

FY2009 Business Report

Item	Description	Actual Figures in FY2008	Actual Figures in FY2009
I. Business Contributing to the Promotion of the Appropriate and Efficient Implementation of Grant Aid Programs, Technical Cooperation Programs and Loan Programs			
I-1. Grant Aid			
(1) Study for grant assistance for the food security project for underprivileged farmers	Study for grant assistance for the food security project for underprivileged farmers (new)	18	10
(2) Procurement management for grant assistance for the food security project for underprivileged farmers	Procurement management for grant assistance for the food security project for underprivileged farmers (new/continuing)	12/13	12/13
(3) Procurement management for grant assistance for the food aid project	Procurement management for grant assistance for the food aid project (new/continuing)	10/13	27/14
(4) Study for grass root cultural grant aid	Analysis of project applications for grass root cultural grant aid, etc. (new)	—	1
(5) Study for cultural grant aid	Preliminary study for cultural grant aid (new)	1	1
(6) Follow-up study for cultural grant aid	Follow-up study for cultural grant aid, etc. (new)	—	1
(7) Expediting implementation of cultural grant aid	Procurement management (new)	—	12
	Tender assistance work (new/continuing)	12/5	0/12
(8) Procurement management for non-project grant aid	Procurement management for non-project grant aid (new/continuing)	15/47	17/46
(9) Procurement management for emergency grant aid	Procurement management for emergency grant aid (new/continuing)	0/18	3/13
(10) Procurement management for grant aid for conflict prevention and peacebuilding	Procurement management for grant aid for conflict prevention and peacebuilding (new/continuing)	1/1	4/2
(11) Study for grant assistance for Japanese NGO projects	Study for grant assistance for Japanese NGO projects	0	0
(12) Procurement management for grant aid for disaster prevention and reconstruction	Procurement management for grant aid for disaster prevention and reconstruction (new/continuing)	1/3	1/3
(13) Procurement management for grant aid for community empowerment	Procurement management for grant aid for community empowerment (new/continuing)	6/5	10/11
(14) Procurement management for program grant aid for environment and climate change	Procurement management for program grant aid for environment and climate change (new/continuing)	1/0	22/1
(15) Preliminary study for grant aid	Preliminary study (grant aid for disaster prevention and reconstruction, grant aid for community empowerment, program grant aid for environment and climate change projects) (new)	25	37
I-2. Technical Cooperation			
(1) Support for procurement in Japan/Support for local procurement	Support for equipment procurement in Japan/Support for local procurement (new/continuing)	1/1	1/1
(2) Special support for medical care	Special support for medical care, study for planning of project equipment	1	1
(3) Dispatch of experts	Dispatch of experts (new/continuing)	0/3 persons	0/1 person
I-3. Loan Programs			
(1) Check of procurement-related documents on loan projects	Check of procurement-related documents, seminars on yen loan operations (new)	2	2
(2) Study on loan projects	Study on loan projects (continuing)	1	1
(3) Support to loan projects	Study for revision of procurement related documents on loan project (new)	—	1
II. Business Contributing to the Promotion of the Appropriate and Efficient Implementation of International Cooperation Programs Carried Out by International Agencies and Organizations, Foreign Governments and Other Organizations Engaged in International Cooperation			
Programs of international agencies and organizations, etc.	Programs of international agencies and organizations, etc. (new/continuing)	3/4	1/5
III. Follow-up and After-care Activities			
Operation of a medical information center	Technical Information Center for Medical Equipment (new)	1	1
IV. Research and Studies on Methods to Efficiently Implement International Cooperation			
IV-1. Research and Studies on Grant Aid			
(1) Estimate of operating costs and appraisal of design of grant aid projects	Estimate of operating costs and appraisal of design (new)	2	2
(2) Basic studies on grant aid projects	Basic studies on grant aid projects (new/continuing)	3/0	1/1
(3) Compilation of information on grant aid	Support to construction of cost estimation database for grant aid projects (new/continuing)	0/1	1/1
IV-2. Other Research and Studies			
(1) Research and studies for giving JICS a stronger foundation	Research and studies for giving JICS a stronger foundation	0	1
V. Education and Support Promoting International Cooperation			
Public relations activities	Updating of the website as needed	as needed	as needed
	Publication of JICS REPORT	3 times	3 times
	Publication of Annual Report	Japanese and English editions	Japanese and English editions
	Publication of articles in information magazines concerning international cooperation	as needed	as needed
	Participation in international cooperation festivals	3 times	3 times
	Publication of 20th anniversary report	—	Japanese edition
	Creation of DVD on introduction of JICS' work	—	1 (200 pieces)
VI. Other Activities Necessary to Achieve the Purposes of the Foundation			
Support for non-governmental organizations	Support for non-governmental organizations	11 NGOs	11 NGOs
Equipment procurement by the subsidy system for projects to promote oil refining technology and other measures in oil-producing countries	The Machinery and Equipment Project for Saudi Japanese Automobile High Institute. (new)	1	2

