

GHQ/SCAP Records (RG 331, National Archives and Records Service)

Description of contents

- (1) Box no. 3062
- (2) Folder title/number: (12)
Red Cross Chapter of Takamatsu

(3) Date: July 1949 - ?

(4) Subject:

Classification	Type of record
760	c

(5) Item description and comment:

(6) Reproduction: Yes No

(7) Film no. Sheet no.

(Compiled by National Diet Library)

Personal of Red Cross

Governor is honorary chairman. Chairman recommended by Government and appointed by National Headquarters. All others are appointed by the Governor.

Staff consists of

1 chairman)..... All are on Salary.		
1 vice chairman			
6 clerks			
1 maid			
		Chairman 12,000 ¥
		others 8,000 ¥
			per month.

No public meeting are ever held and there are no public elections.

Personal of Mother hospital and R.C. hospital

Governor recommend the director, the chief pharmacist, chief clerk and the head doctor of each department and the national headquarters appoints them. The governor appoints all other help with the exception of the janitor whom the director of the hospital hires.

Income

Income - estimated for 1949

Public Donations	803,846	Yen
Contributing chest	3,000,000	"
Junior Red Cross	9,060	"
Maternity Hospital	1,800,000	"
	<hr/>	
Total	5,612,906	"

Fixed funds on hand.

Disaster	595,777	Yen
General	174,063	"
	<hr/>	
Total	769,840	Yen

Bank balance on hand

183,977 Yen

Income from April to June 1949.....	1,048,529
Expenses " " " " "	864,552
Balance " " " " "	183,977

Last year they spent more than their income so paid their dept out of the fixed funds.

Other assets on hand:

Bonds held 200,045 Yen
 500 tsubo of land
 Received 5,485 yen in rent from the land last year.

Estimated expenses for 1949

Mothers hospital salaries.....	1,500,000
Materials for Mothers hosp.	1,000,000
Salary for officers & other help of chapter.....	800,000
Junior Red Cross fund sent to nation..	9,060
Sub. to student nurses at Red Cross Hosp.	170,000
Disaster fund	766,798

Total 4,179,798

Some other expenses will be incurred for travel.
 Various other small projects as listed in their program.

Program

Junior Red Cross - all fund collected go to national.
 National publishes the attached magazine and gives each member a badge, member ship cost 5 yen per year.
 Junior Red Cross members donate some time to public projects such as fire prevention, road cleaning etc.

Repatriates returning

2 nurses (supplied by the hospital) and a clerk meet them in Okayama and attend to headache colds etc. No expense except travel chapters holds 4 clinic a year at Repatriates' homes with doctors and nurses from the Red Cross hospital. No expense except travel.

Maternity Clinic & Hospital

CORRECTION

THIS DOCUMENT
HAS BEEN REPHOTOGRAPHED
TO ASSURE LEGIBILITY

Personal of Red Cross

Governor is honorary chairman. Chairman recommended by Government and appointed by National Headquarters. All others are appointed by the Governor.

Staff consists of

1 chairman	}..... All are on Salary,	
1 vice chairman		
6 clerks		
1 maid		
		Chairman 12,000 ¥
		others 8,000 ¥
		per month.

No public meeting are ever held and there are no public elections.

Personal of Mother hospital and R.C. hospital

Governor recommend the director, the chief pharmacist, chief clerk and the head doctor of each department and the national headquarters appoints them. The governor appoints all other help with the exception of the janitor whom the director of the hospital hires.

Income

Income - estimated for 1949

Public Donations	803,846	Yen
Contributing chest	3,000,000	"
Junior Red Cross	9,060	"
Maternity Hospital	1,800,000	"
	<hr/>	
Total	5,612,906	"

Fixed funds on hand.

Disaster	595,777	Yen
General	174,063	"
	<hr/>	
Total	769,480	Yen

Bank balance on hand

183,977 Yen

Income from April to June 1949.....	1,048,529
Expenses " " " " "	864,552
Balance " " " " "	183,977

Last year they spent more than their income so paid their dept out of the fixed funds.

Other assests on hand:

Bonds held 200,045 Yen
 500 tsubo of land
 Received 5,485 yen in rent from the land last year.

Estimated expenses for 1949

Mothers hospital salaries.....	1,500,000
Materials for Mothers hosp.	1,000,000
Salary for officers & other help of chapter.....	800,000
Junior Red Cross fund sent to nation..	9,060
Sub. to student nurses at Red Cross Hosp.	170,000
Disaster fund	766,798

Total 4,179,798

Some other expenses will be incurred for travel.
 Varium other small projects as listed in their program.

Program

Junior Red Cross - all fund collected go to national.
 National publishes the attached magazine and gives each member a badge, member ship cost 5 yen per year.
 Junior Red Cross members donate some time to public projects such as fire prevention, road cleaning etc.

Repatriates returning

2 nurses (supplied by the hospital) and a clerk meet them in Okayama and attend to headache colds etc. No expense except travel chapters holds 4 clinic a year at Repatriates' homes with doctors and nurses from the Red Cross hospital. No expense except travel.

Maternity Clinic & Hospital

Maternity Clinic & Hospital

Income as noted	1,800,000
Expenses " "	2,500,000

Difference born by chapter 700,000

Red Cross Hospital is independent received no help from chapter altho the chapter uses their people to hold their special clinics.

Training School

Chapter gives a sub. to each of 13 nurses in training of 1,100 yen per month for expenses.

