

circumstances, a new training was carried out targeting the executive officials of the Cabinet Office and each ministry, who are expected to be role models. Specifically, Administrative Vice-Ministers gave lectures based on their own experience on how public employees should act in order to enable trainees to be aware once again of the mission of public employees, who are the public servants of all citizens, at the follow-up training after the conventional Experience-based training at a consultation service counter for officials newly promoted to Deputy Director-General level at the HQ.

Moreover, as the first try, the NPA provided trainings for officials at Director-General level to have discussion to concretely consider inappropriate cases, which may occur in connection with organizations the trainees belong to or their duties, along with the actions to take in the event of such incidents so that trainees can understand scandals caused by public employees as their own issues.

Chapter 4. Measures for Employment of Persons with Disabilities in the Public Sector

– In dealing with the situation where many national government organizations failed to achieve the mandatory employment rate for persons with disabilities, the “Basic Policy on Employment of Persons with Disabilities in the Public Sector” was formulated on Oct. 23, 2018.

The NPA carried out a study in line with the request made to the NPA in accordance with this basic policy. Based on the study, the NPA took the measures one by one, including formulation of the guideline on reasonable accommodation to be made for national public employees; increase in flexibility of the flextime system; and implementation of the selection examination for persons with disabilities, such as partially examining examinees’ demonstrated abilities in a unified manner.

The public sector needs to take a lead in the employment of persons with disabilities ahead of employers in the private sector. In FY2018, however, it was made clear that many national government organizations did not achieve the mandatory employment rate of persons with disabilities. As a result, the “Relevant Cabinet Meeting on the Employment of Persons with Disabilities in the Public Sector” was established on Aug. 28, 2018, so that the government as a whole could deal with this situation. On Oct. 23, 2018, the “Basic Policy on Employment of Persons with Disabilities in the Public Sector” (hereinafter referred to as the “Basic Policy”) was formulated.

In this Basic Policy, the requests were made to the NPA including: “to formulate the guideline on reasonable accommodation to be made for national public employees by the end of the year in the light of the guideline on reasonable accommodation for employers in the private sector” to promote understanding of the employment of persons with disabilities; “to take necessary measures, for instance through providing special exceptions for early or late work starting time, enhancing flexibility of the flextime system, and setting break times flexibly” to promote work styles according to their wishes and the aspects of their disabilities; and “to introduce the selection examination for persons with disabilities, such as partially examining examinees’ demonstrated abilities in a unified manner, from FY2018” to secure a variety of appointment styles.

1. Securing of Working Environment Friendly to Persons with Disabilities

(1) Issuance of the Guideline on Reasonable Accommodation

In response to the request for formulating the guideline on reasonable accommodation in the aforementioned Basic Policy, the NPA conducted a study in consideration of the guideline on reasonable accommodation for employers in the private sector formulated by the Ministry of Health, Labour and Welfare (MHLW). After hearing opinions from the Cabinet Office, each ministry and organizations for persons with disabilities along with public opinions, the NPA established the “Guideline on the Measures to be Taken by the Heads of Ministries and Agencies for Persons with Disabilities at the Time of Their Recruitment, Initial Appointment and Post-Appointment” and issued a notice on Dec. 27, 2018 (Notice of the Director-General of the Employee Welfare Bureau and the Director-General of the Human Resources Bureau in 2018). The guideline provides the idea about reasonable accommodation to be made at the time of recruitment, initial appointment and post-appointment of national public employees in the regular service, procedures for providing reasonable accommodation, the specifics of the reasonable accommodation, the idea about excessive burdens, establishment of the counseling system and examples of reasonable accommodation to be provided in accordance with disability category and situation.