FY2009 Statement of Revenues and Expenditures

April 1, 2009–March 31, 2010

	(Unit : yen)		
Item	Budget	Actual	Variance
I Revenues and Expenditures on Business Activities			
1. Revenues from business activities			
1) Revenues from the management of the endowment	3,790,110	3,853,137	(63,027)
Revenues from the interest on the endowment	3,790,110	3,853,137	(63,027)
2) Revenues from business activities	3,674,871,420	3,633,585,778	41,285,642
Revenues from grant aid programs	2,925,918,529	2,852,420,108	73,498,421
Revenues from technical cooperation programs	182,037,836	212,570,493	(30,532,657)
Revenues from loan programs	116,891,000	117,478,000	(587,000)
Revenues from study and research on grant aid programs	268,673,872	267,684,000	989,872
Revenues from programs with international agencies and organizations, etc.	177,655,916	179,661,654	(2,005,738)
Revenues from other commissioned projects	1,867,536	1,867,536	0
Miscellaneous revenues	1,826,731	1,903,987	(77,256)
3) Revenues from subsidies, etc.	264,975,531	206,628,800	58,346,731
Revenues from national subsidies, etc.	264,975,531	206,628,800	58,346,731
Total revenues from business activities (A)	3,943,637,061	3,844,067,715	99,569,346
2. Expenditures for business activities			
1) Operating expenses	3,063,669,269	2,942,483,884	121,185,385
Expenses for grant aid programs	1,192,013,821	1,105,058,973	86,954,848
Expenses for technical cooperation programs	45,294,967	43,530,004	1,764,963
Expenses for loan programs	34,274,640	34,311,273	(36,633)
Expenses for study and research on grant aid programs	3,215,776	3,348,921	(133,145)
Expenses for programs with international agencies and organizations, etc.	24,402,557	24,290,186	112,371
Expenses for other commissioned projects	228,516,212	188,383,238	40,132,974
Public relations and other operating expenses	28,586,179	23,665,463	4,920,716
Expenses for support for non-governmental organizations	11,215,963	11,331,309	(115,346)
Expenses for information infrastructure improvement	152,261,480	150,415,897	1,845,583
Personnel expenses for business departments	1,284,199,083	1,302,833,540	(18,634,457)
Common operating expenses	59,688,591	55,315,080	4,373,511
2) Administrative expenses	620,214,189	610,808,580	9,405,609
Personnel expenses	247,437,810	237,526,517	9,911,293
General administrative expenses	372,776,379	373,282,063	(505,684)
Total expenditures for business activities (B)	3,683,883,458	3,553,292,464	130,590,994
Excess of revenues over expenditures for business activities (C) = (A) - (B)	259,753,603	290,775,251	(31,021,648)
II Revenues and Expenditures on Investing Activities			
1. Revenues from investing activities			
1) Revenues from liquidating the endowment	119,616,000	119,616,000	0
2) Revenues from liquidating specific assets	212,544,032	212,544,032	0
3) Revenues from sales of fixed assets	4,000,000	34,039	3,965,961
4) Refund of deposit and security moneys	48,000	0	48,000
5) Refund of prepaid pension expenses	7,755,682	7,755,682	0
Total revenues from investing activities (D)	343,963,714	339,949,753	4,013,961
2. Expenditures for investing activities			
1) Expenditures for acquisition of the endowment	120,000,000	119,616,000	384,000
2) Expenditures for specific assets	170,907,443	178,674,398	(7,766,955)
3) Expenditures for acquisition of fixed assets	232,619,009	230,272,463	2,346,546
4) Expenditures for acquisition of investment securities	4,753,000	5,137,000	(384,000)
5) Expenditures for deposit and security moneys	64,477,836	64,828,147	(350,311)
Total expenditures for investing activities (E)	592,757,288	598,528,008	(5,770,720)
Excess of revenues over expenditures for investing activities (F) = (D) - (E)	(248,793,574)	(258,578,255)	9,784,681
Excess of revenues over expenditures for the year (G) = (C) + (F)	10,960,029	32,196,996	(21,236,967)
Excess of revenues over expenditures brought forward (H)	318,518,453	318,518,453	0
Excess of revenues over expenditures carried forward (G) + (H)	329,478,482	350,715,449	(21,236,967)

FY2009 Balance Sheet

March 31, 2010

(Unit : yen)			
Item	FY2009	FY2008	Variance
I Assets			
1. Current assets			
Cash equivalents	48,889,209	159,171,849	(110,282,640)
Accrued revenues	682,225,343	625,952,396	56,272,947
Prepaid expenses	25,038,299	12,726,001	12,312,298
Advances paid	26,590	1,482,980	(1,456,390)
Suspense payments	52,416,161	39,827,586	12,588,575
Total current assets	808,595,602	839,160,812	(30,565,210)
2. Fixed assets			
(1) Endowment			
Endowment in installment deposits	137,000,000	236,616,000	(99,616,000)
Endowment in investment securities	250,000,000	150,384,000	99,616,000
Total endowment	387,000,000	387,000,000	0
(2) Specific assets			
Accumulated assets for system development	119,823,000	150,000,000	(30,177,000)
Accumulated assets for move of office	25,880,000	55,000,000	(29,120,000)
Accumulated assets for support to non-governmental organizations	10,000,000	10,000,000	0
Accumulated assets for project support program	6,000,000	0	6,000,000
Accumulated assets for formulation of projects and development of programs	12,000,000	5,000,000	7,000,000
Assets for bonus allowance	78,717,858	67,596,992	11,120,866
Assets reserved for executive officers' retirement benefits	6,205,875	4,899,375	1,306,500
Total specific assets	258,626,733	292,496,367	(33,869,634)
(3) Other fixed assets			
Vehicles and other transportation devices	19,872,899	22,988,275	(3,115,376)
Equipment attached to building	85,498,023	8,684,737	76,813,286
Appliances and fixtures	53,733,796	3,853,300	49,880,496
Software	126,777,250	79,899,163	46,878,087
Deposit and security moneys	158,966,118	94,137,971	64,828,147
Long-term prepaid expenses	9,208,619	6,308,741	2,899,878
Prepaid pension expenses	3,069,983	7,755,682	(4,685,699)
Investment securities	4,730,007	0	4,730,007
Total other fixed assets	461,856,695	223,627,869	238,228,826
Total fixed assets	1,107,483,428	903,124,236	204,359,192
Total assets 1)	1,916,079,030	1,742,285,048	173,793,982
II Liabilities			
1. Current liabilities			
Accrued payments	308,649,182	93,598,348	215,050,834
Allowance for business losses	73,714,040	0	73,714,040
Allowance for bonus	78,717,858	67,596,992	11,120,866
Deposit received	10,513,113	9,447,019	1,066,094
Short-term borrowings	60,000,000	350,000,000	(290,000,000)
Total current liabilities	531,594,193	520,642,359	10,951,834
2. Fixed liabilities			
Reserve for executive officers' retirement benefits	6,205,875	4,899,375	1,306,500
Total fixed liabilities	6,205,875	4,899,375	1,306,500
Total liabilities 2)	537,800,068	525,541,734	12,258,334
III Net Assets			
1. Designated net assets			
Contributions and subscriptions	372,000,000	372,000,000	0
Total designated net assets	372,000,000	372,000,000	0
[Amount of allotment to the endowment]	[372,000,000]	[372,000,000]	[0]
2. General net assets			
[Amount of allotment to the endowment]	[15,000,000]	[15,000,000]	[0]
[Amount of allotment to specific assets]	[173,703,000]	[220,000,000]	[(46,297,000)]
Total net assets 1) - 2)	1,378,278,962	1,216,743,314	161,535,648
Total liabilities and net assets	1,916,079,030	1,742,285,048	173,793,982

FY2009 Statement of Net Equity Increase (Decrease)