SUMMARY

Estimated income for 1949	5,612,906
Estimated expenses	4,179,798
Total of other funds on hand	1,153,862

Bank balances	183,977
Fixed funds	769,840
Bonds held	200,045

1,153,862

Land 500 tsubo

Inclosure - copy of Budget
copy of J.R.C. Magazine.

Hontatsu-Ko No.4

Jan 18, 1947

The regulation concerning the Chapter of the Japan Red Cross Society shall be put into effect on the date of promulgation as revised as follows.

President of Japan Red Cross Society
Marquis Tadatsugi SHIMAZU

Regulations concerning Chapters of the Japan Red Cross Society.

Chapter I.

Article 1. Chapter shall be established at the seat of prefectural government, and the name of the Chapter shall be same as that of the prefecture.

Under the jurisdiction of the chapter, the branch shall be established at the seat of the city office (city office and ward-office in case of Tokyo Metropolis, city office and local administrative branch office in case of Hokkaido, and ward office in case of 5 large cities such as Kyoto, Osaka, Nagoya, Yokohama, and Kobe), and local Prefectural branch office, and the sub-branch shall be established at the seat of town or village office.

Name of the Branch shall be same as that of city, ward, town, and village, etc. respectively.

Branch Headquarter shall be established at Kyoto, Osaka, Nagoya, Yokohama, and kobe in order to supervise and control the branches under its jurisdiction, and the name of Branch Hq shall be the same of the city.

Article 2. Jurisdiction of Chapter, branch Hq, branch, and sub-branch shall be in compliance with administrative jurisdiction. (boundary)

The Chapter, when deems it necessary, upon approval of the President of the Society, may establish the branch having jurisdiction over an assigned area instead of administrative boundary, or may cause to establish the branch that comes under the direct control of the Chapter instead of administrative boundary.

Chapter II. Chapter

Article 3. The Chapter shall transact the following businesses.

- (1) Concerning applications for admission, admission, retirement, changes of members and their name list.
- (2) Concerning annual subscription and contribution.

- (3) Concerning accounting and auditing.
- (4) Concerning control of property.
- (5) Concerning training of medical nurse, education of public health official, (Hoken-Shido-In) and training and course for medical agency personnel.
- (6) Planning and execution of disaster relief measures.
- (7) Organization of relief organs and arrangement of relief materials.
- (8) Concerning hospital and other medical agencies.
- (9) Concerning travelling medical service.
- (10) Dissemination and development of hygienic ideas.
- (11) Concerning prevention of diseases.
- (12) Concerning public welfare activities and public welfare works.
- (13) Concerning hospital and social works.
- (14) YOGO Teacher, P.H. Nurse, and midwife.
- (15) Concerning Junior Red Cross.
- (16) Concerning volunteer service.
- (17) Concerning information and relief of prisoners of war, internees, and missing people.
- (18) Other necessary business to complete the aim of the society.

Article 4. The Chapter shall be staffed with the following personnel.

Chief of Chapter	:	1
Vice-chief of Chapter:		1 or 2
Advisors	:	Some
Secretaries	:	Some
Clerks	:	Some
Assistant-technicians:		Some

Technician may be staffed if necessary.

Assistant-secretaries and temporary clerk may be staffed in case where circumstances required.

Article 5. Chief and Vice-chief of Chapter shall be honorary position, and they shall be appointed by the President of the Society upon recommendation of the Chapter Council.

Advisors shall be honorary position, and they shall be appointed by the President of the Society upon recommendation of the chief of Chapter.

Secretaries and Technicians shall be appointed by the President of the Society upon recommendation of the chief of the chapter.

Assistant-secretary, clerk, and assistant-technician shall be appointed by the chief of the chapter.

Temporary clerk shall be appointed by the chief of the chapter.

Article 6. The chief of the Chapter shall supervise and control the business of the chapter.

The vice-chief of the chapter shall assist the chief of the chapter and act for the chief in the absence of the chief.

Advisors shall participate in the business by order of the chief.

Secretary shall deal with business by order of superior authority.

Technician shall deal with technical affairs by order of superior authority.

Assistant-secretary and clerk shall engage in the business by order of superior authority.

Assistant-technician shall engage in the business by order of superior authority.

Article 7. The Chapter may hold a general meeting of whole or a part of the members within the jurisdiction.

Article 8. The Chapter Council shall be established at the chapter.

The Chapter Council shall consist of the chapter councillors and deliberate upon important matters pertaining to the chapter in compliance with the inquiries by the Chief of the Chapter.

Article 9. The Chapter Councillors shall be honorary position, and they shall be elected among the members not exceeding two councillors in each Branch at the time of chapter general meeting.

Those who have been appointed as the chief and the vice-chief

of the chapter shall be automatically the Chapter Councillors without being elected, and the number of Chapter Councillors shall be increased thereof.

Article 10. There shall be two superintendents for each Chapter.

Superintendents shall be honorary position, and they shall be elected among the Chapter Councillors at the councillors' meeting.

Superintendents shall conduct accounting and auditing of the hospital of the chapter and other business agencies.

Article 11. Chapter may entrust the matters that require special knowledge and experience to the consultant.

Chapter may appoint the advisory committee to the business (enterprise) of the Chapter.

Consultant shall be honorary position, and he shall be entrusted by the President of the Society upon recommendation of the Chief of the Chapter.

