

# COMMITTEE ON ETHICS

## EMPLOYEE POST-TRAVEL DISCLOSURE FORM Original Amendment

This form is for disclosing the receipt of travel expenses from private sources for travel taken in connection with official duties. This form does not eliminate the need to report privately-funded travel on the annual *Financial Disclosure Statements* of those employees required to file them. In accordance with House Rule 25, clause 5, **you must complete this form and file it with the Clerk of the House by email at [gifttravelreports@mail.house.gov](mailto:gifttravelreports@mail.house.gov), within 15 days after travel is completed.** Please **do not** file this form with the Committee on Ethics.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Name of Traveler: Alexandria Kayla Smith
2. a. Name of Accompanying Relative: \_\_\_\_\_ **OR**  None  
b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: May 25, 2024 Return: June 1, 2024  
b. Dates at Personal Expense, if any: \_\_\_\_\_ **OR**  None
4. Departure City: Dulles Destination: Tokyo, Japan Return City: Dulles
5. Sponsor(s), Who Paid for the Trip: Japan Center for International Exchange
6. Describe Meetings and Events Attended: Literally, every day was packed with meetings from breakfast and dinner. These meetings were intentionally planned so that we had an array of opinions ranging from college students to elected officials. We covered small business, tax, geopolitical, AI, defense, space, social, voting issues, and more. There was no shortage of meetings or ground covered.  
\_\_\_\_\_
7. Attached to this form are **each** of the following, **signify that each item is attached by checking the corresponding box**:
  - a.  a completed *Sponsor Post-Travel Disclosure Form*;
  - b.  the *Primary Trip Sponsor Form* completed by the trip sponsor **prior** to the trip, **including all** attachments **and** the *Additional Sponsor Form(s)*;
  - c.  page 2 of the completed *Traveler Form* submitted by the employee; **and**
  - d.  the letter from the Committee on Ethics approving my participation on this trip.
8. a.  I represent that I participated in each of the activities reflected in the attached sponsor's agenda. **Signify statement is true by checking the box.**  
b. If not, explain: \_\_\_\_\_

**I certify that the information contained on this form is true, complete, and correct to the best of my knowledge.**

Signature of Traveler:  Date: 6-19-24

I authorized this travel in advance. I have determined that all of the expenses listed on the attached *Sponsor Post-Travel Disclosure Form* were necessary and that the travel was in connection with the employee's official duties and would not create the appearance that the employee is using public office for private gain.

Name of Supervising Member: Byron Donalds Date: 06-19-2024

Signature of Supervising Member: 

# COMMITTEE ON ETHICS

## SPONSOR POST-TRAVEL DISCLOSURE FORM

Original  Amendment

This form must be completed by an officer of any organization that served as the primary trip sponsor in providing travel expenses or reimbursement for travel expenses to House Members, officers, or employees under House Rule 25, clause 5. **A completed copy of the form must be provided to each House Member, officer, or employee who participated in the trip within 10 days of their return.** You must answer all questions, and check all boxes, on this form for your submission to comply with House Rules and the Committee's Travel Regulations. Failure to comply with this requirement may result in the denial of future requests to sponsor trips and/or subject the current traveler to disciplinary action or a requirement to repay the trip expenses.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

1. Sponsor(s) who paid or provided in-kind support for the trip: Japan Center for International Exchange
2. Travel Destination(s): Japan: Tokyo and Kumamoto
3. Date of Departure: May 25, 2024 Date of Return: June 1, 2024
4. Name(s) of Traveler(s): Jon Carter, Adrienne Castro, Kelsey Chin, Liam McDonough, Alex Smith, Michelle Vanek  
*Note: You may list more than one traveler on a form only if all information is identical for each person listed.*
5. **Actual amount** of expenses paid on behalf of, or reimbursed to, each individual named in Question 4:

|                            | Total Transportation Expenses | Total Lodging Expenses | Total Meal Expenses | Total Other Expenses (dollar amount per item and description) |
|----------------------------|-------------------------------|------------------------|---------------------|---------------------------------------------------------------|
| Traveler                   | \$3,893.79                    | \$1,182.76             | \$502.47            | n/a                                                           |
| Accompanying Family Member | n/a                           | n/a                    | n/a                 | n/a                                                           |

6.  All expenses connected to the trip were for actual costs incurred and not a *per diem* or lump sum payment.  
*Signify statement is true by checking box.*

**I certify that the information contained in this form is true, complete, and correct to the best of my knowledge.**

Signature: Kazuyo Kato  Digitally signed by Kazuyo Kato  
Date: 2024.06.13 15:20:39 +09'00' Date: 6/13/2024

Name: Kazuyo Kato Title: Executive Director

Organization: Japan Center for International Exchange

**I am an officer of the above-named organization. Signify statement is true by checking box.**

Address: Interchurch Center, 475 Riverside Drive, Suite 731, New York, NY 10115

Telephone: 212-679-4130 Email: kkato@jcie.org

*Committee staff may contact the above-named individual if additional information is required.*

If you have questions regarding your completion of this form, please contact the Committee on Ethics at 202-225-7103.