April 1, 2009–March 31, 2010

(Unit : yen)			
Item	FY2009	FY2008	Variance
I General Net Assets Increase or Decrease			
1. Current increase or decrease			
(1) Current profits			
1) Profit from the management of the endowment	3,446,144	2,744,715	701,429
Interest received from the endowment	3,446,144	2,744,715	701,429
2) Profit from business activities	3,633,600,736	3,075,320,024	558,280,712
Profit from grant aid programs	2,852,435,066	2,312,908,687	539,526,379
Profit from technical cooperation programs	212,570,493	185,769,230	26,801,263
Profit from loan programs	117,478,000	89,953,421	27,524,579
Profit from study and research on grant aid programs	267,684,000	255,882,000	11,802,000
Profit from programs with international agencies and organizations, etc.	179,661,654	226,499,484	(46,837,830)
Profit from other commissioned projects	1,867,536	0	1,867,536
Miscellaneous profits	1,903,987	4,307,202	(2,403,215)
3) Subsidies received, etc.	206,628,800	187,311,783	19,317,017
National subsidies received	206,628,800	187,311,783	19,317,017
Total current profits (A)	3,843,675,680	3,265,376,522	578,299,158
(2) Current expenses			
1) Operating expenses	3,061,003,798	2,415,445,011	645,558,787
Expenses for grant aid programs	1,194,723,853	703,263,771	491,460,082
Expenses for technical cooperation programs	43,530,004	14,886,065	28,643,939
Expenses for loan programs	34,311,273	34,608,394	(297,121)
Expenses for study and research on grant aid programs	3,348,921	1,667,933	1,680,988
Expenses for programs with international agencies and organizations, etc.	24,290,186	91,293,609	(67,003,423)
Expenses for other commissioned projects	188,383,238	175,256,008	13,127,230
Public relations and other operating expenses	23,665,463	20,570,997	3,094,466
Expenses for support for non-governmental organizations	11,331,309	10,445,267	886,042
Expenses for information infrastructure improvement	151,703,737	120,829,818	30,873,919
Personnel expenses for business departments	1,302,833,540	1,174,274,187	128,559,353
Common operating expenses	82,882,274	68,348,962	14,533,312
2) Administrative expenses	621,136,234	575,683,482	45,452,752
Personnel expenses	238,833,017	298,516,925	(59,683,908)
General administrative expenses	382,303,217	277,166,557	105,136,660
Total current expenses (B)	3,682,140,032	2,991,128,493	691,011,539
Current increase or decrease for the year (C) = (A) - (B)	161,535,648	274,248,029	(112,712,381)
2. Nonrecurring increase or decrease			
(1) Nonrecurring expenses			
1) Loss on disposal of fixed assets	0	0	0
Total nonrecurring expenses	0	0	0
Nonrecurring increase or decrease for the year (D)	0	0	0
General net assets increase or decrease for the year (E) = (C) + (D)	161,535,648	274,248,029	(112,712,381)
General net assets at beginning of year (F)	844,743,314	570,495,285	274,248,029
General net assets at end of year (G) = (E) + (F)	1,006,278,962	844,743,314	161,535,648
II Designated Net Assets Increase or Decrease			
1) Profit from the management of the endowment	2,754,384	0	2,754,384
Interest received from the endowment	2,754,384	0	2,754,384
2) Amount of transfer to general net assets	(2,754,384)	0	(2,754,384)
Amount of transfer to general net assets	(2,754,384)	0	(2,754,384)
Designated net assets increase or decrease for the year	0	0	0
Designated net assets at beginning of year	372,000,000	372,000,000	0
Designated net assets at end of year (H)	372,000,000	372,000,000	0
III Net Assets at End of Year (G) + (H)	1,378,278,962	1,216,743,314	161,535,648

FY2009 Cash Flow Statement

April 1, 2009–March 31, 2010

(Unit : yen)			
Item	FY2009	FY2008	Variance
I Cash Flows from Business Activities			
1. General net assets increase or decrease for the year	161,535,648	274,248,029	(112,712,381)
2. Adjustment to cash flows			
1) Depreciation and amortization of long-term prepaid expenses	53,754,649	42,543,739	11,210,910
2) Increase or decrease in allowance for business losses	73,714,040	0	73,714,040
3) Increase or decrease in allowance for bonus	11,120,866	(2,598,774)	13,719,640
4) Increase or decrease in allowance for employees' retirement benefits	0	(1,427,970)	1,427,970
5) Increase or decrease in allowance for executive officers' retirement benefits	1,306,500	1,306,500	0
6) Foreign exchange profit or loss	1,370,098	2,209,346	(839,248)
7) Increase or decrease in accrued revenues	(56,272,947)	(291,833,088)	235,560,141
8) Increase or decrease in prepaid expenses	(12,312,298)	13,909,420	(26,221,718)
9) Increase or decrease in advances paid	1,456,390	(1,475,815)	2,932,205
10) Increase or decrease in suspense payments	(12,588,575)	(24,226,920)	11,638,345
11) Increase or decrease in accrued payments	215,050,834	(59,798,245)	274,849,079
12) Increase or decrease in deposit received	1,066,094	348,953	717,141
13) Increase or decrease in long-term prepaid expenses	0	2,598,882	(2,598,882)
14) Increase or decrease in prepaid pension expenses	(3,069,983)	(7,755,682)	4,685,699
15) Amortization of investment securities	406,993	0	406,993
16) Profit on sales of fixed assets	(14,958)	0	(14,958)
17) Loss on disposal of fixed assets	72,379	0	72,379
Subtotal	275,060,082	(326,199,654)	601,259,736
Cash flows from business activities	436,595,730	(51,951,625)	488,547,355
II Cash Flows from Investing Activities			
1. Revenues from investing activities			
1) Revenues from liquidating the endowment	119,616,000	0	119,616,000
2) Revenues from liquidating specific assets	212,544,032	151,623,736	60,920,296
3) Revenues from sales of fixed assets	34,039	0	34,039
4) Refund of deposit and security moneys	0	9,570,110	(9,570,110)
5) Refund of prepaid pension expenses	7,755,682	0	7,755,682
Total revenues from investing activities	339,949,753	161,193,846	178,755,907
2. Expenses for investing activities			
1) Expenditures for acquisition of the endowment	119,616,000	0	119,616,000
2) Expenditures for specific assets	178,674,398	158,903,492	19,770,906
3) Expenditures for acquisition of fixed assets	227,202,480	91,635,897	135,566,583
4) Expenditures for acquisition of investment securities	5,137,000	0	5,137,000
5) Expenditures for deposit and security moneys	64,828,147	0	64,828,147
Total expenses for investing activities	595,458,025	250,539,389	344,918,636
Cash flows from investing activities	(255,508,272)	(89,345,543)	(166,162,729)
III Cash Flows from Financing Activities			
1. Revenues from financing activities			
1) Revenues from short-term debt	60,000,000	350,000,000	(290,000,000)
Total revenues from financing activities	60,000,000	350,000,000	(290,000,000)
2. Expenses for financing activities			
1) Expenses for short-term debt	350,000,000	120,000,000	230,000,000
Total expenses for financing activities	350,000,000	120,000,000	230,000,000
Cash flows from financing activities	(290,000,000)	230,000,000	(520,000,000)
IV Effect of Exchange Rate Changes on Cash and Cash Equivalents	(1,370,098)	(2,209,346)	839,248
V Increase or Decrease in Cash and Cash Equivalents for the Year	(110,282,640)	86,493,486	(196,776,126)
VI Cash and Cash Equivalents at Beginning of Year	159,171,849	72,678,363	86,493,486
VII Cash and Cash Equivalents at End of Year	48,889,209	159,171,849	(110,282,640)

Notes:
1. Scope of cash: Scope of cash includes cash and cash equivalents.
2. Cash flows from business activities: From FY2009, depreciation expense and amortization of long-term prepaid expenses are presented as a single item. Consequently, amortization of long-term prepaid expenses is presented as an adjustment to cash flows within increase or decrease in long-term prepaid expenses up to FY2008 and within depreciation and amortization of long-term prepaid expenses in FY2009.

