

# Al'bina Institute of Space and Astronautical Science Regulations

## Chapter I Provisions on the Name of the Institute

### Section 1.01. Current official name of the Institute

- Clause 1. Provides that the name of the Institute as the アリビナ宇宙科学研究所, Aribina Uchú-kagaku Kenkyú-jo.
- Clause 2. Provides that the name set out in the preceding clause shall be effective from the date of reconstruction, 11 May 2014.
- Clause 3. Provides that the official English translation of the name is **Al'bina Institute of Space and Astronautical Science**.
- Clause 4. In accordance with the preceding clause, provides that the official abbreviation of the Institute as **AISAS**.
- Clause 5. Provides that the abbreviation set out in the preceding clause is to be read as /e:sas/, /eisas/ or /aisas/.
- Clause 6. Provides that the preceding clause provision that, in principle, it read as /e:sas/ or /eisas/, in order to avoid confusion with JAXA ISAS.

### Section 1.02. Previous official name of the Institute

- Clause 1. Admits that the initial name of the Institute was **Альбина Институт Космических Наук «БЕЛКОСМОС»**.
- Clause 2. Admits that the name referred to in the preceding clause was used from the date of foundation, 24 November 1962, to 31 December 1981.
- Clause 3. Admits that the common name of the Institute was **БЕЛКОСМОС** during the period referred to in the preceding clause.
- Clause 4. Admits that the name of the Institute was changed to **Al'bina Institute of Space and Astronautical Science** during the second period.
- Clause 5. Admits that the name referred to in the preceding clause was from 1 January 1982 until its temporary dismantling.

## Chapter II                      Provisions on the Location of the Institute and its Activities

### Section 2.01.    Location of the Institute

- Clause 1.    Section 2.1 provides that, with the exception of this clause, **they are rewritten** when there is any change to the Institute.
- Clause 2.    Provides that the location of the Institute coincides with the domicile of the Director.
- Clause 3.    In accordance with the preceding clause, provides that the Director is **obliged to apply for change** of address in the event of a change of domicile.
- Clause 4.    In addition to the preceding clause, it also provides that there is an obligation to declare when there is a change of the Director.

### Section 2.02.    Branches and centre of the Institute

- Clause 1.    Provides that the establishment of a **Japanese Branch**, a **Russian Federation Branch**, a **United Kingdom of Great Britain and Northern Ireland Branch** and **Federal Republic of Germany Branch** in the Institute.
- Clause 2.    Provides that the centre of the Institute as the **Japan Branch**, then provides that the Japan Branch as **the head office** of the Institute.
- Clause 3.    Provides that the representative of each branch as the researcher with the highest ordinal number.
- Clause 4.    When conform to the preceding clause, provides that if there is more than one highest-ordered researcher in a branch with the same ordinal, the ordinal shall be determined in the order of Comprehensive Science Laboratory, Liféln Technology Development Laboratory and Imaginary World Laboratory.
- Clause 5.    Provides that the Head Office shall be represented by the Director of the Institute.

### Section 2.03.    Place of the activities of the Institute

- Clause 1.    Provides that the main place of activity as the respective laboratories of the branches and/or the respective places of research activity of the respective researchers.
- Clause 2.    In addition to the preceding clause, provides that various services in the internet are also recognised as places of activity.

## Chapter III Provisions on Internal Organisation and Staff

### Section 3.01. Provisions on the requirements for membership of the Institute

- Clause 1. Provides that membership of the Institute must meet all the provisions set out in this section then must be judged by the Director and the Committee to have met all the requirements.
- Clause 2. Not be involved in anti-social organisations such as gangs.
- Clause 3. Have consented to your name, birth date, birth place, domicile, sex and gender being entered in the staff register.
- Clause 4. Understand and agree with the business objectives set out in Chapter 4.
- Clause 5. Pledge and agree to strictly abide by the prohibitions set out in Chapter 7.
- Clause 6. Be able to communicate with other staff in the language of the branch you wish to join.
- Clause 7. Have the knowledge and/or skills required by the internal organisation in which you wish to participate.
- Clause 8. Respect for the research results or products (R-R/P) and creations of the Institute.
- Clause 9. Christianity and other religious groups, with no prejudice against religious groups, no discriminatory language or behaviour towards the congregations of the denomination and respect for each denomination.
- Clause 10. No prejudicial or discriminatory language or behaviour in relation to disability or disease and physiological phenomena or reactions.
- Clause 11. Understanding of diverse ideas and a wide range of opinions.
- Clause 12. Be able to respect all rights of yourselves and others, including human rights.
- Clause 13. Be free from resistance and prejudice to specific ideas and practices of the Institute.
- Clause 14. **Read** and understand then agree to **all of these regulations.**

### Section 3.02. Internal organisations

- Clause 1. Provides that the establishment of three internal organisations within the Institute: **Comprehensive Science Laboratory (CSL), Liféln Technology Development Laboratory (LTDL) and Imaginary World Laboratory (IWL).**
- Clause 2. Provides that the internal organisations referred to in the preceding clause shall have different objectives.
- Clause 3. Provides that the researcher of the Institute shall belong to one of the internal organisations specified in clause3.2.1
- Clause 4. Admits that the Institute has in the past had an **Astrophysics Laboratory (AL)**, an **Aerospace Engineering Laboratory (AEL)** and **Mystical Science Laboratory (MSL)** and that the former two were merged into the **Space Science Laboratory (SSL).**

