

Safety Office

YOKOYAMA, Toshihiko	Director	ASADA, Mizue	Technical Staff
TOMURA, Masaaki	Research Associate	TESHIMA, Fumitsuna	Technical Staff
SHIGEMASA, Eiji	Technical Staff	KIMURA, Kazunori	Technical Staff
UEDA, Tadashi	Technical Staff	MANDAI, Kyoko	Technical Staff
MAKITA, Seiji	Technical Staff	TSURUTA, Yumiko	Secretary
URUICHI, Mikio	Technical Staff	ASAKURA, Yukiko	Secretary
NAGAO, Haruyo	Technical Staff		

The Safety Office was established in April 2004. The mission of the Office is to play a principal role in the institute to secure the safety and health of the staffs by achieving a comfortable workplace environment and improvement of the working conditions. In concrete terms, it carries out planning, work instructions, fact-findings, and other services for safety and health in the institute. The office is composed of the following staffs: The director of the office, Safety-and-health administrators, safety office personnel, operational chiefs and

other staff members appointed by the IMS Director General.

The safety-and-health administrators patrol the laboratories in the institute once every week, and check whether the laboratory condition is kept sufficiently safe and comfortable to conduct researches. The office also verifies the safe managements of chemical substances and high-pressure gases, edits the safety manuals and gives safety training courses for Japanese and foreign researchers.

Research Enhancement Strategy Office

YAMAMOTO, Hiroshi	Head (in charge of Foreign Affairs)	NAGASONO, Hisayo	URA (Administrative Associate)
OKAMOTO, Hiromi	Professor	OHTA, Minori	Administrative Associate
AKIYAMA, Shuji	Professor (in charge of Personnel Affairs)	KAWAJIRI, Toshitaka	Administrative Associate
IINO, Ryota	Professor (in charge of Public Affairs)	NOGAWA, Kyoko	Administrative Associate
KERA, Satoshi	Professor (in charge of Facilities/Buildings)	SHIMURA, Maki	Administrative Associate
NAKAMURA, Toshikazu	Team Leader, Instrument Center	FUJITA, Hiromasa	Administrative Associate
SHIGEMASA, Eiji	Technical Staff (in charge of General Affairs)	NAKAMURA, Rie	Technical Support Staff
KUNIZUMI, Tadashi	Administrative Associate (Assistant to Head)	NOMURA, Emiko	Secretary (for Director General)
HARADA, Miyuki	URA (Technical Staff)	SUZUKI, Satomi	Secretary
		SUGIYAMA, Kayoko	Secretary
		OGURA, Yasuko	Secretary
		TSURUTA, Yumiko	Secretary
		ASAKURA, Yukiko	Secretary
		MASUDA, Michiko	Secretary

In 2013, Research Enhancement Strategy Office was established in each research institute in NINS by support of the MEXT University Research Enhancement Project of 10 years 2013 to 2023. In this office, university research administrators (URA) and supporting staff members realize several

strategic plans for the enhancement of international and inter-university collaborations, public relations, and research activities of young, female, and foreign scientists in collaboration with Head Office in NINS.

Technical and Engineering Department

SHIGEMASA, Eiji Head of Department
UCHIYAMA, Koichi Chief Technician

Information Office

TSURUTA, Yumiko Secretary
ASAKURA, Yukiko Secretary
NOGAWA, Kyoko Administrative Associate

All technical staff at IMS belong to the Technical and Engineering Department (TED). IMS offers collaborators a unique array of support services. A group of engineers and technicians technically support not only scientists outside from IMS but also inhouse scientists.

The technical division of IMS (TD-IMS) was initially organized in 1975 as the first organization of technical staff in Japan to support both in-house and outside scientists technically. Over time, the number of personnel with high levels of technical skills in TD-IMS increased dramatically, and the division outgrew its organization system. Consequently, the TD-IMS has been reorganized as the “Technical and Engineering Department” since April 1st 2021.

The TED operates directly under the director general of IMS, and consists of four Units (Optical Engineering Unit, Computing and Information Technology Unit, Equipment

Development Unit, and Instrumental Analysis Unit), as well as staff members taking charge of safety, facilities, and publicity activities. Each unit has a unit leader, who manages the unit staff.

In addition, several members belonging to the TED support administrative activities in IMS by managing the Safety Office, the Public Affairs Office, the Archives, and the Information Office.

The annual meeting for technical staff of research institutes and universities in Japan, was organized in 1975 and since then it has been regularly held every year. We aim toward higher technology and knowledge exchange concerning various technical subjects related to our technology and engineering. Our best endeavors have been, and will be made, to promote the advanced research of IMS.