Advisory committee-men shall be honorary position and shall be entrusted by the Chief of the Chapter.

Article 12. The term of the office for chief and vice-chief of the Chapter, Chapter Councillors, superintendent, and advisory committee-men shall be three years with re-appointment permissible.

In the event of vacancy the tenure of office shall be the time left by his predecessor.

Chapter III. Branch Headquarters

Article 13. The Branch Hq shall be staffed with the following personnel.

Chief of Branch Hq	:	1
Vice-chief of Branch Hq	:	1 or 2
Secretaries of Branch Hq	:	some
Clerks of Branch Hq	:	some

Article 14. Chief and Vice-chief of Branch Hq shall be honorary position and they shall be appointed by the President upon recommendation of the Chief of Chapter.

Secretaries of Branch Hq shall be honorary position and they shall be appointed by the Chief of Chapter.

Clerks of Branch Hq shall be appointed by the Chief of Branch Hq.

Article 15. The chief of Branch Hq, under the control of the chief of Chapter, shall supervise the business of Branch Hq having jurisdiction over the city.

The Vice-chief of Branch Hq shall assist the chief of Branch Hq and act for him during his absence.

The secretaries of the Branch Hq shall, under the control of the superior authorities, conduct the business of the Branch Hq.

The clerks of the Branch Hq shall, by the order of the superior authorities, engage in the business of the Branch Hq.

Article 16. The Branch Hq may appoint the advisory committee-man in order to ask the approval pertaining to the enterprise of the Branch Hq.

Advisory committee-man shall be honorary position and shall be appointed by the chief of Chapter upon recommendation of the chief of the Branch Hq.

Article 17. The term of office for Chief of Branch Hq, Vice-chief of Branch Hq, secretary of Branch Hq, and advisory committee-man shall be three years with reappointment permissible.

Chapter IV. Branch

Article 18. Branch shall be staffed with the following personnel.

Chief of Branch	: 1
Vice-chief of Branch:	1 or 2
Secretary of Branch :	some
Clerk of Branch	: some

Article 19. Chief and Vice-chief of Branch shall be honorary position and they shall be appointed by the President upon recommendation of the Chief of Chapter.

Secretaries of Branch shall be honorary position and they shall be appointed by the chief of Chapter.

Clerk of Branch shall be appointed by the chief Branch.

Article 20. The Chief of Branch shall, under the control of the chief of Chapter (or Branch Hq in case where Branch Hq is established), supervise and transact the business of Branch.

The Vice-chief of Branch shall support the chief of Branch and act for him during his absence.

The secretaries of Branch shall, under the control of the superior authorities, conduct the business of Branch.

The clerks of Branch shall, by the order of the superior authorities, engage in the business of Branch.

Article 21. The Branch may appoint the advisory committee-men in order to ask approval pertaining to the enterprise of Branch.

Advisory committee-men shall be honorary position and shall be appointed by the chief of Chapter upon recommendation of the chief of Branch.

Article 22. The term of office for chief of Branch, Vice-chief of Branch, secretaries of Branch, and advisory committee-men of Branch shall be three years with reappointment permissible.

Chapter V. Sub-branch

Article 23. Sub-branch shall be staffed with the following personnel.

Chief of Sub-branch	: 1
Vice-chief of Sub-branch	: 1 or 2
Secretaries of Sub-branch	: some
Clerks of Sub-branch	: some

Article 24. Chief and Vice-chief of Sub-branch shall be honorary position and they shall be appointed by the chief of Chapter.

Secretaries of Sub-branch shall be honorary position and they shall be appointed by the chief of Chapter.

Clerks of Sub-branch shall be appointed by the chief of Sub-branch.

Article 25. The chief of Sub-branch shall, under the control of the chief of chapter or branch, transact the business of Sub-branch.

The Vice-chief of Sub-branch shall support the chief of Sub-branch and act for him during his absence.

The secretaries of Sub-branch shall, under the control of the superior authorities, conduct the business of Sub-branch.

The clerks of Sub-branch shall, by the order of the superior authorities, engage in the business of Sub-branch.

Article 26. The Sub-branch may appoint the advisory committee-men in order to ask approval pertaining to the enterprise of Sub-branch

Advisory committee-men shall be honorary position and shall be appointed by the chief of Chapter upon recommendation of the chief of Sub-branch.

Article 27. The term of office for chief, Vice-chief, secretaries, and advisory committee-men of Sub-branch shall be three years with reappointment permissible.

Supplemental provision:

Article 28. The detailed-regulation concerning business transaction of the Chapter shall be decided by the chief of Chapter upon approval of the President.

Article 29. Chief and Vice-chief of chapter, and superintendent of accounts of chapter who are on service at the time of enforcement of this regulation shall remain until their successors take over the duty as regarded being valid under this regulation.

Article 30. Advisory committee-men, Vice-chief of Branch Hq, and Vice-chief of Branch, and Vice-chief of Sub-branch shall be the titles for those who have been on service of the corresponding position.

Article 31. Clerk and assistant-clerk who are on service at the time of enforcement of this regulation shall be regarded as being appointed without official announcement of appointment.

HEADQUARTERS
SHIKOKU CIVIL AFFAIRS REGION
APO 1050

8 July 1949

INFORMAL MEMORANDUM:

TO : The Chief of Shikoku Civil Affairs Region

SUBJECT : Notes on Red Cross

FROM : Public Welfare Section

1. Mrs Watterworth this morning asked me to set down some notes for your use about Red Cross for attachment to some material she gathered at your request.