Michael Guest, Mississippi  
*Chairman*  
Susan Wild, Pennsylvania  
*Ranking Member*

David P. Joyce, Ohio  
John H. Rutherford, Florida  
Andrew R. Garbarino, New York  
Michelle Fischbach, Minnesota

Veronica Escobar, Texas  
Mark DeSaulnier, California  
Deborah K. Ross, North Carolina  
Glenn F. Ivey, Maryland



ONE HUNDRED EIGHTEENTH CONGRESS

**U.S. House of Representatives**

COMMITTEE ON ETHICS

Thomas A. Rust  
*Staff Director and Chief Counsel*

Keelie Broom  
*Counsel to the Chairman*

David Arrojo  
*Counsel to the Ranking Member*

1015 Longworth House Office Building  
Washington, D.C. 20515-6328  
Telephone: (202) 225-7103  
Facsimile: (202) 225-7392

May 22, 2024

Ms. Alexandria Smith  
Office of the Honorable Byron Donalds  
1719 Longworth House Office Building  
Washington, DC 20515

Dear Ms. Smith:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Japan,<sup>1</sup> scheduled for May 25 to June 1, 2024, sponsored by Japan Center for International Exchange.

You must complete an Employee Post-Travel Disclosure Form (which your employing Member must also sign) and file it, together with a Sponsor Post-Travel Disclosure Form completed by the trip sponsor, with the Clerk of the House within 15 days after your return from travel. As part of that filing, you are also required to attach a copy of this letter and both the Traveler and Primary Trip Sponsor Forms (including attachments) you previously submitted to the Committee in seeking pre-approval for this trip. If you are required to file an annual Financial Disclosure Statement, you must also report all travel expenses totaling more than \$480 from a single source on the "Travel" schedule of your annual Financial Disclosure Statement covering this calendar year. Finally, Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting information provided to the Committee for three subsequent Congresses from the date of travel.

Because the trip may involve meetings with foreign government representatives, we note that House employees may accept, under the Foreign Gifts and Decorations Act (FGDA), gifts "of minimal value [currently \$480] tendered as a souvenir or mark of courtesy" by a foreign government. Any tangible gifts valued in excess of minimal value received from a foreign government must, within 60 days of acceptance, be disclosed on a Form for Disclosing Gifts from Foreign Governments and either turned over to the Clerk of the House, or, with the written approval of the Committee, retained for official use.

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<sup>1</sup> Please be aware that the Committee's review of the proposed trip does not extend to either the security situation in the destination country or security related to foreign travel in general. We recommend you contact the Office of House Security (OHS) for a safety and security briefing prior to your departure. OHS may be reached at (202) 226-2044 or ohsstaff@mail.house.gov. House travelers should also register for the U.S. State Department's Smart Traveler Enrollment Program at <https://step.state.gov>.

If you have any further questions, please contact the Committee's Office of Advice and Education at extension 5-7103.

Sincerely,

A handwritten signature in blue ink that reads "Michael Guest". The signature is written in a cursive style with a large initial "M".

Michael Guest  
Chairman

A handwritten signature in blue ink that reads "Susan Wild". The signature is written in a cursive style with a large initial "S".

Susan Wild  
Ranking Member

MG/SW:kjf

# COMMITTEE ON ETHICS

## TRAVELER FORM

This form should be completed by House Members, officers, or employees seeking Committee approval of privately-sponsored travel or reimbursement for travel under House Rule 25, clause 5. The completed form should be submitted directly to the Committee by each invited House Member, officer, or employee, together with the completed and signed trip sponsor form(s) and any attachments. A copy of this form, minus this initial page, will be made available for public inspection.

**This form and any attachments may be submitted at 1015 Longworth House Office Building or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).**

**Your completed request must be submitted to the Committee no less than 30 days before your proposed departure date.** Absent exceptional circumstances, permission will not be granted for requests received less than 30 days before the trip commences. **You must receive explicit approval from the Committee before you depart on this trip.**

Name of Traveler: Alexandria Smith

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001.**

**I certify that the information contained on both pages of this form is true, complete, and correct to the best of my knowledge.**

Signature: \_\_\_\_\_

Name of Signatory (if other than traveler): \_\_\_\_\_

For Staff (name of employing Member or Committee): Rep. Byron Donalds

Office Address: 1719 Longworth House Office Building

Telephone Number: 202-225-2536

Email Address of Contact Person: alex.smith2@mail.house.gov

Check this box if the sponsoring entity is a media outlet, the purpose of the trip is to make a media appearance sponsored by that entity, *and* these forms are being submitted to the Committee less than 30 days before the trip departure date.

**NOTE: You must complete all of the contact information fields above, as Committee staff may need to contact you if additional information is required.**

**KEEP A COPY OF THIS FORM.** Page 2 (but not this page) must be submitted to the Clerk as part of the post-travel disclosure required by House Rule 25. Travel Regulation § 404(d) also requires you to keep a copy of all request forms and supporting paperwork for three subsequent Congresses from the date of travel.