A Brief History of JICS

1989	April	JICS (2 departments and 4 divisions) was founded and opened an office at Ichigaya Honmura-cho, Shinjuku-ku.
	August	JICS began compiling technical specifications and studies for expediting implementation of grant aid for increase of food production.
	December	JICS began on-site surveys of grant aid projects.
1990	January	JICS began follow-up studies for grant aid projects.
	April	JICS began procurement management services for grant aid projects.
	November	JICS began procurement and transportation of equipment for technical cooperation.
1991	April	JICS began small-scale procurement of equipment and materials for JICA projects.
	November	JICS reorganized into 3 departments and 6 divisions.
1992	January	JICS began procurement and transportation of equipment for technical cooperation experts.
	September	JICS began dispatch of long-term grant aid researchers.
1993	October	JICS began providing services for cultural grant aid and non-project grant aid projects.
1994	February	JICS office moved to Shinjuku Mitsui Bldg., Nishi-Shinjuku, Shinjuku-ku.
	April	JICS reorganized into 3 departments, 5 divisions and 5 offices.
1996	March	JICS office moved to Shinjuku Sanshin Bldg., Yoyogi, Shibuya-ku.
1997	July	JICS began providing services for grant aid for child health projects.
1998	January	JICS began procurement management services for grant aid for increase of food production projects.
	March	JICS began providing services for emergency grant aid projects.
1999	February	JICS established a Technical Information Center.
	July	JICS reorganized into 3 departments, 1 office and 13 divisions.
	October	JICS began support for NGO activities.
2001	April	JICS partially revised its Articles of Foundation.
2002	April	JICS began providing services for grant aid for research projects.
	June	JICS began procurement management services for food aid projects.
2003	March	JICS began providing services for grant aid for conflict prevention and peacebuilding projects.
	April	JICS office moved to Shinjuku EAST Building, Tomihisa-cho, Shinjuku-ku.
	May	JICS reorganized into 3 departments and 11 divisions.
	October	JICS began providing services for grant aid for Japanese NGO projects. JICS reorganized into 2 offices, 3 departments and 8 divisions.
2004	June	JICS reorganized into 3 offices, 2 departments and 3 divisions.
2006	August	JICS began providing services for grant aid for disaster prevention and reconstruction.
	December	JICS began providing services for grant aid for community empowerment.
2007	January	JICS established its Office of Management Planning.
	April	JICS partially revised its Articles of Foundation.
2008	October	JICS reorganized into 4 offices, 3 departments and 11 divisions.
2009	April	JICS began providing services for Program grant aid for environment and climate change.
	July	JICS established Special Operations Office.

Executive Management/Board of Trustees

Executive Management As of November 1, 2010, in alphabetical order [Term of office: to March 31, 2011]

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Vice President	Takashi Sakamoto	
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Board of Trustees As of November 1, 2010, in alphabetical order [Term of office: to March 31, 2011]

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Member	Shunichi Hiraki	President, The Japan Institute of Economic Feasibility Study
Member	Ryokichi Hirono	Professor Emeritus, Seikei University; Visiting Professor, National Graduate Institute for Policy Studies
Member	Nobukatsu Ishikawa	Director, Research Institute of Tuberculosis, Executive Director, Japan Anti-Tuberculosis Association
Member	Hiroshi Matsumoto	Director, The International House of Japan, Inc.
Member	Hajime Suzuki	Senior Executive Director, The Overseas Construction Association of Japan, Inc.
Member	Makoto Tochigi	A part-time lecturer, Faculty of Saitama University/A part-time lecturer, Faculty of Gakushuin University/Journalist
Member	Yasuhiko Torii	Counselor, Keio University
Member	Junichi Ui	Senior Executive Officer, Mitsui Sumitomo Insurance Co., Ltd.
Member	Kenichi Yanagisawa	Managing Director, General Affairs Department, The Japan Foundation

Presidents since JICS was established

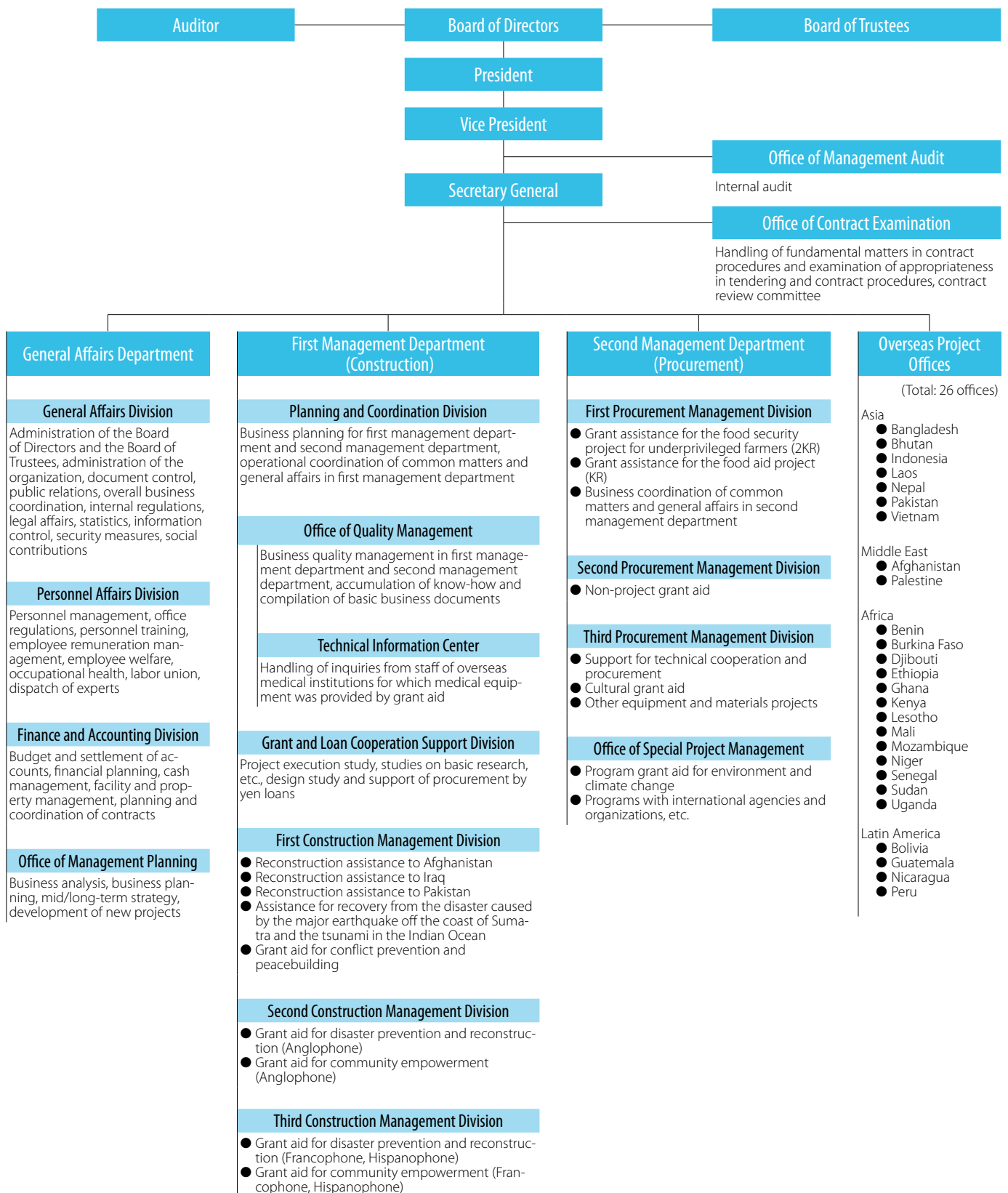
Hiroshi Yokota	April 1989–December 1991
Shigeru Tokuhisa	March 1992–March 1997
Yutaka Nomura	April 1997–March 2004
Takahisa Sasaki	April 2004–August 2010
Toru Nakatani	September 2010–