### Section 3.03. Staff ranks and regular meetings

- Clause 1. Provides that four ranks of staff: the **Director, Sub Director, organisational representative** and **accountant** officer and the **general staff**.
- Clause 2. Provides that the Director as provided in the preceding clause is the representative of the Institute and the Sub Director is their assistant, and that the officers shall constitute **the Committee**.
- Clause 3. Provides that the Committee referred to in the preceding clause shall discuss the management of the Institute and of the respective organisations and the policy of their activities, and shall take place on the second Sunday of each month at 21.00 hrs.
- Clause 4. In addition to the Committee provided for in the two clauses, provides that **the Regular Meetings** including all staff up to and including general staff, with provision for these to be held from a date and time to be decided in advance through discussion before each meeting.
- Clause 5. Provides that participation in the Regular Meetings referred to in the preceding clause **is not obligatory**.
- Clause 6. In addition, provides that Regular Meetings **do not contravene the Regulations even if they do not take place for some reason.**
- Clause 7. Provides that **the General Meeting** on 27 September each year, or on the Sunday immediately preceding it, which is a meeting of the entire staff to review the operational and activity policies.

### Section 3.04. Rights of staff

- Clause 1. Provides that staffs of the Institute are obliged to enter **their name, birth date, birth place, domicile, sex and gender** in the staff register.
- Clause 2. Provides that the staff register referred to in the preceding clause shall be strictly controlled by the Director and the Committee and shall not be leaked to the outside world at any time.
- Clause 3. Provides that staff **shall not be discriminated** against in relation to all rights, property, education, religion, observed without discrimination in the course of their work.
- Clause 4. Provides that staff have no right to informally publish RRoP and creations of the Institute.
- Clause 5. Provides that upon withdrawal from the Institute, the personal data of the withdrawing party shall be destroyed in an unrecoverable state.
- Clause 6. In addition to the preceding clause, provides that the rights to the R-R/P and creations of the Institute of the withdrawing party shall be returned to the Institute.

### Section 3.05. The order of staff and the election of representatives

- Clause 1. Provides that the staff of the Institute to be given an order within the internal organisation according to the results of their research or creative work.
- Clause 2. Admits that orders fluctuate according to performance and that if one order of staff is updated, the orders of all staff in the same organisation will fluctuate.
- Clause 3. Provides that the first order staff in the hierarchy within an organisation is the Sub and Acting Representative of that organisation.
- Clause 4. Provides that, as a rule, organisational representatives shall be elected by meetings within their respective organisations. As an exception, admits that appointments to be made by the Director.
- Clause 5. Provides that the Director is elected by a vote of the entire staff at the General Staff Meeting.

### Section 3.06. Various numbers of staff

- Clause 1. Provides that all staff of the Institute shall be given a **Staff Number**.
- Clause 2. Provides that the Staff Number as provided in the preceding clause is a three-digit number indicating how many staff members they are, a single Latin letter indicating their internal organisation, and two-digit number indicating how many staff members they are in the internal organisation, i.e. **nnnXnn**.
- Clause 3. One Latin letter in according with the preceding clause, which shall be provided as N for the Comprehensive Science Lab, T for the L. Technology Development Lab, and V for the Imaginary World Lab. In addition, admits that in previous organisations, the letter A for the AL and the SSL, E for the AEL and M for the MSL.
- Clause 4. Provides that all staff of the Institute shall be given an **Ordinal Number**.
- Clause 5. Provides that the Ordinal Numbers as provided in the preceding clause shall be written as a single Latin letter indicating the organisation, followed by P for the representative and L for the general staff, and joined by a hyphen to a three-digit number indicating the ordinal, i.e. **XP-nnn or XL-nnn**.
- Clause 6. Exceptional Ordinal Numbers containing P provide that the numbers that follow indicate generations rather than ordinals.
- Clause 7. In addition to the preceding clause, provides that, exceptionally, the Ordinal Number of Director is **placed with K** in the position of the Latin letter indicating the organisation, i.e. **KP-nnn**.
- Clause 8. Provides that the numbers provided in this section are expressed in the form of the Ordinal Number followed by the Staff Number in brackets, i.e. **XX-nnn(nnnXnn)**.

### Section 3.07. Voluntary withdrawal

- Clause 1. Provides that the staff **are able to withdraw** from the Institute of their own free will. Then provides that all the requirements set out below must be fulfilled.
- Clause 2. The applicant must be found to have had a continuous intention to withdraw for at least one month.
- Clause 3. Withdrawal is not due to distrust and/or hostility towards the Institute.
- Clause 4. The reason for the withdrawal is not abuse or discrimination within the Institute or any other unjustified conflict.
- Clause 5. Have **approval** of the Director of the Institute and the Committee must be obtained.
- Clause 6. Have not participated in or resigned from a new project of the Institute launched within the last two months.
- Clause 7. Permanently erase all data relating to research and creative work and all data relating to the Institute from all devices in your possession.
- Clause 8. In addition to the preceding clause, if the data are held in paper form, they must be irretrievably destroyed.
- Clause 9. All Research results or products and creations of the Institute are returned to the Institute.

### Section 3.08. Dismissal from membership

- Clause 1. Provides that staff of the Institute shall be subject to expulsion from the Institute if they fall within the provisions of this section in accordance with this Regulations.
- Clause 2. Violation of the Contraindicated List and a Violation Point exceeding 8 points.
- Clause 3. Failure to comply with first-level disciplinary punishment as provided for Chapter 3, Section 9.
- Clause 4. Criminal offences and/or plagiarism.
- Clause 5. Intentionally causing damage to the Institute.