If there are any questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or via email: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Alexandria Smith
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Japan Center for International Exchange
3. City and State **OR** Foreign Country of Travel: Japan
4. a. Date of Departure: May 25, 2024 Date of Return: June 1, 2024  
b. Yes  No  Will you be extending the trip at your personal expense?  
If yes, list dates at personal expense: \_\_\_\_\_
5. a. Yes  No  Will you be accompanied by a family member at the sponsor's expense? **If yes:**
  - (1) Name of Accompanying Family Member: \_\_\_\_\_
  - (2) Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
  - (3) Yes  No  Accompanying Family Member is at least 18 years of age?
6. a. Yes  No  Did the trip sponsor answer "Yes" to Question 8(c) on the *Primary Trip Sponsor Form* (i.e., travel is sponsored by an entity that employs a registered federal lobbyist or a foreign agent)?  
b. **If yes, and you are requesting lodging for two nights, explain why the second night is warranted:**  
\_\_\_\_\_  
\_\_\_\_\_

7. Yes  No  *Primary Trip Sponsor Form* is attached, including agenda, invitation, invitee list, and any other attachments and Additional Sponsor Forms.

NOTE: The agenda should show the traveler's individual schedule, including departure and arrival times and identify the specific events in which the traveler will be participating.

8. Explain why participation in the trip is connected to the traveler's individual official or representational duties. **Staff should include their job title and how the activities on the itinerary relate to their duties.**

I am the foreign affairs and financial services lead in my office. My boss also has a robust nuclear energy portfolio. Given the U.S. and Japan relationship and the need for strengthened alliances as we work to oppose the CCP. Japan also has plans on strengthening their nuclear reliance. This trip will help me learn how we can be coordinating global efforts for nuclear energy apparatus as well as ways to fight against the CCP's agenda for global dominance.

9. Yes  No  **Is the traveler aware of any registered federal lobbyists or foreign agents involved in planning, organizing, requesting, or arranging the trip?**

10. For staff travelers, to be completed by your employing Member:

### ADVANCED AUTHORIZATION OF EMPLOYEE TRAVEL

I hereby authorize the individual named above, an employee of the U.S. House of Representatives who works under my direct supervision, to accept expenses for the trip described in this request. I have determined that the above-described travel is in connection with my employee's official duties and that acceptance of these expenses will not create the appearance that the employee is using public office for private gain.

Signature of Employing Member: \_\_\_\_\_

Date: 04/24/2024

# COMMITTEE ON ETHICS

## PRIMARY TRIP SPONSOR FORM

This form should be completed by private entities offering to provide travel or reimbursement for travel to House Members, officers, or employees under House Rule 25, clause 5. A completed copy of the form (and any attachments) should be provided to each invited House Member, officer, or employee, who will then forward it to the Committee together with a *Traveler Form* **at least 30 days before the start date of the trip**. The trip sponsor should *NOT* submit the form directly to the Committee. The Committee's website (ethics.house.gov) provides detailed instructions for filling out the form. The Committee will notify the House invitees directly of its decision and will not notify the trip sponsors.

**NOTE: Willful or knowing misrepresentations on this form may be subject to criminal prosecution pursuant to 18 U.S.C. § 1001. Failure to comply with the Committee's Travel Regulations may also lead to the denial of permission to sponsor future trips. Signatures must comply with section 104(bb) of the Travel Regulations.**

1. Sponsor who will be paying for the trip:  
Japan Center for International Exchange
2.  I represent that the trip will not be financed, in whole or in part, by a registered federal lobbyist or foreign agent. *Signify that the statement is true by checking box.*
3. **Check only one.** I represent that:
  - a.  The primary trip sponsor has not accepted from any other source, funds intended directly or indirectly to finance any aspect of the trip; **OR**
  - b.  The trip is arranged without regard to congressional participation and the primary trip sponsor has accepted funds only from entities that will receive a tangible benefit in exchange for those funds; **OR**
  - c.  The primary trip sponsor has accepted funds, services, or in-kind assistance from other source(s) intended directly or indirectly to finance all or part of this trip and has enclosed disclosure forms from each of those entities.  
If "c" is checked, list the names of the additional sponsors: \_\_\_\_\_
4. Provide names and titles of **ALL** House Members *and* employees you are inviting. **For each House invitee, provide an explanation of why the individual was invited** (include additional pages if necessary): see attached.
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of Departure: May 25, 2024 Date of Return: June 1, 2024
7. a. City of departure: Washington DC  
b. Destination(s): Japan: Tokyo and Kumamoto  
c. City of return: Washington DC
8. **Check only one.** I represent that
  - a.  The sponsor of the trip is an institution of higher education within the meaning of section 101 of the Higher Education Act of 1965; **OR**
  - b.  The sponsor of the trip does not retain or employ a registered federal lobbyist or foreign agent; **OR**
  - c.  The sponsor employs or retains a registered federal lobbyist or foreign agent, but the trip is for attendance at a one-day event *and* lobbyist / foreign agent involvement in planning, organizing, requesting, or arranging the trip was *de minimis* under the Committee's travel regulations.