Chairman of the Board of Trustees since JICS was established

Fumio Watanabe	Honorary Advisor, Japan Airlines Corporation	April 1989–March 2003
Shigeru Ishikawa	Professor Emeritus, Hitotsubashi University	April 2003–March 2005
Hiroshi Matsumoto	Director, The International House of Japan, Inc.	June 2005–June 2009
Yoriko Meguro	Professor Emeritus, Sophia University	June 2009–

Organization Chart

(As of November 1, 2010)



The Articles of Foundation of Japan International Cooperation System (JICS)

April 12, 1989
Minister of Foreign Affairs Authorization No. 3

Amended on December 27, 1993
Minister of Foreign Affairs Authorization No. 60

Amended on April 17, 1996
Minister of Foreign Affairs Authorization No. 16

Amended on April 13, 2001
Minister of Foreign Affairs Authorization No. 11

Amended on April 3, 2003
Minister of Foreign Affairs Authorization No. 22

Amended on April 11, 2007
Minister of Foreign Affairs Authorization No. 14

Chapter 1. General Provisions

Article 1 (Name)

- 1 This corporation is called Japan International Cooperation System (JICS) (hereinafter referred to as the "Foundation").

Article 2 (Offices)

- 1 The Foundation shall locate its principal office in Shinjuku-ku, Tokyo, Japan.
- 2 The Foundation may establish a subsidiary office or offices elsewhere as deemed necessary after the Board of Directors votes so to do.

Article 3 (Purposes)

- 1 The purposes of the Foundation are to promote higher quality international cooperation by cooperating in the appropriate and efficient implementation of Japan's Official Development Assistance ("ODA") and other international cooperation programs for developing countries and territories and thus to contribute to the economic and social development of the world as well as the enhancement of friendly international relations.

Article 4 (Business)

- 1 The Foundation shall conduct the following business while paying due respect to the work of private enterprises in order to accomplish the purposes described in the preceding article:
 - (1) Business which contributes to the promotion of the appropriate and efficient implementation of grant aid programs, technical cooperation programs and loan programs which are parts of Japan's ODA;
 - (2) Business which contributes to the promotion of the appropriate and efficient implementation of international cooperation programs executed by international organizations, foreign governments or other entities engaged in international cooperation activities;
 - (3) Follow-up activities and after-care activities for such programs mentioned above in items (1) and (2);
 - (4) Research and studies on methods of efficient implementation of international cooperation;
 - (5) Education and support which promote international cooperation; and
 - (6) Other activities necessary to achieve the purposes of the Foundation.

Chapter 2. Assets and Accounting

Article 5 (Composition of Assets)

The assets of the Foundation shall consist of the following:

- (1) The assets listed in the inventory at the time of the establishment;
- (2) Donations in cash and in kind;
- (3) Income generated from the assets;
- (4) Membership fees;
- (5) Income from business operations; and
- (6) Other income.

Article 6 (Kinds of Assets)

- 1 The Assets of the Foundation shall consist of two kinds of assets—endowment and operating assets.
- 2 The endowment shall consist of the following:
 - (1) Those assets listed in the endowment section in the inventory at the time of the establishment;
 - (2) Those assets donated specified as endowment; and
 - (3) Those assets which the Board of Directors resolved to transfer to the endowment from the operating assets.
- 3 Assets other than endowment shall be operating assets.

Article 7 (Management of Assets)

- 1 The President shall manage the assets of the Foundation, and its management methods shall be determined separately by the President with the vote of the Board of Directors.
- 2 Of the endowment, cash shall be managed and kept in a safe and secure manner, such as time deposits at post offices or banks, entrustment to trust companies, and the purchase of national, public and corporate bonds.

Article 8 (Restrictions on Disposal of Endowment)

- 1 The endowment may not be disposed of or used as a collateral. However, should unavoidable circumstances in the execution of business of the Foundation arise, part of the endowment may be disposed of, or the whole or part of it may be used as collateral provided that this is approved by a vote of two-thirds or more of the existing members of the Board of Directors and the approval of the Board of Trustees, and also the approval of the Minister of Foreign Affairs.

Article 9 (Expenditure)

Expenses of the Foundation shall be paid out of the operating assets.

Article 10 (Business Plan and Budget)

The President shall prepare the Foundation's business plan and the income and expenditure budget therefore, which shall be submitted to the Minister of Foreign Affairs, after the vote of two-thirds or more of the existing members of the Board of Directors and approved by the Board of Trustees, prior to the commencement of each accounting period. The same shall apply in the event of any changes thereto.

Article 11 (Provisional Budget)

- 1 Notwithstanding the provision of the preceding article, when a budget can not be finalized for unavoidable reasons, the President may receive income and make payments based on the preceding year's income and expenditure budget with the vote of the Board of Directors until the day on which a new budget is approved.
- 2 The income and expenditure described in the preceding paragraph shall be deemed as part of the newly approved income and expenditure budget.

Article 12 (Business Report and Settlement of Accounts)

The Foundation shall report to the Minister of Foreign Affairs on its business and settlement of accounts of income and expenditure within three months after the end of each financial year, by submitting a business report, an income and expenditure statement, a statement of net worth, a balance sheet and an inventory prepared by the President, be audited by the Auditors, approved by a vote of two-thirds or more of the existing members of the Board of Directors and approved by the Board of Trustees. In this case, if there has been any change in the total assets, the registration thereof shall be made within two weeks and a certified copy of corporate registration shall be attached.

Article 13 (Long-term Borrowing)

When the Foundation intends to make long-term borrowing, excluding short-term borrowing which is to be paid off with the income of that particular accounting period, it must be approved by a vote of two-thirds or more of the existing members of the Board of Directors and approved by the Board of Trustees, and also must be approved by the Minister of Foreign Affairs.

Article 14 (Assumption of Duties and Waiver of Rights)

Except for those provided for in the budget, when the Foundation intends to assume new obligations or waive any rights, it must be approved by a vote of two-thirds or more of the existing members of the Board of Directors, approved by the Board of Trustees and also approved by the Minister of Foreign Affairs.

