

Rules of Operation of Japan Link Center

Established by the Steering Committee of Japan Link Center (JaLC) on
January 16, 2013

Revised (August 4, 2016 by the JaLC Steering Committee)

Revised (July 11, 2017 by the JaLC Steering Committee)

Revised (September 12, 2017 by the JaLC Steering Committee)

Revised (October 1, 2019 by the JaLC Steering Committee)

The Japan Link Center (hereinafter referred to as “JaLC”) Steering Committee specifies the necessary matters (hereinafter referred to as "the Rules") as follows, in order to maintain the transparency and the smooth operation of JaLC by the JaLC Secretariat (hereinafter referred to as “the Secretariat”) as well as to maintain fairness and neutrality so as to avoid conflicts of interest among regular members (i.e., those who have become regular members of JaLC based on the Terms of Participation in Japan Link Center [hereinafter referred to as “the Terms”]).

(Objectives of services)

Article 1 JaLC provides the services to manage all or part of the following (hereinafter referred to as “the “Services,” which shall be discussed in greater detail in the Terms of Participation): Digital Object Identifiers (DOIs) assigned to academic papers (including information attached to papers such as figures and tables), books, patent information, research data, etc. published in Japan (hereinafter referred to as “Content”); bibliographic data (i.e., data separately specified by JaLC, that is, a document’s title, author, journal name, volume, issue, starting page, ISBN, ISSN, etc.); information that identifies the location of the Content such as its internet address (URL) (Uniform Resource Identifier [URI]); information on citations (e.g., cited references or cited data of each content); abstracts.

(Secretariat)

Article 2 (1) JaLC shall be operated by the Secretariat.

(2) The Secretariat carries out the following tasks related to JaLC:

- (i) Operations as a DOI registration agency
- (ii) Development, operation, and administration of the Services
- (iii) Clerical work related to the conclusion of contracts, memorandums, etc. with third parties that provide services associated with the Services

(iv) Presiding, convocation, and clerical work of the Committee, subcommittees, and Member Meetings

(v) All other clerical work related to the operation of JaLC

(3) The Japan Science and Technology Agency shall serve as the Secretariat and carry out the work described in the preceding paragraph.

(Establishment of the Committee and its responsibilities)

Article 3 (1) The Japan Link Center Steering Committee (hereinafter referred to as the “Committee”) was established to promote the smooth and effective operation of JaLC.

(2) The Committee deliberates on the following matters and makes decisions based on the consensus of the committee members, in principle:

(i) Matters concerning the JaLC management policy

(ii) Technical matters regarding the system to be installed by JaLC for the Services

(iii) Matters related to membership requirements

(iv) Other matters necessary for the management and operation of JaLC

(3) With respect to the matters in the preceding items, those implemented by each joint operating organization shall be subjected to the approval process specified by each organization.

(4) The Secretariat shall operate JaLC in accordance with a decision under the preceding paragraph.

(5) The chairperson may call for the presence of outside experts at the Committee and solicit their opinions, as necessary.

(6) In addition to the Rules, the matters necessary for the management of the Committee shall be determined by the chairperson.

(Committee composition)

Article 4 (1) The Committee consists of one chairperson and one or more committee members. Its term of office shall be one year from April 1 of the year to March 31 of the following year. However, this does not preclude reappointment.

(2) The four “Joint Operating Organizations” stipulated in “the Memorandum of Understanding regarding the Management of the JaLC Project,” which was concluded on May 28, 2012, (i.e., the Japan Science and Technology Agency, the National Institute for Materials Science, the National Institute of Informatics, and the National Diet Library) and an organization or organizations selected from regular members by the consensus of the Committee [hereinafter collectively referred to as “the Organizations that appoint committee members”]) shall appoint one committee member from each

Organization. If the term of office of a committee member expires before the next appointment, then the person who is a committee member shall continue to perform his/her respective duties until the next committee member is duly appointed by the Organization that appoint committee members.

