

Administrative Provisions of Antibacterial Article Improvement Committee

Secretariat

1. Objectives of establishing these provisions

The Antibacterial Article Improvement Committee (hereinafter referred to as the "Improvement Committee") has been established as a permanent organization to obtain opinions on the operations or problems of this society from many consumers, learned persons and government officials and to reflect such opinions on the establishment of rules and activities of this society in accordance with the basic stance of this society to act on the side of ordinary citizens. The first meeting of the Improvement Committee has held on June 8, 1999, the annual meetings has been held almost every year since then and the 15th meeting has been held in 2011.

Concerning the Improvement Committee, the operating method including its member, function, holding procedure, etc. has not been specified as a rule, and such Committee has been operated in compliance with the documents generated in the early days of the Committee. However, the current operating method has been partly changed compared to the time when the first meeting was held, and the operating method is required to be reviewed. The Improvement Committee is the important meeting for this society. Therefore, to operate this Committee on the basis of the certain disclosed provisions, provisions shall be established hereby.

2. Objectives of the Improvement Committee

The objective of the Improvement Committee is to report the content of the specifications/standards, action policy and specific details of activities of this society to the external knowledgeable persons, consumers, government officials, etc., to reflect the opinions or advice on them on the operations of this society and to make this society's activities consistent with the above-mentioned basic stance.

3. Composition of the Improvement Committee

The Improvement Committee may be attended by the members of the committee consisting of the following (i) ~ (iv) . and staffs of the Secretariat as well as the person who reports or explains.

- (i) Learned persons in the field of scientific or technical field concerning the activities of this society including antimicrobial articles, chemical agents, microorganisms, safety, standardization and public relations
- (ii) Representatives of consumer institutions
- (iii) Government officials concerning the activities of this society
- (iv) Part of the members of the society's Steering Committee

The person who reports or explains to the meeting of the committee shall be the executive of this society, representative of each committee and general member other than the above-mentioned member of the committee. However, if it is judged to be necessary, the employee and staff or person of non-member company or institution may also attend the meeting of the committee with the approval of the Board of Standing Directors or Board of Directors.

4. Determination of the members of the Improvement Committee

The members of the antibacterial article improvement committee shall be determined in the Board of Directors.

5. Considerations in the committee

- (1) Matters concerning a description of the society's operations
- (2) Matters concerning the society's action plans and their results

- (3) Matters concerning the action plans and their results of the committees within this society
- (4) Matters concerning the operations that this society has consigned by the government, external organization, etc.
- (5) Matters concerning the domestic and international regulations, information, etc. related to the activities of this society

6. Frequency of meetings of the Improvement Committee

The meeting of the Improvement Committee shall, as a rule, be held once a year. However, if necessary, the meeting may be held multiple times in the same year with the approval of the Board of Standing Directors or Board of Directors.

7. Reporting of results of the Improvement Committee and reflection on this society

The Secretariat shall generate proceedings after the completion of the meeting of the Improvement Committee, distribute them to the members of the committee (including absent members) and the attendees other than the members, and report them in the meeting of the Board of Standing Directors or Board of Directors.

In addition, the Secretariat shall report the opinions, advice, etc. expressed in the meeting of the Improvement Committee to the competent committees and executive meetings, and pay attention to reflect them on the future activities. If the reflection is impossible, the Secretariat shall report the reason etc. in the next meeting of the Improvement Committee.

8. Remuneration and travelling costs to the attendees at the meetings of the Improvement Committee

Remuneration and travelling costs shall be paid to the attendees, other than the members of the committee who are civil servants and the member of this society, according to the "Internal Rules for Remuneration and Travel Costs for Attendees at the Particular Meetings and Committees Held by the Society".

9. Secretariat of the Improvement Committee

The operations of the Secretariat of the Improvement Committee shall be concurrently conducted by the Secretariat of this society.

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