

## STRATEGIC PLANNING DEPARTMENT



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The Strategic Planning Department was founded in April 2005 as a central office for assisting the director-general in preparing for NIBB's evaluation procedure and in planning a long-range strategy for the institute. Formerly the department also managed activities relating to international cooperation and public relations, however those aspects of the department became the "Office of Public Relations and International Cooperation" in April 2009.

### The main activities of the Department

#### *1) Management of external evaluation processes*

NIBB asks non-NIBB members of the Advisory Committee for Programming and Management to answer a questionnaire on research achievements and collaborative research activities of the institute. Several of the members are further invited to participate in a meeting for the evaluation of these activities and for proposing future directions for the institute. The department manages these processes.

#### *2) Editing of the Annual Report (in collaboration with the Office of Public Relations and International Cooperation)*

The department edits the annual report (this issue) which summarizes the annual activities of laboratories and facilities and is used in the evaluation procedures of the institute.

#### *3) Assistance in fund application and long-range planning of the institute*

The department assists the Director-General and Vice Director in preparing long-range plans for building the most advanced research facilities, and in application for funds from the government to realize these plans.

#### *4) Assistance in making the Plans and Reports of the institute*

The department assists in making NIBB's Medium-term Goals and Plans (for a six-year-period), and in instituting Annual Plans to realize them. The department also assists in preparing required Business and Performance Reports to answer whether we are meeting the goals set both annually and for the medium-term.