9. **Check only one of the following.**
- a.  I checked 8(a) or (b) above; **OR**
  - b.  I checked 8(c) above but am not offering any lodging; **OR**
  - c.  I checked 8(c) above and am offering lodging and meals for one night; **OR**
  - d.  I checked 8(c) above and am offering lodging and meals for two nights. If you checked this box, explain why the second night of lodging is warranted. \_\_\_\_\_
- 

10.  Attached is a detailed agenda of the activities House invitees will be participating in during the travel (i.e., an hourly description of planned activities for trip invitees). *Indicate agenda is attached by checking box.*

11. **Check only one of the following.**
- a.  I represent that a registered federal lobbyist or foreign agent will not accompany House Members or employees on any segment of the trip. *Signify the statement is true by clicking the box; OR*
  - b.  *Not Applicable.* Trip sponsor is a U.S. institution of higher education.

12. For *each* sponsor required to submit a sponsor form, describe the sponsor's interest in the subject matter of the trip **and** its role in organizing and/or conducting the trip:  
 JCIE is the sole sponsor of the trip, meaning we cover all expenses related to the program, select participants, develop the trip agenda, arrange all meetings and travel logistics, and attend to the delegation through out the program. JCIE promotes US-Japan dialogues on issues of mutual concern, and this program is designed to provide senior staffers with a deeper understanding of US-Japan relations and the dynamics of Japanese policymaking.

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13. **Answer parts a and b. Answer part c if necessary:**
- a. Mode of travel: Air  Rail  Bus  Car  Other  (specify: \_\_\_\_\_)
  - b. Class of travel: Coach  Business  First  Charter  Other  (specify: \_\_\_\_\_)
  - c. If travel will be first class, or by chartered or private aircraft, explain why such travel is warranted:  
 \_\_\_\_\_
- 

14.  I represent that the expenditures related to local area travel during the trip will be unrelated to personal or recreational activities of the invitee(s). *Signify that the statement is true by checking box.*

15. **Check only one.** I represent that either:
- a.  The trip involves an event that is arranged or organized *without regard* to congressional participation and that meals provided to congressional participants are similar to those provided to or purchased by other event attendees; **OR**
  - b.  The trip involves events that are arranged specifically *with regard* to congressional participation. If "b" is checked:
    - 1) Detail the cost *per day* of meals (approximate cost may be provided): approx \$112
    - 2) Provide the reason for selecting the location of the event or trip: Tokyo was chosen as it is Japan's capital city. Kumamoto is being developed as a tech and business hub following a major earthquake.

16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:

Hotel Name: Hotel New Otani City: Tokyo Cost Per Night: \$215  
 Reason(s) for Selecting: Affordability and proximity to the Japanese Diet.

Hotel Name: Candeo Hotel Kumamoto Shinshigai City: Kumamoto Cost Per Night: \$108  
 Reason(s) for Selecting: Affordability and proximity to downtown Kumamoto and locations we'll visit.

Hotel Name: \_\_\_\_\_ City: \_\_\_\_\_ Cost Per Night: \_\_\_\_\_  
 Reason(s) for Selecting: \_\_\_\_\_

17.  I represent that all expenses connected to the trip will be for actual costs incurred and not a per diem or lump sum payment. *Signify that the statement is true by checking the box.*

18. **Total Expenses for each Participant:**

| <input type="checkbox"/> Actual Amounts<br><input checked="" type="checkbox"/> Good Faith Estimates | Total <b>Transportation</b> Expenses per Participant | Total <b>Lodging</b> Expenses per Participant | Total <b>Meal</b> Expenses per Participant |
|-----------------------------------------------------------------------------------------------------|------------------------------------------------------|-----------------------------------------------|--------------------------------------------|
| For each Member, Officer, or Employee                                                               | \$3,860                                              | \$1,183                                       | \$560                                      |
| For each Accompanying Family Member                                                                 | N/A                                                  | N/A                                           | N/A                                        |

|                                       | <b>Other</b> Expenses (dollar amount per item) | Identify Specific Nature of “Other” Expenses (e.g., taxi, parking, registration fee, etc.) |
|---------------------------------------|------------------------------------------------|--------------------------------------------------------------------------------------------|
| For each Member, Officer, or Employee | \$0                                            |                                                                                            |
| For each Accompanying Family Member   | N/A                                            |                                                                                            |

19. **Check only one:**

- a.  I certify that I am an officer of the organization listed below; **OR**
- b.  *Not Applicable.* Trip sponsor is an individual or a U.S. institution of higher education.

20. **I certify by my signature that**

- a. **I read and understand the Committee’s Travel Regulations;**
- b. **I am not a registered federal lobbyist or registered foreign agent; and**
- c. **The information on this form is true, complete, and correct to the best of my knowledge.**

Signature: Kazuyo Kato Digitally signed by Kazuyo Kato  
Date: 2024.04.22 13:37:36 -04'00' Date: 4/22/2024

Name: Kazuyo Kato Title: Executive Director

Organization: Japan Center for International Exchange

Address: 475 Riverside Drive, Suite 731, New York, NY 10115

Email: kkato@jcie.org Telephone: 212-679-4130

If there are questions regarding this form, please contact the Committee on Ethics at 202-225-7103 or [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).