- (3) The chairperson shall be decided by mutual election of the committee members.
- (4) The chairperson may appoint a vice-chairperson from the committee members. The vice-chairperson assists the chairperson and takes over the chairperson's duties in his/her absence.
- (5) Changes in the number of committee members or the Organizations that appoint committee members shall be decided by the consensus of the Committee.
- (6) If there is a vacancy in the committee, the Organizations that appoint committee members may appoint a substitute member. In this case, the term of the substitute member shall be the remaining term of his/her predecessor.

(Establishment of a subcommittee)

Article 5-1 (1) The Committee may establish a subcommittee as a subordinate organization to facilitate its deliberation.

- (2) The establishment and abolition of a subcommittee shall be determined by the chairperson, in consultation with the Committee.
- (3) The chairperson shall appoint the committee members of the subcommittee and the chief of the subcommittee. Its term of office shall be from its date of appointment to March 31 of the following year. However, this does not preclude reappointment.
- (4) The chief shall report the result of deliberation of the subcommittee to the Committee.
- (5) The chief may call for the presence of outside experts at the subcommittee and solicit their opinions, as necessary.
- (6) If there is a vacancy in the subcommittee or its chief, the chairperson may appoint the substitute. In this case, the term of the substitutes shall be the remaining term of their predecessors.

(Establishment of a working group)

Article 5-2 (1) The Committee may establish a temporary working group to facilitate further consideration of a specific subject.

- (2) The establishment and abolition of a working group shall be determined by the chairperson, in consultation with the Committee.
- (3) The Committee shall appoint the working group leader.
- (4) The working group shall be composed of the members of the Steering Committee and

persons elected by the members of the Steering Committee.

(5) The working group leader may call for the presence of outside experts at the working group and may solicit their opinions, as necessary.

(Establishment of a special subcommittee)

Article 5-3 (1) The Committee may establish a special committee to promote activities related to a special subject.

(2) The establishment and abolition of a special committee shall be determined by the chairperson, in consultation with the Committee.

(3) The special subcommittee shall have a chairperson and a planning committee set up to facilitate efficient and effective operations.

(4) The special committee may call for the presence of a wide range of persons other than members at the subcommittee to help further promote the activities.

(5) The chairperson of the special subcommittee shall report the status of activities to the Committee as needed.

(Confidentiality of committee members, etc.)

Article 6 (1) The chairperson, the vice chairperson, the committee members, and the chiefs and the members of the subcommittees shall not disclose, publicize, or leak any confidential information in relation to the Committee and the subcommittees that they may become aware of; neither shall they use it beyond the purpose of the establishment of the Committee. The same shall apply after their retirement.

(2) The chairperson and the chief shall request the outside experts who attend the Committee and the subcommittee to comply with the same confidentiality obligations as those in the preceding paragraph.

(Member meeting)

Article 7 (1) The Secretariat shall hold a meeting (hereinafter referred to as "Member Meeting") once a year, where regular members are supposed to attend.

(2) Regular members can express their opinions openly on the management and operation of JaLC during a Member Meeting, and the Committee shall take these opinions into account when determining the management policy of JaLC.

(3) The Secretariat may allow associate members stipulated in Paragraph (2) of Article 9 of the Terms of Participation to attend a Member Meeting if they wish.

(4) The Secretariat may hold a Member Meeting when it deems necessary, regardless of the provisions of Paragraph (1).

(5) In addition to the matters specified by the Rules, the Secretariat shall determine the necessary matters pertaining to the management of a Member Meeting.

(Revision and abolition of the Rules)

Article 8 (1) Revision and abolition of the Rules shall be determined by the Committee.

(2) When the Rules are revised or abolished based on the preceding paragraph, the Secretariat will notify regular members by e-mail and post the changes on the JaLC website where it can be viewed by the regular members.

(3) The revision or abolition of the Rules shall take effect one month after the notification, based on the preceding paragraph.

(Supplementary provision) The Rules will be effective from April 1, 2020.