(2) Revision of the NPA Rules to Enhance Flexibility of the Flextime System

Responding to the requests in the above Basic Policy, the NPA carried out a study to secure an environment where persons with disabilities can work easily. The revision was made to the NPA Rule on Dec. 7, 2018 to provide the guideline on early or late work starting time; to enhance flexibility of the core time under the flextime system, weekly holidays and minimum working hours; to set rest periods twice or more per day and to extend or shorten rest periods according to the situation of each employee. The revised Rule came into effect on Jan. 1, 2019 to implement these measures.

2. Measures to Appoint Persons with Disabilities

(1) Implementation of the Selection Examination for Persons with Disabilities

The framework for hiring national public employees includes recruitment examinations, recruitment through selection conducted by the Cabinet Office and each ministry and employment as part-time employees. Under the circumstances where measures were being taken in FY 2018 to hire a large number of full-time employees, the NPA carried out a study on the use of framework for selection in a unified manner as the method to initially appoint persons with disabilities as full-time employees in response to the Basic Policy stated before. As a result, it was decided that this method should be used to initially appoint officer-level employees in charge of administrative affairs in accordance with the content of duties and scale stipulated in recruitment plans of the Cabinet Office and each ministry. In line with this concept, it was decided to carry out the selection examination for persons with disabilities, in which the NPA implements the basic ability test and the composition test in a unified manner as the first-stage selection; and then, the Cabinet Office and each ministry conduct the second-stage

selection for those who have passed the first-stage selection to decide final successful candidates.

Below is the outline of the selection examination for persons with disabilities disclosed by the NPA on Oct. 24, 2018.

Outline of the Selection Examination for Persons with Disabilities for FY2018

1. Target:

Officers in charge of routine clerical work

2. Eligibility for application

Those who meet the following requirements (1) and (2)

(1) Those who have received the following certificate, etc.

(a) Physical disability certificate, medical certificate or commentary statement issued by a medical doctor designated by the prefectural governor (hereinafter referred to as “designated doctor”) or an industrial physician stating that the applicant concerned has physical disability (disabilities) listed in the appended table of the Act on Employment Promotion etc. of Persons with Disabilities (Functional disorders of heart, kidney, respiratory organs, bladder, rectum, small intestine, immunity caused by human immunodeficiency virus or liver are limited to those diagnosed by a designated doctor.)

(b) A medical treatment and education handbook issued by the prefectural governor or the mayor of an ordinance-designated city; or a judgment statement that the applicant concerned has intellectual disability (disabilities) issued by a Child Consultation Office, a Recovery Consultation Office for Persons with Intellectual Disabilities, a Mental Health and Welfare Center, a designated doctor for mental health or a Vocational Center for Persons with Disabilities

(c) A mental disability certificate

(2) Those who were born on or after Apr. 2, 1959 (limited to those who completed the compulsory education stipulated by the School Education Act, more than two years before as of Apr. 1, 2018)

3. Test schedule

Application period	Dec. 3 to Dec. 14, 2018
First-stage selection	Feb. 3, 2019
Announcement of applicants who passed the first-stage selection	Feb. 22, 2019
Second-stage selection	Feb. 27 to Mar. 13, 2019
Final announcement of successful candidates	Mar. 22, 2019

4. Test types

Selection Stage	Test Type	Number of Questions (Time for answering the questions)	Content
First-stage Selection	Basic ability test (Multiple choice questions)	30 questions (1 hour and 30 minutes)	Written examination to test the basic abilities (intelligence and knowledge) required for public employees
	Composition test	One question (50 minutes)	Essay examination to test written expression and the ability to understand assignments
Second-stage Selection	Interview for initial appointment		Individual interview at the organization of the Cabinet Office or each ministry to hire the applicants concerned

※ The first-stage selection asks questions for high-school-graduate level.

5. Test category

Hokkaido, Tohoku, Kanto Koshinetsu, Tokai Hokuriku, Kinki, Chugoku, Shikoku, Kyushu, Okinawa

In this examination, the originally expected number of employees to initially appoint was 676; the number of applicants was 8,712; the number of applicants who passed the first-stage selection was 2,302; and the number of successful candidates who passed the second-stage selection (successful candidates who received informal job offer) was 754. In the first-stage selection, 1,524 examinees requested accommodations for the examination. In response to this request, the NPA made accommodations, such as examination using Braille, extension of the examination time and examinations using a personal computer.