JAPAN CENTER FOR INTERNATIONAL EXCHANGE (JCIE)  
**US Congressional Staff Exchange Program**  
2024 Delegation to Japan  
May 25 - June 1, 2024

**ITINERARY**

**Thursday, May 23**

12:15 Jacqueline Anderson Depart Washington Dulles International Airport (NH101).

**Saturday, May 25** \*Travel day

12:15 Adrienne Castro, Alexandria Smith, Michelle Vanek, Liam McDonough, and Kelsey Chin Depart Washington Dulles International Airport (NH101)  
*\*Participants to arrange their own transportation.*

12:25 Jonathan Carter Departs Washington Dulles International Airport (UA803)  
*\*Participant to arrange their own transportation*

**Sunday, May 26** \*Travel day

15:20 Adrienne Castro, Alexandria Smith, Michelle Vanek, Liam McDonough, and Kelsey Chin Arrive at Haneda Airport by NH 101

15:25 Jonathan Carter Arrives at Haneda Airport by UA803

Travel via minibus to Hotel New Otani Garden Tower

18:30-20:00 **Welcome Dinner**

*Review of the week's activities and meeting interlocutors with JCIE staff*

JCIE staff: Kazuyo Kato, Executive Director, JCIE/USA  
Kevin Bayes, Program and Administrative Assistant, JCIE/USA  
Hifumi Tajima, Chief Program Officer, JCIE/Japan  
Dai Funaki, Senior Program Officer, JCIE/Japan

Location: Restaurant Satsuki, "The Main," Hotel New Otani

\*Accommodation: Hotel New Otani Garden Tower  
4-1 Kioi-cho, Chiyoda-ku, Tokyo 102-8578, Japan  
Tel: 81-3-3221-2666 | Fax: 81-3-3221-4149  
<https://www.newotani.co.jp/en/tokyo/>

**Monday, May 27**

08:40 Meeting in the Garden Tower Lobby and travel to JCIE by minibus

09:00-09:30 **Overview of JCIE**

*Welcome and brief background on JCIE including its role in US-Japan relations as a non-governmental foreign affairs institute and introduction to its current programs.*

Speaker: **Isao Kano**, President and CEO, JCIE/Japan

Location: JCIE office (Meisan Tameike Bldg. 7F, 1-1-12 Akasaka,

Minato-ku, Tokyo, Japan 107-0052)

- 10:00-11:30 **Meeting on Japan's Domestic Landscape & Its Implications for US-Japan Relations**  
*Briefing on key issues in Japan's domestic landscape including political economic, and social issues from two leading journalists.*  
Speakers: **Masakatsu Ota**, Senior and Editorial writer, Kyodo News  
**Mari Yamaguchi**, Reporter / Writer, Associated Press, Tokyo  
Location: JCIE office
- 12:00-13:30 **Luncheon Meeting with the Ministry of Foreign Affairs on Japan's Foreign Policy and Diplomatic Priorities**  
*Group discussion with a senior Ministry of Foreign Affairs (MOFA) and several younger diplomats from MOFA on the current geopolitical landscape around Japan and the role of US-Japan relations.*  
Speakers: **Yukiko Harimoto**, Director, North American Exchange Office, Ministry of Foreign Affairs (MOFA)  
+2-3 MOFA Officials  
Location: Kitaoji Akasaka Saryo
- 14:00-15:00 **Discussion on Local Politics and Governance**  
*Discussion with the former governor of Kumamoto (2008-2024) to provide insights on the relationship between central and local governments in Japan and key issues for political leaders in Kumamoto ahead of the staff's trip to the prefecture later in the week.*  
Speaker: **Ikuo Kabashima**, Former Governor of Kumamoto Prefecture  
Location: JCIE office
- 15:30-16:30 **Roundtable on Japan and US and Foreign Policy**  
*Discussion with leading experts from the Asia Pacific Initiative (API) on foreign policy challenges and opportunities facing the United States and Japan and areas for greater US-Japan collaboration.*  
Speakers: **Ken Jimbo**, Professor, Keio University; Managing Director, International House of Japan  
**Yuichi Hosoya**, Director of Research, Asia Pacific Institute  
**Kazuto Suzuki**, Director, Institute of Geoeconomics (IOG)  
+10 additional API researchers/fellows  
Location: International House of Japan (I-House), Lecture Hall, Annex
- 17:15-17:35 **Meeting on Japan's Public Health Policy and Health Diplomacy**  
*The group will hear from Japan's current Minister for Health, Labour and Welfare (MHLW) and a former JCIE fellow on key developments in Japan's public health policy and its health diplomacy, including Japan's leadership in promoting universal health coverage and pandemic prevention, preparedness, and response and areas for US-Japan collaboration.*  
Speaker: **Keizo Takemi**, Minister of Health, Labour and Welfare; Member of the House of Councillors  
Location: Minister's office, MHLW
- 18:30-20:30 **Dinner Meeting on Japan's Approach and Challenges to Japan's Aging Population and Labor Needs**  
*Meeting with experts from the National Institute of Population and Social Security Research, to discuss Japan's demographic challenges including population aging and immigration issues.*