### Section 3.09. Disciplinary punishment

- Clause 1. Provides that staff of the Institute are subject to the disciplinary punishment provided for in this section if they fall within the provisions of this Regulations.
- Clause 2. Provides for disciplinary punishment in the third-level if the offending the Contraindicated List and the Violation Point is between 1 and 3 points.
- Clause 3. Provides that the third-level disciplinary punishment provided for in the preceding clause as a reprimand and the written statement.
- Clause 4. Provides for disciplinary punishment in the second-level if the offending the Contraindicated List and the Violation Point is between 4 and 5 points.
- Clause 5. Provides that the second-level disciplinary punishment provided for in the preceding clause as a reprimand and the written statement and a one-week suspension from activities.
- Clause 6. Provides for disciplinary punishment in the first-level if the offending the Contraindicated List and the Violation Point is over 6 points.
- Clause 7. Provides that the first-level disciplinary punishment provided for in the preceding clause as a strongly admonition and written statement, as well as a one-month suspension from activities and demotion.

### Section 3.10. Suspension of activities

- Clause 1. The Institute admits its staff to suspend their activities for voluntary circumstances.
- Clause 2. Provides that the preceding clause a declaration to the Director is mandatory.
- Clause 3. In addition, provides that the period of suspension shall be left to individual declarations.

### Section 3.11. Exemption

- Clause 1. Provides that the staff shall not be liable for any accidents that occur during the activities of the Institute.
- Clause 2. In addition, provides that liability is to be treated as negligence on the part of the officer.

## Chapter IV Provisions on Descriptions of Business

### Section 4.01. Overall objectives of the Institute

- Clause 1. Provides that the main objective of the research is **to explore the origin and processes of the universe** by means of a programme of research in cosmology, star formation theory and other theories of space science, starting with astrophysics and particle physics.
- Clause 2. In addition to the preceding clause, provides that the objective is to contribute to the development of particle physics by observing theoretically unidentified elementary particles and researching various theories in the field of particle physics, and to contribute to the establishment of **theories leading to the origin of the universe**.
- Clause 3. Provides that the main objective of the Mystical Science is testing the Plasma Hypothesis of the Spirit, studying the unknown plasma of the soul and the unknown force field that is assumed to constitute the spirit, and **elucidating this mystery**.
- Clause 4. Provides that the main objective of the Technological Development is **to development of assistive devices** that utilize human synaesthesia to simulate the impaired senses for persons with sensory impairment.
- Clause 5. In addition, provides that the second main objective of Technological Development is to research psychic and psychical abilities, identify the brain active areas of these abilities and **develop psychics**, artificially creating psychics from normal people.
- Clause 6. In addition to the preceding two clauses, provides that the final objective of Technological Development is to develop **an octogenarian compressed language «RISELIS»**, a speech weapon that uses human synaesthesia.
- Clause 7. Provides that the main objective of Imaginary World is to study as relativity and the exploration of the proof of the reality of **Erlfett** and the mystery.

### Section 4.02. Research priorities and policies

- Clause 1. Provides that the priorities of the Institute's research shall stipulate that the principal objectives specified in Section 4.1 shall be accorded the highest priority as research items, and that the ultimate objectives shall be permanently classified in an intermediate priority or non-priority order.
- Clause 2. Provides that the order of priority of objectives other than the main and ultimate objectives as set out in Section 4.1 shall be determined by discussion at the Committee and at each Regular Meeting or at the General Meeting.
- Clause 3. Provides that the policy of the Institute's research is defined on the basis of the mission set out in Section 4.5, which stipulates that detailed policies shall be determined by the Committee and the General Meeting.

### Section 4.03. Business of each organisation

- Clause 1. Provides that the CSL primarily deals with astronomy, astrophysics, and various branches of physics including particle physics, nuclear physics, atomic and molecular physics, plasma physics, classical mechanics, and quantum mechanics.
- Clause 2. In addition to the preceding clause, provides that the CSL shall also stipulate that it will address all scientific fields necessary for the research and creation of the Institute, including brain science, chemistry, and mathematics.
- Clause 3. Provides that the LTDL stipulates that it shall address synaesthesia, psychic and paranormal abilities, supernatural phenomena, witchcraft, and related subjects.
- Clause 4. In addition to the preceding clause, provides that the LTDL shall also stipulate that it will develop and verify psychic powers and magic, as well as devise, research, and verify devices and other equipment that utilise synaesthesia.
- Clause 5. Provides that the IWL shall carry out research and creation of imaginary world Erflett and carry out projects aimed at elucidating the imaginary world Erflett.

### Section 4.04. Classification of research systems according to business purpose

- Clause 1. Provides that the CSL, which primarily deals with astronomy and astrophysics, shall incorporate aerospace engineering to establish the field of **Cosmoscience**, as specified.
- Clause 2. The preceding clause, however, provides that it does not include the fields of cerebral physiology or mystical sciences.
- Clause 3. Provides that the Cosmoscience referred to in the preceding two clauses shall have as its objectives observational research in astrophysics and the development of the next generation of instruments and observational techniques, space engineering development, and the study and implementation of new space projects.
- Clause 4. Provides that the areas of the CSL, excluding Cosmoscience, and the LTDL, which primarily deals with the development of equipment and competence development using synaesthesia, shall be defined as forming **Mysteryscience**.
- Clause 5. Provides that the Mysteryscience stipulated in the preceding clause shall have as its purposes the Magicas research, the Abilitics, and Structural Mystics to prove the plasma hypothesis of spirit bodies, among other objectives.
- Clause 6. In addition to this, provides that the LTDL shall form the **Technology Development** and the IWL shall form the **Imaginary World**.
- Clause 7. The Technology Development as defined in the preceding clause, provides that all technological developments of the Institute shall be carried out, and that the objectives of the Imaginary World are identical to those of Clause 4.1.7.