Article 15 (Accounting Period)

The accounting period of the Foundation shall commence on April 1 every year and end on March 31 of the following year.

Chapter 3. Directors

Article 16 (Kinds of Officers and Quorum)

- 1 The Foundation shall have the following Directors:

Executive Directors	Six or more up to fifteen.
Auditors	Two.
- 2 Of the Executive Directors, one shall become the President, one shall be the Executive Managing Director and one or two shall become Managing Directors.

Article 17 (Election, etc.)

- 1 The Executive Directors and Auditors shall be elected by the Board of Trustees.
- 2 The Executive Directors shall elect from among themselves the President, Executive Managing Director and Managing Directors.
- 3 The Executive Directors, Auditors and Trustees shall not be allowed to hold more than one position.
- 4 The total number of the Executive Directors having a relative or anybody with a special relationship to them shall not exceed one-third of the total number of the members of the Board of Directors.
- 5 The Auditors shall not be related or have a special relationship to each other.
- 6 Any change in the makeup of the Executive Directors shall be registered within two weeks, and a notification to that effect shall be made to the Minister of Foreign Affairs without delay with a certified copy of corporate registration attached.
- 7 Any change in the makeup of the Auditors shall be notified to the Minister of Foreign Affairs without delay.

Article 18 (Duties)

- 1 The President shall represent the Foundation and oversee its operation.
- 2 The Executive Managing Director shall assist the President and supervise the Foundation's operations, and shall act for the President to carry out its duties in the event that the President is unable to perform his duties owing to unavoidable circumstances, or in the absence of the President.
- 3 The Managing Directors shall assist the President and the Executive Managing Director and transact the Foundation's operations and one of them, in the order appointed in advance by the President, shall act for the Executive Managing Director to carry out his/her duties in the event that the Executive Managing Director is unable to perform his/her duties owing to unavoidable circumstances or in the absence of the Executive Managing Director.
- 4 The Executive Directors shall organize the Board of Directors and shall vote and carry out the Foundation's business pursuant to the provisions of this Articles of Foundation.

- 5 The Auditors shall perform the following duties:
- (1) Audit the assets and accounts;
 - (2) Audit the operational performance of the Executive Directors;
 - (3) Notify, in the event that they find irregularities in accounting practices and operations, the Board of Directors, the Board of Trustees and the Minister of Foreign Affairs thereof; and
 - (4) Demand convocation of a meeting of the Board of Directors and a meeting of the Board of Trustees as necessary for the notification described in the preceding paragraph.

Article 19 (Term of Office)

- 1 The term of office of a Director shall be two years. However, he/she shall not be prevented from being reappointed to his/her position.
- 2 The term of office of the Director who is elected as a substitute or due to an increase in the fixed number shall be the remaining term of office of the predecessor or the current Director.
- 3 The Director shall perform his/her duties even after his/her resignation or expiration of his/her term of office until his/her successor assumes the office.

Article 20 (Dismissal)

- 1 When an officer falls under any of the following, the Board of Directors and the Board of Trustees may dismiss the Director with the votes of two-thirds or more of the existing members of the Board of Directors and the Board of Trustees. In such a case, before the votes are made by the Board of Directors and the Board of Trustees, the Director must be given an opportunity to explain his actions.
 - (1) When the Director concerned is unable to perform his/her duties due to physical or mental disability.
 - (2) When the Director concerned is found to have breached his/her duties or to have behaved in a manner unbecoming for a Director.

Article 21 (Remuneration)

- 1 The Directors serve without remuneration. However, full-time Directors may be paid remuneration.
- 2 Expenses may be reimbursed to the Directors.
- 3 Matters necessary in connection with the preceding two paragraphs shall be determined separately by the President with the vote of the Board of Directors.

Chapter 4. Board of Directors

Article 22 (Organization)

The Board of Directors shall consist of Executive Directors.

Article 23 (Capacity and Powers)

The Board of Directors shall, in addition to those provided elsewhere in this Articles of Foundation, vote and carry out important matters related to the business of the Foundation.

Article 24 (Types and Convening of Meetings)

- 1 The Board of Directors shall hold two types of meetings: ordinary meetings of the Board of Directors and extraordinary meetings of the Board of Directors.
- 2 Ordinary meetings of the Board of Directors shall be held twice a year.
- 3 Extraordinary meetings of the Board of Directors shall be held when one of the following events occurs:
 - (1) When the President considers it necessary;
 - (2) When one-third or more of the existing Executive Directors demand a meeting of the Board of Directors to be convened in a writing describing the agenda; or
 - (3) When the Auditors demand a meeting of the Board of Directors to be convened in accordance with the provisions of Item 4 of Paragraph 5 of Article 18.

Article 25 (Convocation)

- 1 The President shall convene a meeting of the Board of Directors.
- 2 In cases falling under Items 2 and 3 of Paragraph 3 of the preceding article, the President shall convene an extraordinary meeting within fourteen days from that day.
- 3 In the event a meeting of the Board of Directors is to be convened, the date, time, place, agenda and matters to be deliberated shall be notified in writing at least seven days prior to the meeting.

Article 26 (Chairman)

The Chairman of the meetings of the Board of Directors shall be the President.

Article 27 (Quorum)

A meeting of the Board of Directors shall not be held unless two-thirds or more of the existing Executive Directors are present.

Article 28 (Voting)

A decision at a meeting of the Board of Directors shall, in addition to those provided for in this Articles of Foundation, be determined by a majority of the Executive Directors present, and in case of a tie, the Chairman shall make a decision.

Article 29 (Voting in Writing, etc.)

- 1 When there are unavoidable reasons for not being able to be present at a meeting of the Board of Directors, an Executive Director concerned may vote in writing on the previously notified agenda, or may appoint another Executive Director as his/her proxy.
- 2 In the case of the preceding paragraph, the Executive Director shall be considered as being present at the meeting of the Board of Directors in the application of the preceding two articles.

Article 30 (Minutes)

- 1 With respect to the business of the meeting of the Board of Directors, minutes setting out the following matters shall be prepared:
 - (1) Date, time and place;
 - (2) The existing number of Executive Directors and the number and the names of those present. (In the case of a vote in writing and a vote by proxy, these facts shall be noted;)
 - (3) Matters to be deliberated and resolved.
 - (4) An outline of the proceedings and the results.
 - (5) Matters related to the election of the persons to sign the minutes.
- 2 The minutes shall be signed and sealed by the Chairman and two or more persons elected to sign the minutes at the meeting.

Chapter 5. Trustees and Board of Trustees

Article 31 (Trustees)

- 1 The Foundation shall have twelve to twenty-four Trustees.
- 2 Of the Trustees, one shall be the Chairman of the Board of Trustees and one or two shall be the Vice Chairman of the Board of Trustees.
- 3 The Trustees shall be elected at a meeting of the Board of Directors and the President shall appoint them.
- 4 Of the Trustees, the total number of Trustees who are related to or have a special relationship to any one of the Directors, or the total number of Trustees who are related to or have a special relationship to one of the Trustees shall not exceed one-third of the existing number of Trustees.
- 5 The provisions of Articles 19 to 21 (except for the proviso in Paragraph 1 of Article 21) shall apply mutatis mutandis to the Trustees. In this case, "Director(s)" in these articles shall be read as "Trustee(s)".