2. Red Cross organization is the same as it was before the war.

3. Now, as before the war, the officers and directing boards of Red Cross are almost entirely public office-holders. The heads, as before the war, still are the respective Governors and Mayors. As before, Red Cross is perfectly coordinated with government administration - with the only difference the fact that the Army and Navy are not in the picture. (At the outbreak of the war Red Cross automatically became an integral part of the Army).

4. Before the war, the national Red Cross president and two vice-presidents were appointed by the Emperor. The president was always a prince. In 1911 one of the two vice-presidents was Prince Tadatsugu Shimazu. To-day, Prince Tadatsugu Shimazu is the president.

5. The Chapter Charters are consistent with the organizations as they are set up. The only elections the charters provide for are for the unpaid councillors,; and for two superintendents, from among them, who are to be elected by them. All other office holders are appointed.

6. The Governors, Mayors, and other officers, are unpaid. But they run the Red Cross through their welfare departments. The paid directors are really in the role of chief clerks; they are not powerful and do not have great prestige.

7. We have been fighting for the principle that government officials will not control and operate private welfare organizations, especially in connection with the Community Chests. Obviously, Red Cross should follow the same principle. For example, Red Cross, last year, and this year, agreed to coordinate their fund drive with that of the chests, and illustrated the need for both organizations to be bound by the same principle. While directing officials are governors, Mayors, members of prefectural assemblies, chiefs of prefectural departments, gun chiefs, and etc., there is hardly any reality to the idea that Red Cross is a voluntary citizen organization, and its functions may as well be performed directly as government responsibilities.

PUB. HEALTH

JAPANESE NATIONAL RED CROSS
TOKYO, JAPANP.F.C. Moore
P.F.C. PoyorDISASTER RELIEF LETTER NO. 5

11 July 1949

TO: All Chapters

FROM: Mr. Tadatsugu Shimadzu, President, Japanese Red Cross

SUBJECT: LIAISON & COORDINATION OF THE WORK OF ALL NON-GOVERNMENTAL ORGANIZATIONS & INDIVIDUALS ENGAGING IN DISASTER RELIEF WORK

As prescribed in Public Law 118 (National Disaster Relief Law) dated October 18, 1947, interpreted by the Japanese Red Cross Society and the Welfare Ministry and in written agreement, the Japanese Red Cross is charged with two responsibilities in preparation for and in time of disaster. First is Medical and Maternity care which has been put into a written agreement by the Japanese Red Cross and the Welfare Ministry - August 25, 1948. Copies of this agreement have been sent to all the Chapters. The second responsibility is the Coordination of the work of all non-governmental organizations with which this letter deals.

In order to conduct liaison and coordination of non-governmental organizations or individuals for the relief of disaster sufferers, the Japanese Red Cross Society shall head, in compliance with Paragraph 2, Article 21 of Law 118, a committee for liaison and coordination of the disaster relief program representing non-governmental organizations at the National Headquarters and Chapter Headquarters levels in accordance with conferences and agreements between the Welfare Ministry authorities and the Japanese Red Cross officials. This committee shall consult with the National and Prefectural Planning Board for Disaster Relief regarding the following matters:

- formation and dispatch of rescue teams for medical treatment and maternity care;
- formation and dispatch of labor volunteer service units;
- collection and distribution of donated relief supplies and funds.

The Japanese Red Cross Society shall decide, in consultation with the Committee for Liaison and Coordination of Disaster Relief Program, upon details of disaster rescue activities of non-governmental agencies, and will be responsible organization for coordinating their activities. In addition, the Society shall endeavor to have non-governmental agencies thoroughly understand the fact that it is necessary for them to agree with the Society upon the types of work they are to conduct in disaster rescue. The Society shall be responsible to the National and Prefectural Planning Board for Disaster Relief for bringing into harmony both the all-over disaster relief program and liaison and coordination of non-governmental organizations' activities, and non-governmental organizations shall be responsible to the Japanese Red Cross Society.

- I. National Headquarters and (Chapter Headquarters) Committee for Liaison and Coordination of Disaster Relief Program of the Japanese Red Cross

AND COORDINATION OF DISASTER RELIEF PROGRAMS OF THE JAPANESE RED CROSS SOCIETY
 1. NATIONAL HEADQUARTERS (CH - 2 -

Society.

A. This Committee shall be called "The National Headquarters (Chapter Headquarters) Committee for Liaison and Coordination of Disaster Relief Program of the Japanese Red Cross Society and have office in the building of the National Headquarters (Chapter Headquarters) of the Japanese Red Cross Society.

The Chairman of this Committee at National Headquarters will be appointed by the President of the Japanese Red Cross. The Chairman of this Committee at Chapter Headquarters will be appointed by the Chapter President.