#### Section 4.05. Mission and motto

- Clause 1. Provides that the primary mission of the Institute is to elucidate the origin and order of the universe, deepen our understanding of the world and unlock new possibilities, thereby accelerating human evolution and expansion into space.
- Clause 2. Provides that one of mission of the Institute is to answer fundamental cosmic questions through collaboration between astrophysics and microphysics, and to make the research findings common intellectual property of human society.
- Clause 3. Provides that one of mission of the Institute is to accelerate academic research in space engineering through collaboration between space science and engineering, thereby shedding new light on space engineering research worldwide.
- Clause 4. Provides that one of mission of the Institute is to utilise extraterrestrial and space resources, devise and develop next-generation energy sources, aiming to preserve Earth's environment and further human development.
- Clause 5. Provides that one of mission of the Institute is to elucidate fields and phenomena currently classified as mystical sciences, unexplained by modern science, thereby expanding the scope of science accessible to humanity.
- Clause 6. In accordance with the provisions of this Section, provides that the motto of the Institute ‘神秘を探究し、進化の糧とする’.
- Clause 7. Provides that the official English translation of the motto provided for in the preceding clause shall be ‘**Exploring Mystery, Nourishing Evolution**’ and the official Russian translation ‘**Исследуя Тайны, Питая Эволюцию**’.

#### Section 4.06. Use of facilities and equipment

- Clause 1. Provides that the use of facilities and equipment owned by the Institute shall only be permitted on a limited basis if they are relevant to the Institute's research objectives.
- Clause 2. Provides that the use of facilities and equipment under the control or collaboration of the Institute shall be subject to the obligation to submit an application for a licence to the person responsible for the management of the facilities and equipment by the day of use.
- Clause 3. Provides that there shall be no restrictions on the number of times the facilities and equipment owned by the Institute may be used, but that the facilities and equipment under the collaboration must be subject to the regulations of the governing body or manager.
- Clause 4. Provides that in all cases where the facilities and equipment are used, an entry must be **made in the record of Use Report**.

## Section 4.07. Publication of research results and management of intellectual property rights

- Clause 1. Provides that all inventions, designs, copyrighted works, and creations resulting from activities undertaken to achieve the purposes, goals, and missions specified in this chapter, and confirmed as outcomes in performance reports, are defined as **research results**.
- Clause 2. Provides that all research results as provided in the preceding clause are designated as the **intellectual property** of this Institute.
- Clause 3. Provides that each staff member is obligated to report their outcomes as research results to the Institute via performance reports if such outcomes relate to the purposes, goals, and missions specified in this chapter.
- Clause 4. Provides that the decision to publish research results and the timing thereof shall be determined by the director or board of directors, and that general staff members do not have the right to publish research results without permission.
- Clause 5. Provides that the rights to the Institute's intellectual property as defined in clause 4.7.2 shall vest in the Institute and that the acquisition and management of the intellectual property rights shall depend on the Committee.
- Clause 6. Provides that thorough discussions with the relevant institution are necessary to determine the handling of those rights in cases where intellectual property rights arise from joint research with external institutions.
- Clause 7. Provides that the use of research results by the Institute's staff shall be permitted only to the extent that it does not contravene the prohibitions set out in Chapter 7.
- Clause 8. Provides that the use of research results by persons outside the Institute may only be permitted after prior confirmation and approval by the Institute.
- Clause 9. In the two preceding paragraphs, provides that the profits arising from the commercial exploitation of the research results shall belong to the Institute. However, in the case of authorised commercial exploitation by external parties, it is stipulated that only part of the profits shall be collected. It is also stipulated that the Institute may authorise the use of the results free of charge.
- Clause 10. Provides that if the confirmed research results benefit the Institute, the employee who reported the research results may receive a remuneration corresponding to the benefit generated.
- Clause 11. In addition to the preceding clause, provides that rewards are to be shared equally, and each may receive a bonus reflecting their contribution upon resolution by the Committee when multiple staff members are involved in research outcomes.

#### Section 4.08. External collaboration and joint research

- Clause 1. Provides that the Institute to allow for external collaboration in projects where the person with the required skills is not affiliated to the Institute.
- Clause 2. In addition, provides that joint research with external organisations is permitted if the projects and missions carried out by the Institute require external collaboration or if the Institute participates in projects and missions carried out by external organisation.
- Clause 3. In joint research, provides that the conclusion of contracts and agreements with external organisations shall be carried out via the Committee.
- Clause 4. Provides that the division of responsibilities with external organisations in joint research shall be determined in close consultation with the organisations concerned.
- Clause 5. Provides that, regarding the division of responsibilities in external collaborations, our Institute assumes full responsibility, except in cases where external collaborators intentionally cause harm.
- Clause 6. Provides that, in the case of external collaboration and joint research, regular reporting on activities and progress is mandatory.
- Clause 7. However, provides that if the external organisation conducting the joint research requests that the information not be disclosed, it will respond to this request.
- Clause 8. Provides that the costs of joint research shall, in principle, be split equally between the institutions concerned.
- Clause 9. Provides that the Committee shall mediate in the event of disputes in external collaboration and joint research.
- Clause 10. In addition to the preceding clause, provides that a compensation order to be issued by the Committee if a breach of contract occurs on either side.

