

(Annex 6, Appendix 4)

XX Consortium Administrative Processing Regulations

Year XX / month XX / day XX enacted

Chapter 1 General Rules

(Effect)

Article 1. Regarding the administrative work of the XX Consortium (hereinafter referred to as the "Consortium"), in addition to what is stipulated in the provisions of the government regarding the Moonshot Research and Development Program for Agriculture, Forestry and Fisheries (hereinafter referred to as "this research project") of which contract was concluded with the Director of the Bio-oriented Technology Research Advancement Institution (BRAIN), National Agriculture and Food Research Organization (hereinafter referred to as the "Director of BRAIN"), the commissioned contract for this research project, and the XX Consortium Terms and Condition (hereinafter referred to as the "Consortium Terms and Condition"), it shall be in accordance with these regulations.

(Purpose)

Article 2. The purpose of these regulations is to stipulate the necessary matters regarding the handling of administrative work in the Consortium, and to carry out the process of administrative work properly and efficiently.

(Principles of administrative processing)

Article 3. In the Consortium's administrative work, it must be prompt and accurate, respect confidentiality, strive to ensure that there are no omissions in communication between the parties concerned, and clarify where responsibility lies.

(Person in charge of administrative processing)

Article 4. The Consortium's administrative processing shall be carried out by a person responsible for administrative processing (hereinafter referred to as "administrative processing manager") assigned in the representative agency stipulated in the Consortium Terms and Condition (hereinafter referred to as "representative organization").

2. The administrative processing manager in the preceding paragraph may concurrently serve as the person responsible for accounting prescribed in the Consortium Accounting Processing Regulations.

(Implementation of project)

Article 5. The members shall implement the portion of this research project concluded with the Director of BRAIN that is to be implemented by oneself (hereinafter referred to as the "member implementation portion") in accordance with the fiscal year project implementation plan (hereinafter referred to as "fiscal year project implementation

plan") specified in the Consortium Terms and Condition. The same shall apply when the plan concerned is changed.

2. When the member implementation portion is completed (including when the project is canceled or abolished), the member shall submit a performance report describing the results of the project to the representative organization.

3. Upon receipt of the performance report prescribed in the preceding paragraph, the representative organization shall conduct an inspection without delay to see if the content of the report conforms to the content of the fiscal year project implementation plan. If necessary, the representative organization shall make the member submit other relevant documents or shall conduct an on-site inspection.

4. As a result of the inspection stipulated in the preceding paragraph, when the representative organization finds that the content of the project implemented by the member conforms to the content of the fiscal year project implementation plan, the representative organization shall determine the amount of the commissioned funds to be distributed to the member and notify it to the member.

5. When it becomes difficult for a member to carry out the member implementation portion due to natural disasters or other unavoidable reasons, the member should submit a project suspension application to the representative organization, and the representative organization shall change the contract regarding this project after consultation with BRAIN.

6. Except for the cases stipulated in the preceding paragraph, when a member intends to change the content of the member implementation portion or the breakdown of expenses, the member must submit an application for approval of changes to the project implementation plan to the representative organization and receive its approval. However, this does not apply to the items specified in the proviso of Article 11 of the commissioned contract.

Chapter 2 Handling of documents

(Principles for document processing and handling)

Article 6. All administrative processing in the Consortium must be done in writing, except for simple ones.

2. Documents should be compiled from the beginning to the end of the case, and if impossible, measures must be taken such as clarifying the location of each related document.

Article 7. When handling documents, it must be prompt and accurate, respect confidentiality, strive to ensure that there are no omissions in communication between the parties concerned, and clarify the location of the documents if they are stored.

(Holder of document issue)

Article 8. The holder of the document issue shall be the head of the representative organization. However, this does not apply to minor documents such as office correspondence.

(Books related to documents)

Article 9. The administrative processing manager shall prepare a document sorting book containing the subject of the document, the sender, the document number, the date of reception, the date of registration and other necessary items, and keep it in the office.

(Retention period)

Article 10. Documents shall be preserved from the day on which they are completed and shall be preserved for five years from April 1st of the year following the end of this research project.

(Disposal of documents)

Article 11. Documents that have passed the retention period shall be deleted from the document management book of Article 9 and discarded. However, if the document still needs to be preserved after the retention period has passed, it is possible to enter that fact in the relevant document control book and preserve it under the control of the administrative processing manager.

2. When disposing of documents containing personal information in the preceding paragraph, they must be disposed of by shredding, incineration, or any other irreversible method.

Chapter 3 Miscellaneous provisions

Article 12. In addition to what is stipulated in Article 1, matters necessary for the implementation of these regulations shall be determined by the representative organization.

Supplementary provision

These regulations will come into effect from Year XX / month XX / day XX.