

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, 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: Katharine Durkin
2. a. Name of Accompanying Relative: _____ **OR** None
b. Relationship to Traveler: Spouse Child Other (specify): _____
3. a. Dates: Departure: February 15, 2025 Return: February 22, 2025
b. Dates at Personal Expense, if any: _____ **OR** None
4. Departure City: Washington DC Destination: Tokyo and Sapporo, Japan Return City: Washington DC
5. Sponsor(s), Who Paid for the Trip: Former Members of Congress (FMC), Sasakawa Peace Foundation USA
6. Describe Meetings and Events Attended: Met with Japanese government officials, business leaders, journalists, military officials as well as US embassy staff and military officials and toured sites critical to US-Japan relations and regional security.
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: 3/4/2025

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: Jan Schakowsky Date: 3/4/2025

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: _____

2. Travel Destination(s): _____

3. Date of Departure: _____ Date of Return: _____

4. Name(s) of Traveler(s): _____

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				
Accompanying Family Member				

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: Sabine Schlicht Date: _____

Name: _____ Title: _____

Organization: _____

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

Address: _____

Telephone: _____ Email: _____

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.

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.

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: Katharine Durkin

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. Jan Schakowsky

Office Address: 2408 Rayburn

Telephone Number: 202-225-2111

Email Address of Contact Person: kate.durkin@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.

COMMITTEE ON ETHICS

TRAVELER FORM

1. Name of Traveler: Katharine Durkin
2. Sponsor(s) who will be paying or providing in-kind support for the trip: Former Members of Congress (FMC)
3. City and State **OR** Foreign Country of Travel: Japan
4. a. Date of Departure: February 15, 2025 Date of Return: February 22, 2025
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.**
Chief of Staff handling foreign affairs of an active member of the Energy and Commerce Committee. This visit will help inform the Member's committee work on the future of US energy and semiconductors.

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: Jen Schapowsky

Date: 1-13-2025

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: _____

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): _____

5. Yes No Is travel being offered to an accompanying family member of the House invitee(s)?

6. Date of Departure: _____ Date of Return: _____

7. a. City of departure: _____

b. Destination(s): _____

c. City of return: _____

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:

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): _____
 - 2) Provide the reason for selecting the location of the event or trip: _____
-

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

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

Hotel Name: _____ City: _____ Cost Per Night: _____

Reason(s) for Selecting: _____

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 <input type="checkbox"/> Good Faith Estimates	Total Transportation Expenses per Participant	Total Lodging Expenses per Participant	Total Meal Expenses per Participant
For each Member, Officer, or Employee			
For each Accompanying Family Member			

	Other Expenses (dollar amount per item)	Identify Specific Nature of "Other" Expenses (e.g., taxi, parking, registration fee, etc.)
For each Member, Officer, or Employee		
For each Accompanying Family Member		

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: Solmie Schlicht Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Email: _____ Telephone: _____

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

Primary Trip Sponsor Form Addendum

4. This study tour is intended for current Chiefs of Staff at offices of current Members of the United States Congress; FMC invited Chiefs of Staff who have previously expressed interest in Japan and U.S.-Japan relations – in particular, security, energy, trade, and social issues – and serve Members who sit on committees relevant to the trip’s issue areas. Please find enclosed a list of all invitees.

12. The Congressional Study Group on Japan is among the largest and most active parliamentary exchange programs between the U.S. Congress and the legislative branch of Japan. The Study Group creates constant channels of communication and dialogue between American legislators and their counterparts in the Japanese Diet through regular roundtables in Washington, DC throughout the year in addition to trips such as the 2025 Chief of Staff Study Tour to Japan. It offers senior congressional staff a unique educational forum to examine issues including the U.S.-Japan security alliance, energy policy, bilateral and multilateral trade agreements, and social issues such as women in the workforce and demographic change. FMC’s Congressional Study Group on Japan is responsible for organizing the program, arranging meetings, and inviting expert speakers to the study tour. FMC is solely responsible for all invitations to and communications with trip participants, as well as the budget for the 2025 Chief of Staff Study Tour to Japan.