#### Section 4.09. Ethical norms and conflicts of interest in research

- Clause 1. Provides that the Institute's staff are obliged to maintain the accuracy and integrity of data and to report research results accurately when reporting research results in the performance report.
- Clause 2. Provides that the establishment of **an Ethics Committee** by an independent third party, as needed, to monitor and enforce the ethical standards outlined in Chapter 6.
- Clause 3. Provides that our Institute must fully disclose the situation and swiftly restore trust by aligning with its social responsibilities, in cases where a conflict of interest arises between personal gain and research objectives among the Institute's staff.
- Clause 4. In addition, provides that transparency should be emphasised and information on organisational decisions and transactions should be actively disclosed to ensure that conflicts of interest do not occur.

## Chapter V                      Provisions of Financial and Information Management

### Section 5.01.    Funding and management of operating funds

- Clause 1.    Provides that, as a rule, the Institute's internal funding shall depend on voluntary contributions from officers and general staff.
- Clause 2.    Provides that the guideline donation amounts for voluntary contributions as set out in the preceding clause are required to be higher for officers than for general staff.
- Clause 3.    Provides that two voluntary contributions: a fixed amount required before the staff meeting or at any position during the year, and a special offering required for each annual celebration, and provides that these contributions are not obligatory.
- Clause 4.    In the Committee, provides that a treasurer is elected from the staff and that the internal funds raised are strictly controlled by the Committee and the treasurer.

### Section 5.02.    Financial management and accounting procedures

- Clause 1.    Provides that the budgeting of the funds is determined by the treasurer, who is obliged to submit a draft budget for the nominated year to the Committee.
- Clause 2.    Provides that the draft budget referred to in the preceding clause may not be prepared solely by one person in charge of accounting.
- Clause 3.    Provides that the treasurer is obliged to submit to the Committee at the end of the financial year a final comprehensive statement of the use of the Institute's funds and a statement of income and expenditure for the current financial year.
- Clause 4.    Provides that the appointed treasurer may transfer the right to be treasurer to another person recommended by the Committee if he or she is considered by the Committee to be unfit for the position concerned.
- Clause 5.    Provides that, where the provisions of the preceding clause are complied with, the treasurer for the year in question shall remain unchanged in the dossier.
- Clause 6.    Provides that the closing date for the periodic and annual reports as one month before the General Meeting.
- Clause 7.    Provides that the financial reporting documents are disclosed to all staff of the Institute.

### Section 5.03. Reimbursements and disbursements

- Clause 1. Provides that the Institute's staff must obtain confirmation of reimbursement of expenses from the treasurer and submit receipts and other vouchers when making reimbursements.
- Clause 2. Provides that reimbursement of expenditure is subject to approval by a vote at the Committee and that only authorised expenditure is reimbursed.
- Clause 3. Provides that priorities for expenditure shall follow the priorities of the relevant project mission.

### Section 5.04. Information management and access control

- Clause 1. Provides that the information data of the Institute shall be classified into four categories: **public information, internal information, confidential information and top-secret information.**
- Clause 2. Provides that general operational and financial reports, information on official websites, general information on projects and creative activities, etc., are classified as public information.
- Clause 3. Provides that the public information provided for in the preceding clause as accessible to anyone, even those outside the Institute.
- Clause 4. Provides that these are classified as internal information, e.g. project plans and progress, organisational charts and staff lists, minutes and notes of meetings, information on costs and budgets, etc.
- Clause 5. Provides that only the staff of the Institute shall have access to the internal information referred to in the preceding clause.
- Clause 6. Provides that personal and transactional information of customers and business partners, unpublished project plans and product or service development plans and specifications, strategic plans of the Institute, confidential technical and patent information of the Institute, etc., shall be classified as confidential information.
- Clause 7. Provides that access to the confidential information specified in the preceding clause is restricted to the officers, including the Director, Sub Directors, and organisational representatives, as well as deputy organisational rep and branch rep.

- Clause 8. Provides that information of a more confidential nature, such as top-secret information relating to a specific individual or organisation, which is relevant to the security of the organisation, shall be classified as confidential information.
- Clause 9. Provides that only the officers shall have access to the confidential information provided in the preceding clause.
- Clause 10. Provides that the introduction of information management systems provided by other companies for the management and sharing of the Institute's information data.
- Clause 11. Provides that information is to be kept by the Committee and that confidential and top-secret information is to be strictly controlled with strong security.
- Clause 12. In addition, provides that all categories of information shall be processed to an unrecoverable state before being destroyed when destroying information data.
- Clause 13. Provides that the back-up of information shall be carried out in a procedure and at a location determined by the Committee.

#### Section 5.05. Protection and handling of confidential information

- Clause 1. Provides that the confidential information mentioned in this section refers to the internal information, confidential information, and top-secret information as specified in Chapter 5, Section 4, Clause 6, and 8.
- Clause 2. Provides that the confidential information in this chapter section, as specified in the preceding clause, shall be classified into three levels: internal information shall be called 'restricted', and confidential information shall be called 'secret'.
- Clause 3. Provides that the handling of and access rights to confidential information shall be as specified in Section 4, and that **digital watermarking shall be used for confidential information**.
- Clause 4. Provides that sharing of confidential information for restricted and secret levels shall be permitted through specific services designated by the Institute, whilst for top-secret information, **sharing via external services is not permitted**.
- Clause 5. In addition, provides that, with regard to the transmission of top-secret information, it shall be obligatory to replace the information with a Riselis-type cipher before transmission.
- Clause 6. Provides that all responsibility for the leakage of confidential information shall be attributed to the staff member concerned if the leakage is intentional, and all responsibility shall be attributed to the Director if the leakage is not intentional.