This Committee shall be composed of representatives from the following organizations and others:

1. The Japan Medical Association
2. The Japan Dentists' Association
3. The Japan Pharmacists' Association
4. The Japan Association for Health Nurses, Midwives and Nurses
5. The Relief Association (Saisei-kai)
6. The Association for Tendering Care to Mothers and Children (Aiku-kai)
7. The Japan Express Company
8. The Federation of All Japan Bank Associations
9. The Asahi Shimbun
10. The Mainichi Shimbun
11. The Yomiuri Shimbun
12. The Tokyo Shimbun
13. The Jiji Shimpo
14. The Nippon Broadcasting Corporation
15. The Japan Social Work Association
16. The Federation of All Japan Welfare Commissioners
17. The Brethren Relief Association (Dobo Engo Kai)
18. The Federation of Buddhists' Associations.
19. The Federation of Shintoists' Associations

- 3 -

20. The Japan Christian Order
21. The Headquarters of the Salvation Army
22. The Preparatory Association for Setting up the Council of the Japanese Youth Organization
23. The Federation of All Japan Religious Bodies
24. The Japanese Red Cross Society

Note: In Chapter Headquarters of the Japanese Red Cross Society, this Committee shall be composed of prefectural representatives of the above organizations.

B. Responsibilities for works to be operated.

This committee (National and Chapter Headquarters) shall convene a meeting and hold a conference on the following matters for liaison and coordination of activities of the interested organizations:

1. Complete plans and execution for Medical Treatment and Maternity Care
2. Complete plans and execution for Volunteer Labor Service
3. Complete plans and execution for collecting monetary contributions and supplies and for distribution of such donations to the disaster sufferers

C. Sub-Committees of National Headquarters and Chapter Headquarters Committee for Liaison and Coordination of Disaster Relief Program of the Japanese Red Cross Society.

The Chairmen of the various sub-committees will be appointed by the Chairman of the Chapter Headquarters and National Headquarters Committee on Liaison and Coordination.

The Headquarters (Chapter) Committee shall have the following sub-committees:

1. Sub-Committee on Plans and Execution for the Medical Treatment and Maternity Care.

Membership in this sub-committee shall be representatives of the various medical organizations who are members of "The Headquarters, (Chapter Headquarters) Committee for Liaison and Coordination of Disaster Relief Program."

2. Sub-Committee on Plans and Execution for the Volunteer Service

Membership in this Committee shall be representatives of various organizations, who are members of the Headquarters (Chapter Headquarters) Committee for Liaison and Coordination of Disaster Relief Program, who are interested in this phase of the work.

- 4 -

3. Sub-Committee on Plans and Execution for the Collection of Donated Money and Supplies

Membership in this Committee shall be representatives of the various organizations who are members of the Headquarters, (Chapter Headquarters) Committee for Liaison and Coordination of Disaster Relief Program, wishing to collect monetary contributions and supplies in time of disaster.

D. The Headquarters (Chapter Headquarters) Committee for Liaison and Coordination of Disaster Relief Program of Japanese Red Cross Society shall have a Chairman. The Chairmanship shall be assumed by the Vice-president of the Society. The President of the Society (Chapter President) shall request the interested organizations to send their representatives to the Committee or an outstanding person designated by the Chapter.

E. The President of the Society (Chapter President) may appoint Advisors or Councillors on this Committee from among governmental or public officials involved in the disaster relief work as well as from among learned men.

F. Meetings of the Headquarters (Chapter Headquarters) Committee and Sub-Committees mentioned in C shall be called, when necessary, by their respective Chairmen. The aforementioned Chairmen shall preside over the meetings called. In case the Chairman is unable to attend the meetings, he shall designate a Committee or Sub-Committee member to act in his place.

G. In case of emergency, the Sub-Committee mentioned in I, C, shall coordinate all action through this Committee.

H. The Committee shall have the number of secretaries necessary to conduct their business.

They shall be appointed by the Chairman.

I. Liaison and coordination in the area under the jurisdiction of JRC Branches and Sub-Branched shall be conducted by the Disaster Relief Committee which keeps in touch with the head of Branch and Sub-Branch.

II. Scope of Activities Subject to Liaison and Coordination

A. Activities under the direct command of prefectural governors, mayors or heads of towns and villages shall not be subject to liaison and coordination by the Japanese Red Cross Society. Such activities will be coordinated through the Planning Board in its overall disaster plan.

B. Types of work to be done by the volunteer workers may vary in the different prefectures, according to the arrangements made by the Prefectural Planning Boards. The Japanese Red Cross Society must work closely with the governor and the Prefectural Planning Board.

- 5 -

- C. Liaison and coordination in the fields of rescue activities of medical treatment and maternity care to be done by the Japanese Red Cross Society shall cover **chiefly** coordination of formation and dispatch of rescue teams sent by non-governmental organizations or individuals in time of disaster.
- D. Liaison and coordination in the field of activities of the labor volunteer service to be done by the Japanese Red Cross Society shall cover coordination of activities of non-governmental organizations or individuals wishing to offer voluntarily their labor and/or services in time of disaster, and the scope of their activities shall be as follows:
1. Arranging and managing shelters for refugees
 2. Distribute cooked rice and drinking water
 3. Distribute food, clothing and daily necessities
 4. Survey damages and report findings to Disaster Planning Board
 5. Assist in inquiry and welfare reports
 6. Information on living problems and jobs for sufferers
- E. Liaison and coordination in the field of activities of collecting monetary contributions and supplies to sufferers to be done by the Japanese Red Cross Society shall cover coordination of activities of non-governmental organizations or individuals wishing voluntarily to collect and distribute contributions and supplies in time of disaster.
- III. Liaison and Coordination of Rescue Activities in the Fields of Medical Treatment and Maternity Care.
- A. Sub-Committee on Plans and Execution for Medical Treatment and Maternity Care.
1. The following organizations shall cooperate with the Red Cross in dispatching medical treatment teams in time of disaster and shall be represented on the Sub-Committee on Plans and Execution for Medical Treatment and Maternity Care.
 - a. Medical Associations (Letters have already gone out to the local level from Central Association).
 - b. The Relief Association
 - c. The Brethren Relief Association
 - d. The Press
 - e. Hospitals attached to non-governmental medical schools
 - f. The Japanese Red Cross Society

