



OIST

OKINAWA INSTITUTE
OF SCIENCE AND TECHNOLOGY
GRADUATE UNIVERSITY

沖縄科学技術大学院大学

November 24, 2023

To: Karin Markides, Chief Executive Officer
Okinawa Institute of Science and Technology School Corporation

From: Hiroyuki Ikeda, Auditor
Satoshi Kaneshima, Auditor
George Clark, Auditor

Notice of Auditors' Audit for FY 2023

In accordance with PRP 9.4.3.1 of the Okinawa Institute of Science and Technology Graduate University, this is to notify you that the Auditors' Audit for the fiscal year 2023 will be conducted as follows.

1. Purpose of the Audit

The Auditors conduct audits of the business and administrative operation of the Okinawa Institute of Science and Technology School Corporation (OIST SC) for FY 2023 to ensure proper and efficient operation and to form the Auditors' Opinion for the closing of FY 2023 as provisioned in Article 34, Section 1 of the Bylaws.

2. Audit Items

The Auditors conduct audits of the items listed in PRP 9.4.1, especially items (1) through (5) and (6) in the Business Plan and item (3) in the Okinawa Institute of Science and Technology Graduate University Auditors' Guidelines for Auditors' Audit (decided by the Auditors in September 2017). (See attachment)

1. Education and research
2. Transparency and efficiency of governance and business operations
3. Finance
4. Contribution to the self-sustainable development of Okinawa
5. University campus and community development; safety and environment protection
6. Other items that the Auditors find necessary to audit in order to achieve sound and stable operation of the SC.

3. Period Covered: FY 2023

4. Methods of Audit

The written and field audit will be conducted as prescribed in PRP 9.4.2.

5. Schedule of Audit

Periodical audit period: November 2023 through April 2024.

The Auditors will receive reports on the progress and findings of the accounting audit conducted by an accounting firm and incorporate the result in the Auditors' audit.

6. Audit Report

Auditors' written opinion and the Audit Report will be prepared and reported to the President and submitted to the Board of Governors and Board of Councilors in May. Additional reports will be provided to the President on an as-needed basis.

池田 裕之
Hiroyuki Ikeda, Auditor

11/24 /2023

Date

兼島 規
Satoshi Kaneshima- Auditor

11/24 /2023

Date

George Clark

11/24 /2023

George Clark, Auditor

Date



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(Excerpt)

September 2017
Approved by Auditor

Guidelines for Auditors' Audit, Okinawa Institute of Science and Technology

3. Annual Auditors' Audit

To ensure a steady business operation, Auditors regularly conduct hearings each year, or until sufficient, regarding current status and challenges reported by each division head in charge of following items, and perform site surveys as necessary:

- (1) Management of Facility Maintenance Budget Execution (FM, BFM)
- (2) Personal Information Management (AC)
- (3) Compliance Education (AC)
- (4) BCP Training Including IS (BCP in charge, CIO)
- (5) Work Hour Management, Including Overtime (HRGE)
- (6) Follow-up of Items Mentioned in Auditors' Audit of Previous FY (related divisions)