## Section 5.06. Information gathering and personal data management

- Clause 1. Provides that the Institute shall collect personal information from its staff, including name, date of birth, place of birth, address, physical sex, and gender identity.
- Clause 2. Provides that the personal data of the staff members collected as provided in the preceding clause shall be compiled in a staff register, which shall be managed by the Committee.
- Clause 3. In addition, provides that the acquisition of personal data from customers and service users of the Institute by means of enquiry forms, application forms and other documents or orally.
- Clause 4. Provide
- Clause 5. s that the personal information of customers and service users, etc. obtained in accordance with the preceding clause shall be used to provide services, products and technologies, etc., or to investigate and analyse their use, and to respond to enquiries from customers and service users, etc.
- Clause 6. Provides that the Institute shall handle personal information appropriately, in compliance with applicable domestic and international laws, personal information protection guidelines created by certified personal information protection organisations to which the Institute belongs, and other relevant guidelines, based on these regulations and the Al'bina Institute of Space and Astronautical Science Personal Information Protection Policy.

## Chapter VI            ‘AISAS Code of Ethics’, a Code of Ethical Norms

### Section 6.01.    Basic principles of ethical conduct

- Clause 1.    The staff of the Institute shall respect human rights and shall not tolerate any acts of discrimination or harassment.
- Clause 2.    The staff shall respect diversity and shall not tolerate unjustified exclusion.
- Clause 3.    The staff of the Institute shall respect self-identity and promote diversity and mutual respect.
- Clause 4.    The staff must not accept any conduct that could lead to harassment.
- Clause 5.    The staff shall respect the private affairs of family members and staff, etc.
- Clause 6.    The staff should respect free and vigorous speech and create an open organisation.
- Clause 7.    The staff must be fair in all their actions and not admit to any wrongdoing or deception.
- Clause 8.    The staff shall be treated on the basis of fair evaluation and shall have adequate working conditions.
- Clause 9.    The staff maintain their credibility through honest behaviour and avoid all acts that undermine it.
- Clause 10.   The staff shall ensure the life, physical and psychological safety of themselves, their families and staff in the performance of their duties.
- Clause 11.   The staff should take all possible measures to prepare for crisis events.
- Clause 12.   The staff must not tolerate any conduct that is disruptive to public morals.
- Clause 13.   The staff shall disclose indirect information and facts involving conflicts of interest in a fair and appropriate manner.
- Clause 14.   The staff are responsible for their own actions and maintain their credibility in the conduct of their research and work.
- Clause 15.   The staff shall fulfil their responsibilities towards others and society and promote sustainable behaviour.

### Section 6.02.    Obligation to study and legal obligations

- Clause 1.    The staff of the Institute shall fulfil their responsibilities as researchers, and shall strive to improve their abilities, knowledge and skills through continuous study.
- Clause 2.    The staff shall pay attention not only to academic knowledge and skills, but also to economic, industrial, labour and other trends, and shall strive to improve their skills as researchers.
- Clause 3.    The staff shall comply with the law and other relevant legislation, shall not violate social norms and shall always conduct their research activities in accordance with their conscience.

### Section 6.03. Ethical responsibilities

- Clause 1. The staff of the Institute shall be aware of their status as researchers in a particular field, and shall endeavour to maintain a sound mind and to exercise moderation in their daily words and actions.
- Clause 2. The staff may refrain from some or all of their activities if they fear that their own physical, mental or emotional damage may interfere with the Institute's activities.
- Clause 3. The staff must clearly state that they are their personal opinions and leave the organisation's opinions and views to the decision of the Committee, when presenting their opinions to the mass media.
- Clause 4. The staff shall ensure the thorough protection of confidential information and intellectual property rights as provided for in this Regulations.
- Clause 5. The staff shall ensure that the originality and significance of the research results are accurately communicated and that an evaluation of the research results is established, when publishing research results in the form of papers or lectures.
- Clause 6. The staff must demonstrate the integrity and accuracy of their research by characterising the results of their experiments and studies.
- Clause 7. The staff should make their publications with due consideration for the legitimate citation of other people's research, respect for intellectual property, etc., and make clear the transparency and objectivity of their research.
- Clause 8. In addition, the staff are accountable for the contents of the publication.
- Clause 9. In addition, the staff shall publish corrections if it becomes clear that there are errors in the contents of the publication.

### Section 6.04. Dealing with ethical violations

- Clause 1. The staff of the Institute must report the offence to the Committee, if an employee of the Institute discovers an ethical offence.
- Clause 2. The detection of ethical violations on the part of the staff shall be reported to the Committee and audited by the General Assembly of Officers or the Ethics Committee.
- Clause 3. The procedure for dealing with ethical violations on the part of the staff shall be subject to audit by the Ethics Committee and shall result from the Committee.
- Clause 4. The staff are subject to disciplinary action as provided for in Chapter 3, Section 9, in accordance with the instructions of the Committee, in the event of ethical violations.
- Clause 5. The staff must cooperate with the investigation and comply with the decision of the Ethics Committee established by the Committee or by a third party in the event that an ethical violation is found.

## Chapter VII      ‘AISAS Prohibitions Set’, Regulations of Forbidden Matters

### Section 7.01.    Aforementioned

- Clause 1.    All staff shall observe that which is set forth in this catalogue of rules.
- Clause 2.    Forbidden be the acts herein enumerated, and after each prohibition shall be writ the number of demerits for its transgression. When determining punishment, these shall be heeded.
- Clause 3.    Notwithstanding the foregoing clause, it shall be deemed permissible for the Committee to mete out punishment by its own decree.

