

## **Basic Personnel Affairs Policy of National Graduate Institute for Policy Studies**

The mission of the National Graduate Institute for Policy Studies (hereafter referred to as GRIPS) is to contribute to the spread, enhancement, and strengthening of democratic governance in Japan and the rest of the world through research on and education in public policy. GRIPS has been promoting policy research based on a thorough analysis of the political and socioeconomic realities of the modern world, and providing graduate education in policy studies that has been carefully designed to meet the needs of mid-career government officials from around the world. Toward the realization of this mission, GRIPS' basic personnel policy concerning its faculty and staff members is hereby established with the aim of further improving education and research, and revitalizing the organization.

### **1. Basic Objectives**

- The personnel plan will be developed based on GRIPS' management policy, to support efforts to achieve the mission of GRIPS, with attention to the medium- and long-term financial situation.
- We welcome diverse human resources regardless of differences including gender, nationality, age, religion, and disability.
- We value diversity and inclusion of all people in an equitable manner so that each person can fulfill their individual potential. We respect all individuals and shall eradicate all forms of harassment.
- We shall constantly review the systems and environment surrounding work, to ensure that each and every faculty and staff member can realize a rich professional life in which they feel rewarded and motivated by their work.

### **2. Securing and developing human resources**

- We shall, as an academic institution, recruit and promote faculty and staff who can contribute in the long term to the fulfillment of GRIPS' mission in the areas of education, research, training, and social contribution.
- We shall promote work-life balance and enhance motivation to work by providing a pleasant and supportive work environment at GRIPS.

#### **<Faculty>**

- Hiring shall be based not only on research achievements and research ability; work experience; teaching experience; teaching ability; and social activities in the faculty member's area of expertise, but also on the person's ability to gain a broad perspective and apply his or her knowledge to policy work in an integrated manner. Moreover, we shall hire faculty members with diverse backgrounds, drawing not only from educational and research institutions, but also from government agencies, international organizations, and private companies.
- In order to secure excellent human resources on a long-term basis, we shall actively

recruit internationally, and strategically hire young people, women, and non-Japanese, with due consideration given to the balance of age and position.

- We shall invite (on a mid- to short-term exchange basis) competent personnel (from government agencies, international organizations, private companies, and the like) involved in research and education, and actively promote human resource exchanges.
- In order to enhance research skills and improve the content and methods of teaching and advising, we shall actively implement self-development through the sabbatical system and other forms of organized training.

#### <Staff>

- We shall hire and train individuals who have the qualities and abilities needed to carry out their duties with a deep understanding of GRIPS' overall philosophy, laws, and regulations.
- We shall hire and train staff with the willingness and inquisitiveness needed to proactively acquire new knowledge, techniques, and skills needed to adapt to changes in the environment surrounding GRIPS, and to utilize that knowledge, and skill in their duties.
- We shall strive to secure and train staff through appropriate treatment in accordance with their qualities, abilities, and performance; provision of a framework and training opportunities to encourage self-development; and operation of various personnel systems.
- We shall hire a diverse and highly qualified staff suitable for the variety of work at GRIPS.
- We shall conduct rank-based and/or skill-specific training (SD) to enhance and upgrade the efficiency of work.
- We shall work to upgrade employee skills and to achieve a multi-track personnel system through exchanges and job rotation.

### **3. Development of management personnel**

- To develop human resources who can take charge of management in the future, we shall give faculty and staff opportunities to participate in the decision-making process of the president and board members from an early stage, and through training, shall enable them to acquire the necessary skills for corporate management.
- We shall encourage the active participation of women, foreign nationals, and young faculty and staff in various decision-making positions, toward the development of management talent and the incorporation of diverse perspectives into GRIPS' management.

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