- 6 -

g. Other medical institutions or individuals

2. Pre-Disaster Duties of the Sub-Committee

a. The Headquarters Sub-Committee shall convene, discuss and decide upon general matters in connection with cooperative activities of interested organizations.

b. Chapter Sub-Committee

(1) The Chapter Sub-Committee shall convene and discuss on the following matters, with all organizations making arrangements respectively for their activities:

(a) Formation of rescue teams

(b) Number of teams

(c) Order of teams to be dispatched

(d) Kinds of medical treatment

(e) Rescue materials

(f) Transportation

c. The Branch and Sub-Branch Disaster Relief Committee shall consult with the interested organizations and take necessary measures for actual circumstances in accordance with the Chapter's policy.

3. Measures to be taken in the occurrence of disaster

a. The Headquarters Sub-Committee shall convene immediately if necessary, discuss and decide upon the interested matters.

b. Chapter Sub-Committee

(1) In case a disaster occurs, the Chapter Sub-Committee shall convene immediately if necessary, and discuss and decide upon the following matters in the light of circumstances under which the disaster develops:

(a) Number of teams to be dispatched

(b) Where they are to be dispatched

(c) How long they are to work

(d) Rescue materials and food to be carried by teams

- 7 -

(e) Transportation

(f) Kinds of medical treatment

(g) When and how medical treatment is to be finished

(h) How teams are to be shifted

(i) How they keep in touch with one another

- c. The Branch and Sub-Branch Disaster Relief Committee shall call immediately a meeting, if necessary, and take adequate measures, keeping in close touch with the interested organizations, in accordance with the ordinary plans.

B. Reports

1. Rescue teams shall submit a complete and final report to the JRC Chapter on the following matters within 10 days after their mission has come to an end:
 - a. Name and duties of team head and members
 - b. Where medical treatment was operated
 - c. When medical treatment began and finished
 - d. Medical treatment records (sex, age of patients as well as number of patients classified by types of illness).
2. The Chapter shall report to the Headquarters and Prefectural Planning Board on liaison and coordination relating to activities in the fields of medical treatment and maternity care as well as on activities of rescue teams.
3. The JRC National Headquarters shall report the interested matters to the Welfare Ministry and the National Planning Board.

C. Expenditures

1. The expenses for activities of rescue teams shall be borne by the private organizations which organized them.

IV. Liaison and Coordination of Volunteer Labor Service Activities

A. Sub-Committee on Plans and Execution for the Volunteer Labor Service

1. The following are the organizations which wish to offer volunteer labor service in time of disaster, and the representatives of such organizations shall be members of the Sub-Committee on Plans and Execution for the Volunteer

- 8 -

Labor Service:

- a. Young Men's Associations
- b. Religious Organizations
- c. Women's Associations
- d. Professional Organizations
- e. Federation of Welfare Commissioners
- f. Japanese Red Cross Volunteer Service Groups

2. Pre-Disaster Duties

- a. The JRC National Headquarters Sub-Committee shall convene, discuss and decide on fundamental matters, relating to interested organizations' cooperative activities.
- b. Chapter Sub-Committee
 - (1) The Chapter Sub-Committee shall call a meeting to discuss the following matters:
 - (a) Kinds of work to be done by volunteer labor service teams
 - (b) Structure of volunteer labor service teams
 - (c) Team training for work
 - (d) Equipment and materials
 - (e) How to make liaison
 - (f) Other necessary matters
- c. Branch and Sub-Branch Disaster Relief Committees
 - (1) Considering the fact that the duties of the working teams to be formed by non-governmental organizations may vary in each community, depending on the resources on the local level, the Branch and Sub-Branch Disaster Relief Committees shall bend every effort in order to utilize fully the resources of the various non-governmental organizations by keeping in close touch with such organizations.
 - (2) In accordance with the Chapter's policy, the Branch and Sub-Branch Disaster Relief Committees shall decide upon the following matters, in consultation with the interested organizations:

- 9 -

- (a) Kinds of work to be done by volunteer labor service teams on the local level.
- (b) Classification of activities assigned to each non-governmental organization.
- (c) Composition of the various working teams
- (d) Number of teams or number of team members capable of being mobilized.
- (e) Plan the activities of each volunteer labor service team as well as the area in which each team agrees to work.
- (f) Plan for the necessary materials and equipment necessary to carry out the relief work.
- (g) Train each team in how it is to carry out its responsibilities.
- (h) Other necessary matters.