### Section 7.02.    Fundamental Principles of Prohibition

- Clause 1.    Forbidden be it for any member of this Institute, at any time, to engage in acts of discrimination, bullying, or any other unjust quarrel whatsoever. **Three points**
- Clause 2.    Forbidden be it for any member of this Institute, at any time, to associate with antisocial organizations and activities, such as those of violent gangs. **Eight points**
- Clause 3.    Forbidden be it for any member of this Institute, at any time, to hold prejudice against, mock, or engage in discriminatory speech or conduct towards any infirmity, malady, or physiological phenomenon or reaction. **Three points**
- Clause 4.    Forbidden be it for any member of this Institute, at any time, to unjustly slander another. **One point**
- Clause 5.    Forbidden be it for any member of this Institute, at any time, to revile or spurn the research fruits of this Institute. **Two points**
- Clause 6.    Forbidden be it for any member of this Institute, at any time, to hold prejudice against orthodox religious bodies, chiefly those of Christendom; to engage in discriminatory speech or conduct towards orthodox sects and their faithful; or to exclude any orthodox sect. **Three points**
- Clause 7.    Forbidden be it for any member of this Institute, at any time, to unjustly exclude diverse modes of thought. **One point**
- Clause 8.    Forbidden be it for any member of this Institute, at any time, to neglect or infringe upon all rights of oneself and others, including human rights. **Four points**
- Clause 9.    Forbidden be it for any member of this Institute, at any time, to hold in contempt the history, customs, ideas, or principles of this Institute. **Three points**

- Clause 10. Forbidden be it for any member of this Institute, at any time, to commit any criminal act, or to be an accomplice thereto. **Eight points**
- Clause 11. Forbidden be it for any member of this Institute, at any time, to wilfully engage in acts that cause harm to this Institute, its members, or its endeavours. **Eight points**
- Clause 12. Forbidden be it for any member of this Institute, at any time, to engage in speech or conduct contrary to the ethical code and standards set forth in Chapter Six. **Three points**

### Section 7.03. Prohibitions on the Handling of Information

- Clause 1. Forbidden be it for any member of this Institute to remove from the premises, without the leave of a superior, any internal, confidential, or most secret information as defined in Chapter Five, Section Four, Clause One. **Four points**
- Clause 2. Forbidden be it for any member of this Institute who lacketh proper authority to access confidential information. **Three points**
- Clause 3. Moreover, forbidden be it for any save the officers to access most secret information. **Four points**
- Clause 4. Moreover, forbidden be it to access most secret information without necessity. **One point**
- Clause 5. Forbidden be it for any member of this Institute to dispose of informational documents in a manner that alloweth their restoration. **Two points**
- Clause 6. Forbidden be it for any member of this Institute to manage confidential information, as defined in Chapter Five, Section Five, Clause One, without the employment of digital watermarks. **One point**
- Clause 7. Forbidden be it for any member of this Institute to introduce, of their own accord and without the assent of the Committee, any information management system proffered by others. **Four points**
- Clause 8. Forbidden be it for any member of this Institute to share most secret information through external services. **Four points**
- Clause 9. Moreover, forbidden be it to transmit most secret information without first encoding it in the Riselis cipher. **Four points**
- Clause 10. Forbidden be it for this Institute to manage personal information by any means other than those set forth in Chapter Five, Section Six, or to employ such information for any purpose not therein specified. **Three points**

#### Section 7.04. Prohibitions on Financial Management

- Clause 1. Forbidden be it for any member of this Institute to embezzle or misappropriate the internal funds of this Institute. **Eight points**
- Clause 2. Forbidden be it for any member of this Institute to treat unjustly another member who, by reason of pecuniary circumstances or suchlike, is unable to make donations to this Institute. **Three points**
- Clause 3. Forbidden be it for the treasurer to neglect the submission of budget proposals. **Two points**
- Clause 4. Likewise, forbidden be it to neglect the submission of interim and yearly reports, as well as the comprehensive report on the use of funds and the statement of income and expenditure at the close of the fiscal year. **Three points**
- Clause 5. Forbidden be it for this Institute to neglect the disclosure of financial reports to its members. **Three points**
- Clause 6. Forbidden be it for any member of this Institute to forge receipts or other vouchers and submit them to the treasurer in the settlement of expenses. **Six points**
- Clause 7. Forbidden be it for any member of this Institute to falsify information in applications to raise the priority of expenditures. **Six points**
- Clause 8. Moreover, forbidden be it to apply for expenditures unrelated to the activities of this Institute by falsely claiming them to be connected thereto. **Five points**

#### Section 7.05. Malfeasance in Office

- Clause 1. Forbidden be it for any member of this Institute, most especially the officers, to abuse their authority and exert undue pressure upon the general staff. **Five points**
- Clause 2. Moreover, forbidden be it to engage in acts of omission or neglect of duty. **Seven points**
- Clause 3. Forbidden be it for any member of this Institute to engage in acts of bribery, be it the giving or receiving thereof. **Eight points**
- Clause 4. Forbidden be it for the treasurer and the Committee to exercise or withhold their powers of approval and discretion arbitrarily, so as to favour certain persons. **Six points**
- Clause 5. The foregoing clause is to say, forbidden be it for any member of this Institute to engage in misconduct that lacketh impartiality, such as bestowing preferential treatment upon particular staff members or contractors. **Six points**