Speakers: **Reiko Hayashi**, Director-General, National Institute of Population and Social Security Research (IPSS)  
**Katsuhisa Kojima**, Deputy Director-General, IPSS  
Location: Hibiya Matsumotoro

## **Tuesday, May 28**

- 7:45-9:15 **Breakfast Roundtable with Up-and-Coming Leaders in the Diet**  
*Roundtable discussion with 4-6 Diet members from the ruling and opposition parties to exchange views on a couple of possible topics: 1) key legislative issues and domestic political challenges in the United States and Japan and their implications for foreign policy including US-Japan relation; and 2) perspectives on shared regional and global security and economic challenges*  
Speakers: **Keiichiro Asao**, Member, House of Councillors (Liberal Democratic Party, LDP)  
**Kenichi Hosoda**, Member, House of Representatives (LDP)  
**Hideki Makihara**, Member, House of Representatives (LDP)  
**Rui MATSUKAWA**, Member, House of Councillors (LDP)  
**Kiyoshi Odawara**, Member, House of Representatives (LDP)  
**Shu Sakurai**, Member, House of Representatives (Constitutional Democratic Party of Japan, CDPJ)  
**Masahiko Shibayama**, Member, House of Representatives (LDP)  
**Isamu Ueda**, Member, House of Councillors (Komeito)  
**Katsuo Yakura**, Member, House of Councillors (Komeito)  
**Miki Yamada**, Member, House of Representatives (LDP)  
Location: Room ACERO, Main Building Arcade Floor, Hotel New Otani
- 9:25 Travel from Main Building, Hotel New Otani to METI directly after meeting.
- 9:45-10:00 **Meeting on Japan's Trade Policy and US-Japan Trade and Economic Relations**  
*A meeting with the Ministry of Economy, Trade and Industry (METI), to hear perspectives on current priorities in Japan's trade relations, to be followed by a briefing from ministry staff on Japan's trade policy and US-Japan trade and economic cooperation.*  
Speaker: **Ken Saito**, Minister of Economy, Trade and Industry; Member, House of Representatives (LDP)
- 10:00-11:30 Meeting with METI Officials  
Speakers: **Hideyuki Umeda**, Director for International Policy on Carbon Neutrality, International Affairs Division, Agency for Natural Resources and Energy (ANRE), Ministry of Economy, Trade and Industry (METI)  
**Satoru Yasuraoka**, Coordinator, Nuclear Power Policy Planning Division, ANRE, METI  
**Takafumi Ushio**, Advanced Energy Systems and Structure Division, ANRE, METI  
**Tomohiko Adachi**, Hydrogen and Fuel Cell Strategy Division, ANRE, METI  
**Hidemichi Shimizu**, Director, Device Industry & Semiconductor Strategy Office, METI  
+1 speaker from Investment Facilitation Division of METI  
Location: METI
- 11:30-12:00 Travel to Keidanren Kaikan by minibus

- 12:00-13:20 **Luncheon Discussion: Japanese Business Perspectives on US-Japan Economic Relations**  
*Roundtable discussion with KEIDANREN (Japan Business Federation) leaders to exchanges views on the state of US-Japan trade relations and Japanese business investments in the United States.*  
 Speakers: **Yuria Toyokawa**, Keidanren Committee on U.S. affairs Chairman of Collaboration Strengthening Department; Head of Global Credit, Managing Executive Officer, MUFG Bank, Ltd.  
 +5-10 additional experts from Keidanren  
 Location: Keidanren Kaikan
- 13:30-14:00 Travel to US Embassy by minibus
- 14:00-15:00 **Meeting with Ambassador Rahm Emanuel / US Embassy Briefing**  
*Discussion providing US government perspectives on the state of US-Japan relations and key issues affecting the relationship including the role of the US-Japan alliance in addressing regional security challenges, trade relations, and areas for US-Japan global collaboration, etc.*  
 Speaker: **Rahm Emanuel**, US Ambassador to Japan  
 Location: US Embassy, Tokyo
- 15:00-16:00 Return to JCIE offices then travel to IIEJ by minibus
- 16:00-17:00 **Meeting on Energy Policy**  
*Discussion with a leading research institution on Japan's energy policy and energy security, including the future of nuclear energy.*  
 Speaker: **Tatsuya Terazawa**, Chairman and CEO, The Institute of Energy Economics Japan (IIEJ)  
 Location: IIEJ office
- 17:00-17:30 Travel to the Hotel New Otani by minibus
- 18:10 Meeting in the Garden Tower Lobby and travel to Chinese Restaurant Iwaen Kasumigaseki
- 18:30-20:30 **Dinner Meeting on Northeast Asia Security (China/Taiwan, Japan-ROK)**  
*A dinner meeting with a group of scholars on regional security issues to provide Japan's perspectives on China/Taiwan, Japan-ROK relations, North Korea, among other issues.*  
 Speakers: **Tamaki Endo**, Professor, Graduate School of Asia-Pacific Studies, Waseda University  
**Takehiro Kurosaki**, Associate Professor, Department of Tourism, Tokai University  
**Ryo Sahashi**, Associate Professor, Institute for Advanced Studies on Asia, University of Tokyo  
**Shino Watanabe**, Professor, Faculty of Global Studies, Department of Global Studies, Sophia University  
 Location: Chinese Restaurant Iwaen-Kasumigaseki