3. Duties in Occurrence of a Disaster

- a. In occurrence of a disaster, the JRC National Headquarters, in order to meet emergencies, shall immediately convene, if necessary, the National Headquarters Sub-Committee, and discuss and decide upon the matters necessary to be instructed to Chapter concerned.
- b. Local Chapter (Sub-Committee)
 - (1) In occurrence of a disaster the JRC local Chapter, in order to meet emergencies, shall convene the local Chapter Sub-Committee for Liaison and Coordination of Disaster Relief Program to keep in close touch with the interested organizations, and take adequate measures to cope with the needs.
- c. Branch and Sub-Branch Disaster Relief Committees
 - (1) In occurrence of a disaster the JRC Branch and Sub-Branch Disaster Relief Sub-Committees shall immediately convene, if necessary, and hold a conference with the interested organizations to review detailed matters as previously arranged.
 - (2) The various working teams will voluntarily go into action, according to previous instructions.
 - (3)

- 10 -

- 10 -

- (3) The Branch and Sub-Branch Disaster Relief Committees shall keep in close touch with the disaster scene in order that all work may be smoothly conducted.

B. Report

1. The working teams shall report to the Branch or Sub-Branch on their activities.
2. The Branch and Sub-Branch shall report to the local Chapter on liaison and coordination with regard to the formation and dispatching of working teams as well as on working teams' activities.
3. The local Chapter shall report to the National Headquarters and Prefectural Planning Board on liaison and coordination with regard to formation and dispatching of working teams as well as on working teams' activities.
4. The National Headquarters shall report to the Welfare Ministry and National Planning Board on the interested matters.

C. Expenditures

1. The expenses for activities of volunteer labor service teams shall be borne by the organizations or individuals who organized the working teams.

V. Liaison and coordination in campaign to collect contributions and supplies for relief of disaster sufferers.

- A. The purpose of liaison and coordination to be conducted by the Japanese Red Cross Society in the campaign to collect contributions and supplies for the relief of disaster sufferers is two-fold; first, if in time of disaster, it is necessary to collect funds and supplies for the sufferers, there will be but one well organized fund and supply collection program instead of many organizations working independently of one another; secondly, that there will be but one sub-committee involved in the distribution of such donated money and supplies, thus, avoiding any duplication of effort.
- B. Sub-Committee on Plans and Execution of Liaison and Coordination in Campaign to Collect Contributions for Relief of Disaster Sufferers.
 1. The following are the non-governmental organizations which engage in collecting contributions and supplies in time of disaster, and representatives of such organizations will have their organizations represented on this Sub-Committee.

- 11 -

- a. The Press
- b. Social work organizations
- c. Religious bodies
- d. Other organizations which have been positively engaged in collecting contributions for the relief of disaster sufferers.

2. Pre-Disaster Duties

- a. In occurrence of a disaster, the Sub-Committee of the National Headquarters shall convene a meeting, discuss and decide upon principal matters concerning cooperative activities of each interested organization.
- b. Sub-Committee of Local Chapter
 - (1) The Sub-Committee of local Chapter shall immediately convene a meeting and make arrangements for the following:
 - (a) Plan a publicity program for collection of contribution and supplies to the sufferers.
 - (b) Types of contributions and supplies
 - (c) How to collect relief money and supplies
 - (d) How to handle such contributions and supplies
 - (e) How to transport such contributions and supplies
 - (f) How to distribute such contributions and supplies
 - (g) How to make public announcement of the results
 - (h) Other necessary matters

3. Duties to be carried out in occurrence of a disaster

- a. The Sub-Committee of the National Headquarters shall immediately call a meeting, if necessary, and discuss and decide upon matters necessary to instruct the local Chapter.
- b. Sub-Committee of local Chapter
 - (1) The Sub-Committee of local Chapter shall

- 12 -

immediately call a meeting, if necessary, and consult with the interested organizations, and decide upon the following detailed matters: (the Sub-Committee shall decide upon such matters in accordance with the instructions from the National Headquarters)

- (a) Plan an Executive Agency for collection and distribution of contributions and supplies. Executive Agency is actually the working committee on fund raising and collection of supplies.

An Executive Agency for collection and distribution of contributions and supplies shall be set up on the Chapter level.

This Agency shall be organized, with the JRC Chapter sponsoring, by representatives of organizations which wish to engage in the collection of contributions and supplies and which may or may not have been represented on the Sub-Committee of local Chapter.

In case there are organizations and individuals who have not joined this Agency and who have been independently engaged in the collection, this Agency shall urge them to join it, keeping in touch with them.

- (b) A custodian shall be appointed by this Executive Agency for collection of contributions and supplies.

- (c) How to make publicity for collecting contributions and supplies. It shall be thoroughly made known to the public through the press, radio, standing sign-boards, posters, loud-speakers, and couriers to the interested organizations that the collecting of contributions and supplies is now being conducted and that activities for collection operated by non-governmental organizations or individuals are being coordinated by the Chapter Committee for Liaison and Coordination of Disaster Relief Program.

- (d) Kinds of Contributions and Supplies to be Collected

In most cases, cash as well as daily necessities and schooling articles are suggested to be well fitted for the collection in time of a disaster. However, kinds of items to be collected shall be decided upon, considering

- 13 -

circumstances under which the disaster has occurred. Even if items other than those designated are offered to be donated they shall be accepted, if possible, thus satisfying the donor's good wishes.

(c) How Long Campaign for Collection to be Kept On

The period during which the campaign for collection is to be conducted shall depend upon the extent of disaster damages. However, attention must be paid lest the campaign should be prolonged, for fear of the public losing enthusiasm for contributions.

