than those provided for in these regulations, necessary matters concerning the implementation of the regulations shall be separately determined

by the Chairperson of the Board of Executives.

**Additional Provisions
(Date of Enforcement)**

The regulations shall be enforced as of January 1, 2022.

Additional Provisions

The regulations shall be enforced as of July 1, 2023.