### **Wednesday, May 29**

- 8:10 Meeting in the Garden Tower Lobby and travel to Yotsuya Station by Taxi

- 8:20 Arrive at Yostuya Station and transfer Sobu Line to Akihabara Station
- 9:01 Depart from Akihabara Station by **Tsukuba Express 4031**
- 9:01-9:56 **Briefing by JCIE staff on Japan's Public Transit System and the Tsukuba Express (on train)**  
*The group will travel by train to experience Japan's public transportation system, a topic of shared interest among several staffers. JCIE staff will outline important background about public transit in Japan, including the privatization of the national railways in the 1980s and history of the Tsukuba express line.*
- 9:56 Arrive at Tsukuba Station and Travel to Tsukuba Space Center by Taxi
- 10:30-12:00 **Briefing at Tsukuba Space Center, Japan Aerospace Exploration Agency (JAXA)**  
*Participants will visit the headquarters of Japan's national space agency, where they will receive a tour of the facilities and a briefing on recent developments in Japan's space programs, technology, and US-Japan cooperation.*  
 Speaker: **Toshiaki Sato**, Vice President for International Relations, Japan Aerospace Exploration Agency  
**Koichi Kikuchi**, Director, International Relations and Research Department, JAXA  
**Kazuyuki Tasaki**, Senior Advisor to the Director, Management and Integration Department, Human Spaceflight Technology Directorate, JAXA  
 Location: Tsukuba Space Center
- 12:05 Travel to Tsukuba Station by Taxi
- 12:20-13:20 **Lunch and Debrief by JCIE Staff**  
*JCIE will facilitate a debrief with the staffers on the first set of meetings in Tokyo to identify key takeaways and answer any questions that emerged from those meetings.*  
 Location: Tsukuba Station
- 13:20 Depart Tsukuba Station to Return to Tokyo by Tsukuba Exp 4036
- 13:20-14:14 **Briefing on Afternoon Meetings (on train)**  
*On the return trip from Tsukuba, JCIE staff will provide background information on afternoon meeting interlocutors including Minister Takemi and Minister Kono and their careers and areas of interest. The briefing is expected to help them engage with these senior government officials most effectively during the short time that they will have to meet.*
- 14:14 Arrive at Akihabara Station
- 14:20 Travel to MOFA by minibus
- 15:15-16:15 **Meeting on Prospects and Challenges for Japan's Partnership with ASEAN and the Global South**  
*Discussion on Japan's Foreign Policy and relations with Global South in the context of growing emphasis on collaboration with the Global South.*  
 Speaker: **Ai Gonda**, Director, Division for Promotion of Emerging Countries Policy, Ministry of Foreign Affairs (MOFA)  
 Location: MOFA

- 16:40-17:40 **Meeting on AI and Technology with Nippon Telegraph and Telephone Corporation (NTT)**  
*A discussion on AI and technology, including key areas of focus, global competition, and governance/regulation.*  
 Speaker: **Muneki Nemoto**, Director, IT Strategy Office, Technology Planning; **Masashiro Maruyoshi**, Director, R&D Strategy Group, R&D Planning Department, R&D Market Strategy Division.  
 Location: JCIE
- 17:40 Return to the Hotel New Otani by minibus

### **Thursday, May 30**

- 06:40 Depart Hotel for travel to Haneda.
- 6:45-7:15 Minibus from hotel to Haneda airport
- 8:00 Depart from Haneda by JAL625
- 9:45 Arrive at Kumamoto airport
- 10:15-11:30 Depart for Kumamoto City by minibus  
*We will pass by the JASM plant to see the location on the way to Kumamoto University.*
- 11:50-12:50 **Lunch with Kumamoto University Students**  
*Participants will meet with a professor at Kumamoto University, a national university located in Kumamoto, who works with students interested in entrepreneurship and start-ups. This will be an opportunity for participants to exchange views with Japanese youth and learn about the younger generations attitudes towards the US-Japan relationship*  
 Speakers: **Hideya Irie**, Professor, Kumamoto University  
 +5-10 students at Kumamoto University  
 Location: Kumamoto University
- 12:55-13:20 Travel to Children's Book Forest Kumamoto by minibus
- 13:20-14:00 **Visit to the Children's Book Forest Kumamoto**  
*Participants will visit a children's library, which was designed by and gifted to the children of Kumamoto by renowned Japanese architect, Tadao Ando, to support the recovery efforts after the Kumamoto earthquake. This trip will demonstrate a successful local societal and economic response in the aftermath of a natural disaster.*  
 Speaker: Director, Children's Book Forest Kumamoto  
 Location: Children's Book Forest Kumamoto
- 14:00-14:15 Travel to Kumamoto prefectural government office by minibus
- 14:20-16:00 **Meeting with Kumamoto prefectural government officials**  
*Participants will speak with prefectural government officials to obtain insights on key challenges and features of Kumamoto's economy and society.*  
*Meeting (1): lessons-learned and recovery efforts from the Kumamoto*

earthquake.