(f) How to Conduct Collection

i. The campaign shall be for voluntary contributions. This must be explained clearly to the general public and no compulsion can be used.

ii. The campaign shall be conducted in the name of the Executive Agency mentioned in (a).

iii. It is suggested that there be an "on-the-street" campaign as well as performances and bazaars, etc. It must be decided that the campaign shall be jointly or separately conducted by the interested organizations.

iv. It is desirable that the "on-the-street" campaign be conducted by using collection boxes, and that campaigners wear regular badges and emblems, and finally that badges be given donors as tokens of contributions. If necessary, the area for the campaign shall be designated to each organization.

(g) How to Handle Monetary Contributions

i. When an individual or a group makes donations, they will be given a receipt by the person authorized by the Sub-Committee to accept such donations. In case receipts cannot be given, a public announcement shall be made by an appropriate way.

ii. It is desirable that collection boxes for the "on-the-street" campaign be fastened with seals and unsealed by banking facilities agreed upon by the Sub-Committee,

- 14 -

and plan accepted contributions for banking facilities to take custody of them. Each organization shall send the money it has received to the treasurer of the Executive Agency in care of the Japanese Red Cross local Chapter. The treasurer shall deliver in turn to the treasurer of the Executive Agency located in the disaster area in care of the Japanese Red Cross local Chapter. In order to send promptly the donations to the disaster area, each organization may directly deliver them to the treasurer of the Executive Agency located in the disaster area, in accordance with an agreement made by the Sub-Committee. In this case, the Executive Agency to which the interested organizations are attached shall be informed of the results.

(h) Handling of Donated Supplies

- i. In case supplies are donated, similar measures mentioned in (g) 1, shall be taken for delivering receipts.
- ii. Donated supplies shall be directly sent to the treasurer of the Executive Agency located in the disaster area by organizations which received them. In this case, the Executive Agency to which the interested organizations are attached shall be informed of the results.
- iii. In case relief supplies are transported free of charge by the Government or private railways, they must be sent according to formalities provided by the railway authorities.
- iv. Each organization accepting supplies will be responsible for packing and transportation to the nearest station for delivery to the Executive Agency located in the disaster area where supplies are to be used.
- v. All supplies must be safe-guarded by the interested organizations and Executive Committee until they have been given to the sufferers.

(i) How to Distribute Donations

- i. In case relief money and supplies are to be distributed among several prefectures, a distribution quota shall be planned in consultation with the National or Prefectural Planning Board in accordance with the Government's reports on the extent of the disaster.
- ii. The distribution of relief money and supplies

- 15 -

to the sufferers in the disaster area shall be planned in consultation with the Prefectural Planning Board.

- iii. Careful consideration shall be taken that relief money and supplies be distributed to disaster sufferers on the basis of needs.

(j) Public Announcement

It is suggested that activities of the campaign for collection as well as its results shall be made known through the press, radio, posters and the like as deemed suitable in due time with interim reports released as frequently as possible.

c. Branch and Sub-Branch Disaster Relief Committees

- (1) The Branch and Sub-Branch Disaster Relief Committees shall immediately convene a meeting, if necessary, and bend every effort to coordinate effectively, in accordance with instructions given by the local Chapter, activities of organizations and individuals wishing to engage in the campaign for collection of relief money and supplies in the area under their jurisdiction.

C. Reports

1. Each organization which has engaged in the campaign for collection of relief money and supplies shall inform the JRC Branch, Sub-Branch or local Chapter of circumstances under which the campaign has been conducted, as well as of the results attained by the campaign.
2. The JRC Branch and Sub-Branch shall submit a report to the local Chapter on circumstances under which liaison and coordination have been carried out as well as on the activities of each organization.
3. The local Chapter shall submit a report to the National Headquarters and to the Prefectural Disaster Relief Planning Board on circumstances under which liaison and coordination have been carried out and on the activities of each organization.
4. The Japanese National Red Cross Headquarters shall in turn report to the Welfare Ministry and National Disaster Relief Planning Board.
5. After each disaster operation has been completed the Committee on Liaison and Coordination shall meet and review the activities of the operation and take steps to correct any weakness in the plan.

D. Expenditures

- 1. Each organization engaged in collection of money and supplies will bear its own expenses.

1. Each organization engaged in collection of money and supplies will bear its own expenses.

2. Each organization engaged in collection of money and supplies will bear its own expenses.

3. Each organization engaged in collection of money and supplies will bear its own expenses.

4. Each organization engaged in collection of money and supplies will bear its own expenses.

5. Each organization engaged in collection of money and supplies will bear its own expenses.

6. Each organization engaged in collection of money and supplies will bear its own expenses.

7. Each organization engaged in collection of money and supplies will bear its own expenses.

8. Each organization engaged in collection of money and supplies will bear its own expenses.

9. Each organization engaged in collection of money and supplies will bear its own expenses.

10. Each organization engaged in collection of money and supplies will bear its own expenses.

0. Expenditures

1. Each organization engaged in collection of money and supplies will bear its own expenses.

2. Each organization engaged in collection of money and supplies will bear its own expenses.

3. Each organization engaged in collection of money and supplies will bear its own expenses.

4. Each organization engaged in collection of money and supplies will bear its own expenses.

5. Each organization engaged in collection of money and supplies will bear its own expenses.

6. Each organization engaged in collection of money and supplies will bear its own expenses.

7. Each organization engaged in collection of money and supplies will bear its own expenses.

8. Each organization engaged in collection of money and supplies will bear its own expenses.

9. Each organization engaged in collection of money and supplies will bear its own expenses.

10. Each organization engaged in collection of money and supplies will bear its own expenses.