- Clause 6. Forbidden be it for any member of this Institute to embezzle or misappropriate funds, as set forth in Chapter Seven, Section Four, Clause One; and moreover, as set forth in Clause Three of this Section, to engage in the use of secret funds, including bribes. **Eight points**
- Clause 7. Forbidden be it for any member of this Institute to provide special favours in situations of conflict of interest. **Five points**
- Clause 8. Forbidden be it for any member of this Institute to submit falsified claims through fraudulent applications, or to present documents that have been forged or fabricated. **Six points**
- Clause 9. Forbidden be it for any member of this Institute to enter into unlawful contracts. **Five points**

#### Section 7.06. Prohibitions on Transactions

- Clause 1. Forbidden be it for any member of this Institute, as set forth in Chapter Seven, Section Five, Article Nine, to enter into unlawful contracts, and to respond to any such unlawful contracts. **Five points**
- Clause 2. Forbidden be it for any member of this Institute, in all dealings with contractors and patrons, to employ fraudulent means or schemes, or to engage in artifice. **Four points**
- Clause 3. Forbidden be it for any member of this Institute, in all dealings with contractors and patrons, to engage in unlawful manipulation of prices. **Four points**
- Clause 4. Forbidden be it for any member of this Institute, in all dealings with contractors and patrons, to make fraudulent payments or demands by means of false or deceitful representations. **Five points**
- Clause 5. Forbidden be it for any member of this Institute, in all dealings with contractors and patrons, to conduct transactions using fictitious market prices. **Six points**
- Clause 6. Forbidden be it for any member of this Institute, in all dealings with contractors and patrons, to wilfully withhold necessary information. **Five points**

#### Section 7.07. Prohibitions on Research Activities

- Clause 1. Forbidden be it for any member of this Institute, in all research, to engage in any manner of misconduct, including the falsification, fabrication, or plagiarism of research information. **Six points**
- Clause 2. Forbidden be it for any member of this Institute, in all research, to engage in unjust treatment or acts of cruelty towards research subjects or test participants. **Six points**

- Clause 3. Forbidden be it for any member of this Institute, in all research, to disregard or make light of the health and safety of test participants and other persons involved in the research. **Five points**
- Clause 4. Forbidden be it for any member of this Institute, in all research, to mishandle or divulge the personal or confidential information of test participants and other persons involved in the research. **Four points**
- Clause 5. Forbidden be it for any member of this Institute, in all research, to conduct studies without consideration of adverse effects or undue burden upon the environment. **Four points**
- Clause 6. Forbidden be it for any member of this Institute, in all research, to distort or bias the results of their studies. **Two points**
- Clause 7. Forbidden be it for any member of this Institute to make false declarations or conceal information concerning research and experiments from the ethics committee or regulatory bodies. **Six points**
- Clause 8. Forbidden be it for any member of this Institute, in performance reports declaring research outcomes, to describe inaccurate information, conceal research results or experimental information, or engage in any other misconduct such as falsification, fabrication, or plagiarism. **Six points**
- Clause 9. In addition to the foregoing clause, forbidden be it to submit applications lacking in transparency or fairness in performance reports declaring research outcomes. **Three points**
- Clause 10. Forbidden be it for any member of this Institute, in performance reports declaring research outcomes, to report content that infringeth upon the copyrights, intellectual property rights, or other rights of others. **Three points**
- Clause 11. Forbidden be it for any member of this Institute to submit multiple times the same work, such as papers summarising research outcomes. **Two points**
- Clause 12. Forbidden be it for any member of this Institute, especially those who are not officers but general staff, to publish research outcomes without the leave of the Committee. **Four points**
- Clause 13. Forbidden be it for any member of this Institute to misuse research funds or make fraudulent claims thereupon. **Six points**
- Clause 14. Forbidden be it for any member of this Institute to engage in defamation, unjust attacks, acts causing loss of profit, or acts causing loss of credit against rival companies or other researchers. **Four points**
- Clause 15. Forbidden be it for any member of this Institute to engage in conduct contrary to the ethical standards for research set forth in Chapter Six, even if not explicitly mentioned in this section. **Optional points**

## Chapter VIII      Miscellaneous Provisions

### Section 8.01.   Amendments

- Clause 1.    Provides that the staff of the Institute may propose amendments to these Regulations to the Committee.
- Clause 2.    Provides that the Regulations may be amended by a majority vote of the General Meeting.
- Clause 3.    Provides that the Committee is necessary to review the validity and effectiveness of the Regulations approximately two years after its amendment.

## Chapter IX          Supplementary Provisions

### Section 9.01.   Enforcement

- Clause 1.    Provides that these Regulations shall come into force from 21 May 2014.

### Section 9.02.   Consideration

- Clause 1.    Provides that, approximately two years after these Regulations comes into force, the staff shall review the state of enforcement of these Regulations and, if deemed necessary, shall take the necessary measures based on the results of this review.

### Section 9.03.   Priority

- Clause 1.    Provides that the Constitution of Japan and the laws of Japan and other valid laws and regulations shall prevail over these Regulations.

### Section 9.04.   Regulations other than these Regulations

- Clause 1.    Provides that separate rules for matters not covered by these Regulations.

- 2.12.2015: Amended (addition of section on imaginary world Erflett)
- 5.10.2016: Amended (addition of Clause 1.1.6)
- 16.8.2018 Amended (Addition of Clause 2.3.2; Clause 4.1.6, with details of speech weapon)
- 28.9.2020 Amended (Revision of Chapter 7 and addition of Section 7.6 ‘Prohibitions on Transactions’)
- 10.3.2022 Amended (Addition of Riselis ciphers in Clause 5.5.5 and Clause 7.3.9)
- 2.12.2022 Amended (Review of the dates and times of Regular Meetings in Clause 3.3.4)