Article 32 (The Board of Trustees)

- 1 The Board of Trustees shall consist of Trustees.
- 2 The Chairman and the Vice Chairman of the Board of Trustees shall be elected from among the Board of Trustees by the Board of Trustees.
- 3 The Chairman of the Board of Trustees shall convene a meeting of the Board of Trustees and chair the meeting.
- 4 The Vice Chairman of the Board of Trustees shall assist the Chairman of the Board of Trustees and one of them, in the order appointed in advance by the Chairman of the Board of Trustees, shall act for the Chairman of the Board of Trustees to carry out its duties and in the event the Chairman of the Board of Trustees is unable to perform his/her duties owing to unavoidable circumstances or in the absence of the Chairman of the Board of Trustees.

Article 33 (Duties of the Board of Trustees)

The Board of Trustees shall perform the duties as provided for in this Articles of Foundation, and also shall deliberate the matters required and give advice in response to requests of the President.

Article 34 (Type and Convening of Meetings of Board of Trustees)

- 1 The Board of Trustees shall hold two types of meetings: ordinary meetings of the Board of Trustees and extraordinary meetings of the Board of Trustees.
- 2 Ordinary meetings of the Board of Trustees shall be held twice a year.
- 3 Extraordinary meetings of the Board of Trustees shall be held when one of the following events occurs:
 - (1) When the Chairman of the Board of Trustees considers it necessary;
 - (2) When the President considers it necessary;
 - (3) When one-third or more of the existing number of Trustees demand a meeting of the Board of Trustees to be convened in a writing describing agenda; or
 - (4) When the Auditors demand a meeting of the Board of Trustees to be convened in accordance with the provisions of Item 4 of Paragraph 5 of Article 18.

Article 35 (Convocation and Management of Board of Trustees)

- 1 In cases falling under Items 2 to 4 of Paragraph 3 of the preceding article, the Chairman of the Board of Trustees shall convene an extraordinary meeting of the Board of Trustees within fourteen days from that day.
- 2 In the event a meeting of the Board of Trustees is to be convened, the date, time, place, agenda and matters to be deliberated shall be notified in writing at least seven days prior to the meeting.
- 3 The provisions of Articles 27 to 30 shall apply mutatis mutandis to the Board of Trustees. In this case, "the Board of Directors" and "Executive Director(s)" shall read as "the Board of Trustees" and "Trustee(s)".
- 4 In addition to those provided for in each of the preceding paragraphs, matters necessary in connection with the management of the Board of Trustees shall be determined separately by the President with the vote of the Board of Directors.

Chapter 6. Advisors and Specialist Committee

Article 36 (Advisors)

- 1 The Foundation may have Advisors not exceeding five persons.
- 2 The President shall appoint the Advisors from among people with experience or academic standing or those who have contributed to the Foundation with the approval of the Board of Directors.
- 3 The Advisors shall express their views on the basic management policy of the Foundation in response to requests from the President, or express their opinions.
- 4 The provisions of Paragraph 1 of Article 19 and Articles 20 and 21 (except for the proviso in Paragraph 1 of Article 21) shall apply mutatis mutandis to the advisors. In this case, "Director(s)" in these articles shall read as "Advisor(s)".

Article 37 (Specialist Committee)

- 1 The Foundation may establish a specialist committee in order to conduct research and studies of technical and specialized matters related to the business as set out in Article 4.
- 2 The Board of Directors shall elect specialist committee member from among people with experience or academic standing and the President shall appoint them.
- 3 Specialist committees shall be organized based on the subject matters of research and studies.
- 4 Matters necessary in connection with the specialist committee members and specialist committees shall be determined separately by the President with the vote of the Board of Directors.

Chapter 7. Support Members**Articles 38 (Support Members)**

- 1 Those who agree with the purposes of the Foundation and pay membership fees to assist its activities shall be called support members. They shall be classified into two kinds: corporate support members and individual support members.
- 2 Those who have paid corporate support membership fees are corporate support members and those who have paid individual support membership fees are individual support members.
- 3 Matters necessary in connection with support members and support membership fees shall be determined separately by the President with the vote of the Board of Directors.

Article 39 (Non-Refund of Contributions)

Support membership fees and other contributions shall not be refunded.

Chapter 8. Secretariat and Storage of Documents**Article 40 (Secretariat)**

- 1 The Foundation shall establish a Secretariat in order to deal with clerical matters.
- 2 The Secretariat shall have an office manager and other staff members necessary.
- 3 The President shall employ and dismiss the office manager and staff members.
- 4 Matters necessary in connection with the organization and management of the Secretariat shall be determined separately by the President with the vote of the Board of Directors.

Article 41 (Keeping Documents and Accounting Books)

- 1 The Foundation's principal office shall be always equipped with the following documents and accounting books:
 - (1) The Articles of Foundation;
 - (2) The names of Executive Directors, Auditors, Trustees, Advisors, Specialist members and Secretariat staff members and their personal histories;
 - (3) The names of the support members and documents related to changes in their composition;
 - (4) Documents related to permission, authorization, and registration;
 - (5) Documents related to proceedings of the decision-making bodies provided for in this Articles of Foundation;
 - (6) Documents that show assets, liabilities and net worth;
 - (7) Daily business transaction records;
 - (8) Accounting books and evidentiary documents related to income and expenditure; and
 - (9) Other pertinent documents and books.
- 2 The documents and accounting books provided in the preceding items shall be kept based on the following classification.
 - (1) Permanently for Items 1 to 6
 - (2) Ten years for Items 7 to 8
 - (3) Five years for Item 9

Chapter 9 Alteration in The Articles of Foundation and Dissolution**Article 42 (Alteration in the Articles of Foundation)**

This Articles of Foundation shall not be altered unless approved by the votes of three quarters or more of the existing members of the Board of Directors and the Board of Trustees at their respective meetings and approved by the Minister of Foreign Affairs.

Article 43 (Dissolution)

The Foundation may dissolve itself in accordance with Items 2 to 4 of Paragraph 1 of Article 68 of the Civil Code, and also with the votes of three quarters or more of the existing members of the Board of Directors and the Board of Trustees at their respective meetings and the approval of the Minister of Foreign Affairs.

Article 44 (Disposal of Residual Assets)

The residual assets at the time of the dissolution of the Foundation shall be donated to organizations whose purposes are similar to those of the Foundation, with the votes of three quarters or more of the existing members of the Board of Directors and the Board of Trustees respectively and with the approval of the Minister of Foreign Affairs.

Chapter 10. Additional Rule**Article 45 (Delegation)**

In addition to those provided for in this Articles of Foundation, matters necessary in connection with the management of the Foundation shall be determined separately by the President with the vote of the Board of Directors.