*Meeting (2): the impact of foreign direct investment including the joint investment by Taiwan Semiconductor Manufacturing Company (TSMC) and Sony on Kumamoto's economy.*

Speakers: 1-2 Kumamoto prefectural government officials

Location: Kumamoto Prefectural Government Office

- 16:10-16:40 **Meeting with Takashi Kimura, Governor of Kumamoto Prefecture**  
*Governor Kimura, who was recently elected in March 2024, will discuss his political vision as Governor for Kumamoto and will outline his policy agenda for the prefecture. Plus a special appearance by Kumamon, the prefectural mascot.*  
Speaker: **Takashi Kimura**, Governor, Kumamoto Prefecture  
Location: Kumamoto Prefectural Government Office

16:45 Move to Candeo Hotel Kumamoto Shinshigai by minibus

- 18:30-20:30 **Group Dinner**  
*JCIE/USA's Executive Director will facilitate a group discussion for each participant to share their key takeaways from the two days of meetings in Kumamoto and address any questions. The group will reflect on what lessons they took away regarding the city and prefectural administrative policies, earthquake rebuilding initiatives, and efforts to attract new business activities. The discussion will also address what they observed about the national and local governments of Japan and how the relationship between the two differ from that in the United States.*  
Location: Japanese Restaurant AMAKEN 2

\*Accommodation: The Candeo Hotel Kumamoto Shinshigai  
Terrace 87, 8-7 Shinshigai, Chuo-ku, Kumamoto  
Tel: 096-327-8480

<https://www.candehotels.com/en/kumamoto-shinshigai/>

## **Friday, May 31**

- 9:40 Check out of hotel, move to the Kumamoto City International House by minibus
- 10:00-10:30 **Meeting with Kumamoto City government officials**  
*Kumamoto City government officials will address recent administrative initiatives in the city. They will highlight policies in the city focused on earthquake redevelopment and international affairs.*  
Speaker: **Shujiro Matsushita**, Director, Internal Affairs Section, City Policy Bureau, City of Kumamoto  
Location: Kumamoto City International House
- 10:30-12:00 **Guided tour of the Kumamoto Castle and Museum Wakuwakuza by Kumamoto City staff**  
*Participants will receive a guided tour of the Kumamoto Castle and museum by Kumamoto city government staff. The site features interactive media resources that maps out the impact of the 2016 Kumamoto earthquake's impact in the region, and demonstrates the city's efforts to transform the historical city to a modern technology hub. The group will specifically learn about the rebuilding and reconstruction efforts of the castle which was significantly damaged by the earthquake, as disaster relief and reconstruction is one of the key themes of the program.*
- 12:00-13:45 **Lunch**

*JCIE staff will give a briefing on key facts on the history of Kumamoto and overview of the broader Kyushu region, which Kumamoto is a part of, in terms of trade and economic ties with other countries in the region.*

Location: Johsaien

13:45-14:40 Move to Kumamoto Airport by minibus

15:25 Flight from Kumamoto to Haneda Airport on JAL 632

15:25-17:10 **Survey Completion (on plane)**

*We will distribute a 3-5 page evaluation survey for each participant to fill out, reflecting on the entire trip's meetings and events. The survey will ask for individual comments on each meeting, plus an additional 5-10 questions on their overall impressions of the program, how it has changed their understanding of US-Japan relations, and feedback for JCIE on how to improve the program. It will feature both written responses and multiple choice questions for each meeting and is estimated to take 45 minutes-1 hour to complete.*

17:10 Arrive at Haneda Airport

17:30-18:15 Travel to the Hotel by minibus

18:15 Check-in at Hotel New Otani Garden Tower

19:30-21:00 **Wrap-up Dinner facilitated by JCIE Staff**

*A final dinner will be organized for the group to review the main challenges facing US-Japan relations and areas for greater collaboration identified during the trip. In particular, JCIE will request each participant to share how he/she expects to apply their newly gained knowledge both in fulfilling their respective roles as Congressional staff and to strengthen US-Japan relations.*

Location: Japanese Restaurant OHASHI, Shibuya

## **Saturday, June 1**

8:00 JST Adrienne Castro, Alexandria Smith, Michelle Vanek, Liam McDonough, Jacqueline Anderson, and Kelsey Chin Meet in the Lobby; Depart from Hotel New Otani to Haneda Airport by minibus

10:50 JST Adrienne Castro, Alexandria Smith, Michelle Vanek, Liam McDonough, Jacqueline Anderson, and Kelsey Chin Depart Haneda Airport arriving in the US on the same day (NH102)

13:00 JST Jonathan Carter Depart from Hotel New Otani to Haneda Airport Terminal 3 by Taxi

15:45 JST Jonathan Carter Departs Haneda Airport arriving in the US on the same day (UA 804)

10:35 EST Adrienne Castro, Alexandria Smith, Michelle Vanek, Liam McDonough, Jacqueline Anderson, and Kelsey Chin arrive at Washington Dulles Airport (NH102)

15:50 EST Jonathan Carter arrives at Washington Dulles Airport (UA804)