

Installation of J-PARC Suggestion Box

1. The Purpose of Installing a Suggestion Box

This is to post suggestions/ opinions for correcting or improving of the operation and services in J-PARC.

All J-PARC members including KEK and JAEA staff, J-PARC users, outside contractors, and visitors (hereinafter referred to as J-PARC member) are able to post your opinions.

2. How to Use and Prohibited Matter

1) A suggestion box will be installed in a place as shown in the attached form #1.

2) When you post your suggestion/ opinion, please make sure the following points are written: the submission date, title, and content. Additionally, please clarify your will whether you allow us to release your opinion posted on the suggestion box to the public. Furthermore, you are able to post it anonymously.

3) It is fine to use any forms of paper.

4) If you did not mention the presence or absence of agreement on publicizing your suggestion/ opinion, it will be regarded as available information for public in principle.

5) It is prohibited from posting slander, malicious false contents, and personal attack.

3. The Handling of Suggestions/ Opinions

1) Suggestions/ opinions are collected once a week and reported to Director and Deputy Directors of J-PARC.

2) An available document to open to the public will be considered in J-PARC meetings.

3) Private documents are informed only to Director and Deputy Directors of J-PARC.

4) We will inform you the result on your document after consideration except when we cannot identify you or find your contact information.

5) We will place the result and its summary as possible on the J-PARC intranet website in the case of the suggestion that can be opened to the public.

6) A suggestion such as slander, malicious false contents, and personal attack will be counted as invalid.

4. The Protection of Personal Information

- 1) We will not disclose personally identifiable information.
- 2) We will tightly guard your privacy and human rights.
- 3) You will not suffer detrimental treatment by posting your suggestions/ opinions.

5. Confidentiality Obligation of Director and Deputy Directors of J-PARC

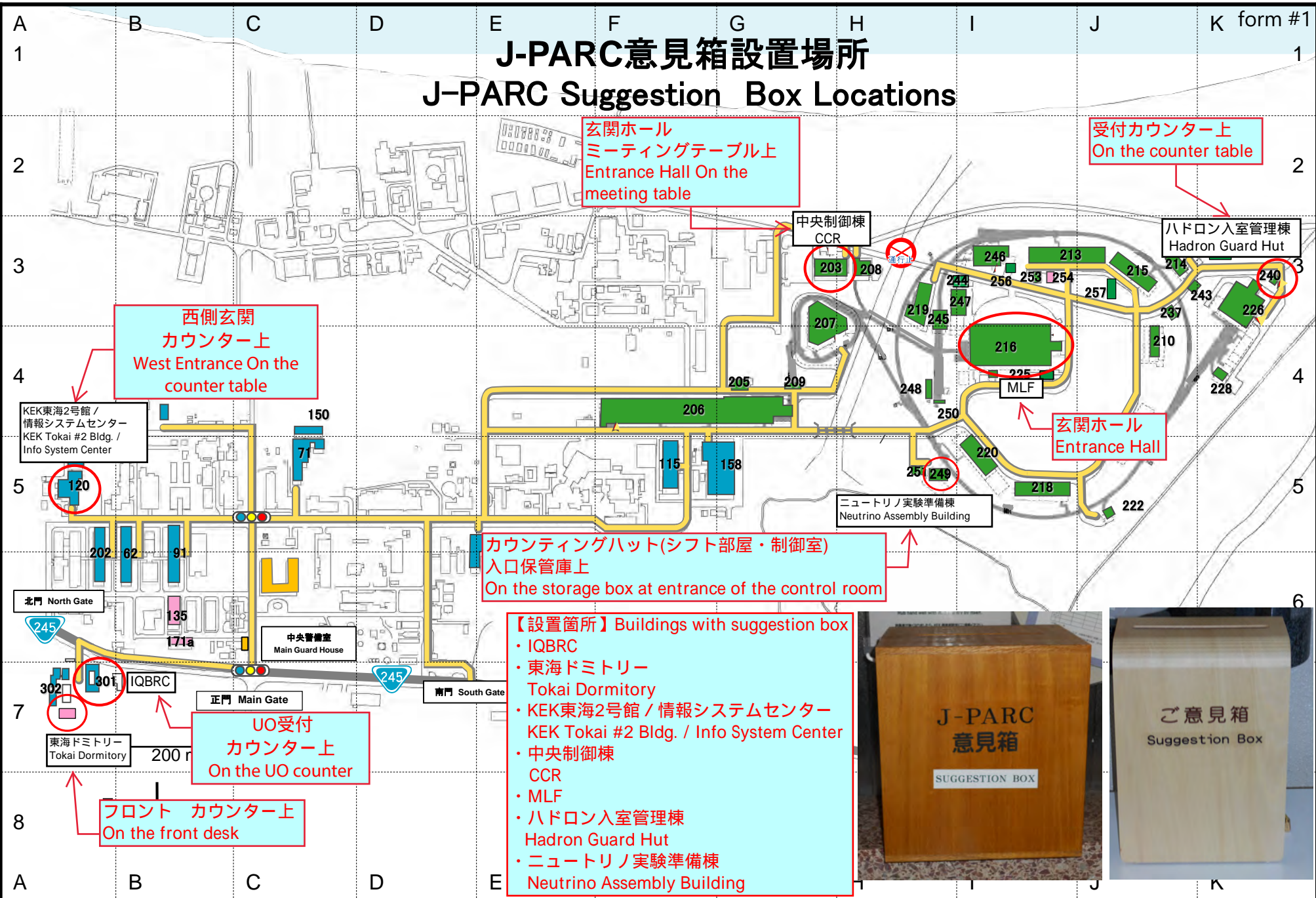
- 1) We will keep matters secret which we obtained when operating the suggestion box.
- 2) We will conceal information that is capable of specifying individual.
- 3) We do not identify an individual.

6. Installation of the Section in Charge of the Box

- 1) Users affairs section will be the section in charge of the box for operating.
- 2) The section operates with following services:
 - Collection of posted suggestions
 - Report to Director and Deputy Directors
 - Prepare documents for meetings
 - Take custody of posted suggestions
 - Release the result regarding the suggestions/ opinions after deliberation or inquest on the J-PARC intranet
 - Needed matters to operate J-PARC suggestion box
- 3) We will not use personally identifiable information in a document for meetings.
- 4) When we release it on the intranet, we will reconfirm whether it has specific information to identify people in the content. If there is any risk, we will substitute other words for the part.
- 5) The section will maintain the secret of matters obtained in operating of the box.

J-PARC意見箱設置場所

J-PARC Suggestion Box Locations



- 【設置箇所】 Buildings with suggestion box
- IQBRC
 - 東海ドミトリー
Tokai Dormitory
 - KEK東海2号館 / 情報システムセンター
KEK Tokai #2 Bldg. / Info System Center
 - 中央制御棟
CCR
 - MLF
 - ハドロン入室管理棟
Hadron Guard Hut
 - ニュートリノ実験準備棟
Neutrino Assembly Building