Supplementary Provision

- 1 This Articles of Foundation became effective on the day on which the establishment of the Foundation was permitted.
- 2 Notwithstanding the provisions of Article 10, the initial year's business plan and income and expenditure budget were determined by the establishment representatives.
- 3 Notwithstanding the provisions of Article 15, the first accounting period covered from the day on which the establishment of the Foundation was permitted to March 31, 1990.
- 4 Notwithstanding the provisions of Paragraphs 1 and 2 of Article 17, the initial Directors of the Foundation were determined by the establishment representatives, and their term of office shall be until March 31, 1991, notwithstanding the provisions of Paragraph 1 of Article 19.
- 5 Notwithstanding the provisions of Paragraph 3 of Article 31 and Paragraph 2 of Article 32, the initial members of the Board of Trustees were determined by the establishment representatives and their term of office shall be until March 31, 1991, notwithstanding the provisions of Paragraph 1 of Article 19 being applicable mutatis mutandis to Paragraph 5 of Article 31.

Supplementary Provision (December 27, 1993 Minister of Foreign Affairs Authorization No. 60)

This Articles of Foundation became effective on the day on which it is authorized by the competent authorities.

Supplementary Provision (April 17, 1996 Minister of Foreign Affairs Authorization No. 16)

This Articles of Foundation became effective on the day on which it is authorized by the competent authorities.

Supplementary Provision (April 13, 2001 Minister of Foreign Affairs Authorization No. 11)

This Articles of Foundation became effective on the day on which it is authorized by the competent authorities.

Supplementary Provision (April 3, 2003 Minister of Foreign Affairs Authorization No. 22)

This Articles of Foundation became effective on the day on which it is authorized by the competent authorities.

Supplementary Provision (April 11, 2007 Minister of Foreign Affairs Authorization No. 14)

This Articles of Foundation became effective on the day on which it is authorized by the competent authorities.

Compliance

JICS' Compliance Policy

Centering on Japan's ODA, JICS collaborates in the appropriate and efficient implementation of international cooperation projects to developing regions, and through these operations promotes improvement in the quality of international cooperation. With the goal of contributing to the development of the international economy and international society and the enhancement of goodwill, JICS carries out ODA-related services, and specifically such procurement operations as competitive tenders.

These operations encompass a wide range of stakeholders, including the Government of Japan, Japanese citizens, counterpart governments, the citizens of counterpart countries, tenderers, contractors (suppliers, construction companies, consultants, etc.), and employees. It may be said that JICS' mission hinges on how well it is able to help stakeholders benefit from these operations.

JICS' procurement operations are equivalent to public procurement and must be performed in an appropriate manner ensuring

transparency and fairness. From this perspective, compliance is not only the cornerstone of JICS' organization and operations but may also be seen as something that leads to increased benefits for stakeholders, and thus ranks as one of JICS' most important issues.

To strengthen compliance, we place the fulfillment of the JICS Vision (please refer to "At a Glance" on the inside front cover of this report) as our primary objective. At the same time, in accordance with the JICS Code of Conduct, we are building systems to ensure a high level of fairness and transparency in the execution of our operations, implementing training programs with the goal of promoting consciousness change and skills enhancement among all employees, and conducting appropriate organizational administration. In addition, we are working to ensure proper implementation of projects in accordance with guidelines related to operational execution.

JICS Code of Conduct

Based on the JICS Vision, we pledge to act in accordance with the following ten principles, with the goal of promoting higher-quality international cooperation.

1. Behaving in accordance with our responsibilities as a public service corporation

We will act responsibly based on awareness of our role as an organization involved in international cooperation, to meet society's expectations toward us as a public-service corporation.

2. Providing high-quality services

We will endeavor to provide high-quality services in a timely and effective manner that are valuable in the implementation of international cooperation and which ensure the satisfaction and trust of stakeholders.

3. Strictly observing laws and rules

We will strictly observe all relevant laws, internal rules, societal norms and international rules. Furthermore, we will act according to social common sense and will not engage in inappropriate conduct.

4. Exercising due consideration for local conditions

In our overseas activities, we will observe local laws and exercise due consideration for local conditions, including traditions, customs, culture and the environment.

5. Practicing information disclosure

To ensure greater transparency in the management of our operations, we will maintain a proactive stance toward information

disclosure covering such areas as details of our projects and our administrative situation.

6. Managing information appropriately

We will strictly manage all information in our possession, including personal information, through compliance with laws and relevant rules concerning the protection of personal information, the implementation of information security measures and strict adherence to confidentiality obligations.

7. Respecting human rights

We will respect human rights in all circumstances and will not discriminate on the basis of sex, age, nationality, race, ethnicity, beliefs, religion, social status or physical disability.

8. Acting resolutely in response to anti-social groups

We will adopt a resolute stance toward anti-social groups or organizations that threaten social order or safety.

9. Working to protect the environment

Based on awareness that addressing environmental problems is an important part of our mission, we will undertake proactive efforts on our own initiative that contribute to environmental protection

10. Creating a safe and satisfying workplace environment

To maintain orderly workplaces and enable officers and employees to work to the best of their abilities, we will strive to build safe and satisfying workplace. To ensure the safety of officers and employees, both in Japan and abroad, we will develop a crisis management system and strive to achieve safe management at all times.

Compliance-related Measures

To fulfill the JICS Code of Conduct shown above, as an organization JICS has formulated the following provisions and is building up its compliance systems.

- JICS promotes compliance through the activities of the Compliance Committee as well as through the establishment of working groups as deemed necessary to deal with specific key issues.
- We have established the Office of Management Audit, which undertakes internal audits. In addition, external audits are conducted by certified public accountants and certified tax accountants.
- We have established the Office of Contract Examination, which examines the adequacy of procurement-related procedures (tenders, contract administration, etc.).
- We established a whistleblower system with the goal of preventing the occurrence of legal violations as well as facilitating appropriate responses to reports of compliance violations.
- To ensure orderliness and discipline in a fair workplace, JICS has implemented measures to prevent and eliminate harassment be

havior, has assigned a counseling staff internally and implements educational programs for employees.

- In response to overseas travel alerts released by the Ministry of Foreign Affairs, JICS holds safety countermeasure meetings to consider and confirm the safety and adequacy of overseas operational travel by employees and to deliberate on safety countermeasures and provides safety countermeasure briefings for employees.
- JICS clearly specifies its personal information protection policy, the types of personal information it is obligated to protect, and the actions it takes that are necessary for the protection of personal information. With the goal of ensuring that administrative systems comply with these policies, JICS has formulated a set of basic regulations for the protection of personal information.
- JICS has established the Health Committee, which works to ensure employee safety and health in the workplace and implements activities aimed at maintaining a comfortable working environment.

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Shinjuku EAST Building, 10-5, Tomihisa-cho, Shinjuku-ku, Tokyo 162-0067, JAPAN
Tel: +81-3-5369-6960
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