

**Appendix 2**    **Action plans by High Energy Accelerator Research Organization (KEK)**

**1. Action plans to be taken by KEK**

1) Directives to KEK staff members

KEK will instruct the staff members who are involved in this incident to perform more rigorous cross-checks with other colleagues on critical work and to optimize the amount of personnel and time allocated for their research projects so as to avoid the recurrence of similar incidents. KEK will circulate a directive to all the staff members to the same effect.

2) Implementation of effective measures and policies on data preservation

KEK will implement better organized internal rules, practices, and logistics to preserve the scientific data obtained from experiments at its facilities, in a manner appropriate for their kind, importance, and context.

3) Improvement of cooperative relationship among divisions and groups with tighter communication and clearer definitions of responsibilities

KEK will improve cooperation and communication among its divisions in carrying out research and educational activities to mitigate risks encountered therein. KEK will provide the leaders of research groups with opportunities to participate in seminars on risk management and risk communication as well as provide support for their managerial tasks.

4) Improvement of workflows for the laboratory management to follow in response to similar incidents

KEK will implement and share an improved workflow for its executive office and management personnel to respond quickly to similar incidents that might occur during future research and education activities at KEK.

**2. On disciplinary action**

The validation committee concluded that there was no discernible property damage. KEK respects the committee's conclusion, and it will not take any disciplinary action against its staff members or investigate the liability of the contractors involved.