The selection test for employees with disabilities for FY2019 will be conducted with due consideration to the implementation status in FY2018.

(2) Securing of Diverse Appointment Styles

The Basic Policy stipulates that the selection for initial appointment of persons with disabilities is to be conducted by individual ministries, in addition to the selection examination for persons with disabilities. In consideration of this, the NPA presented the “Basic Ideas about the Recruitment and Initial Appointment Methods Concerning the Initial Appointment of Persons with Disabilities” (Notice of the Director, Recruitment Policy Division of Human Resources Bureau in 2018) to the Cabinet Office and each ministry. In this statement, the NPA indicated the basic ideas about initial appointment of persons with disabilities, such as recruitment, method of initial appointment, and accommodations to be made at the time of employment, so that the selection for initial appointment can be carried out by the Cabinet Office and each ministry in a unified manner.

In addition, the Basic Policy stipulated that the framework shall be introduced to allow persons with disabilities to go through the selection by the Cabinet Office or each ministry to be promoted to full-time employees after working as part-time employees. In line with this Basic Policy, the NPA presented the “Framework for Step-up of Persons with Disabilities” (Notice of the Director-General for Personnel Policy, Cabinet Bureau of

Personnel Affairs and the Director-General of Human Resources Bureau, NPA in 2018) to the Cabinet Office and each ministry in order to ensure unity and fairness of the procedures. Concretely, the NPA specified the procedures for selection when changing appointment status from part-time to full-time employees. Such procedures include open recruitment of persons with disabilities that can be carried out exclusively by a specific ministry though it is usually implemented more extensively; and confirmation that can be performed to check skills required for government positions instead of using the method to examine demonstrated abilities, such as a written test.

Furthermore, the Basic Policy stipulates that the operation guideline for securing employment stability shall be established with a view to taking appropriate measures in accordance with the features of disabilities. In response to this, the “Operation of the System When Appointing Persons with Disabilities to Part-time Employees” (Notice of the Director-General of Human Resources Bureau, NPA and the Director-General for Personnel Policy, Cabinet Bureau of Personnel Affairs in 2018) was presented to the Cabinet Office and each ministry aiming at steadily promoting the employment of persons with disabilities in the public sector.

Specifically, the NPA newly stipulated that appointers shall make efforts to reappoint employees with disabilities in charge of duties for a specific period up to twice consecutively if they wish; and to renew the term of office of part-time employees with disabilities other than those in charge of duties for a specific period up to twice consecutively if they wish.

Chapter 5. International Cooperation in Personnel Administration

- The NPA has invited government executive officials from personnel administrative organizations in major countries every year to exchange ideas concerning the latest circumstances of personnel administration. In FY2018, the NPA invited government executive officials from Germany and the UK and co-hosted an international seminar under the theme of “Maintaining the Ethical Awareness and Preventing Misconduct by Senior Officials” with the Japanese Society for Public Administration (JSPA).
- The NPA has invited specialists from the personnel administrative organizations of the Asian countries and exchanged ideas since FY2017 for the purpose of supporting civil service reform in Asian nations on a continuous basis and developing the personal network with the countries having a strong interest in the public employee systems in Japan. In FY2018, the NPA invited specialists from the five countries, namely Indonesia, Malaysia, Philippines, Singapore and Thailand following the previous invitation in FY2017, and exchanged ideas on securing and development of human resources.
- The NPA created the China-Japan-Korea Personnel Policy Network with the central personnel administrative organizations in China and Korea in Jan. 2005 and has implemented various cooperative projects since then. In FY2018, the 11th Symposium co-hosted by the three countries on the theme of “The Ethics Systems in the 3 Countries” was held in Tokyo in Jun.