Sasakawa Peace Foundation USA (SPFUSA) awards grant monies to fund the year-round programming of The Congressional Study Group on Japan as a part of their mission of promoting understanding between the U.S. and Japan. Sasakawa USA staff assists FMC in securing meetings in Tokyo.

15. b. 2) Tokyo is the financial and political hub of Japan, and the delegation will meet with high level government officials, journalists and experts on issues ranging from security, women’s status to energy policies. Additionally, through meetings with cultural figures as well as a visit to Sensoji Temple, participants will gain a holistic understanding of Japan’s rich history, culture, and religion.

Sapporo is the capital of Hokkaido, Japan’s largest prefecture by land area, and is the 5th most populous city in Japan. The delegation will meet with U.S. officials, local government, and cultural leaders to learn of Hokkaido’s importance to the U.S.-Japan relationship and unique culture within the country. Additionally, participants will learn about the indigenous Ainu people and their current situation in modern Japan.

COMMITTEE ON ETHICS

ADDITIONAL TRIP SPONSOR FORM

This form should be completed by an organization that provides funds, services, or in-kind assistance to another entity to underwrite, in whole or in part, a trip or an event, meal, or activity that will occur during a trip, or a necessary expense that will be incurred during a trip, with express or implicit knowledge or understanding that one or more House Members or employees may participate in or attend that trip or event, or otherwise may be beneficiaries of the gift or donation. **Provide a copy of your completed form to the primary sponsor of the trip.**

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. Name of Primary Trip Sponsor for this trip: _____
2. Name of your organization: _____
3. Yes No Is your organization designated a § 501(c)(3) charitable organization by the Internal Revenue Service?
4. Yes No Does your organization receive funding from any foreign government or multinational organization?
5. **Check one.** I certify that my organization:
 - a. Has provided a grant, gift, or donation to the above-named Primary Trip Sponsor and conducts an audit or review of its grant, gift, or donation to ensure that the funds are spent in accordance with the terms of its grant, gift, or donation. **OR**
 - b. Has had a direct role in the organizing, planning, or conducting of a trip to
Destination: _____ on Date: _____
that is being organized or arranged by the above-named Primary Trip Sponsor. **OR**
 - c. Has provided in-kind support to the above-named Primary Trip Sponsor (e.g., meeting planning assistance, meeting space and set-up, and paying for expenses related to this trip directly to the service provider).
6. **Check only one:**
 - a. My organization does not employ or retain a registered federal lobbyist or foreign agent **OR**
 - b. My organization employs a registered federal lobbyist or foreign agent, but their involvement in planning, organizing, or arranging the trip was *de minimis* under the travel regulations.
7. **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;
 - c. I am an officer of this organization and am duly authorized to sign this form; and
 - d. The information on this form is true, complete, and correct to the best of my knowledge.

Signature:  Date: _____

Name: _____ Title: _____

Organization: _____

Address: _____

Telephone: _____ Email: _____

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



U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

February 12, 2025

Ms. Katharine Durkin
Office of the Honorable Janice Schakowsky
2408 Rayburn House Office Building
Washington, DC 20515

Dear Ms. Durkin:

Pursuant to House Rule 25, clause 5(d)(2), the Committee on Ethics hereby approves your proposed trip to Japan,¹ scheduled for February 15 to 22, 2025, sponsored by Former Members of Congress and Sasakawa Peace Foundation USA.

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.

¹ 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,



Michael Guest
Chairman



Mark DeSaulnier
Ranking Member

MG/MD:mc

Additional Sponsor Form Addendum: Sasakawa Peace Foundation USA

4. Sasakawa Peace Foundation USA only receives a grant from the Embassy of Japan to fund the Japan-U.S. Military Program (JUMP). That is the only funding Sasakawa Peace Foundation USA receives from a foreign government, and it is only for this JUMP program. No Embassy of Japan funding is ever put towards the grant for the U.S. Association of the Former Members of Congress.



THE CONGRESSIONAL STUDY GROUP ON JAPAN

A PROGRAM OF FMC

1401 K STREET NW, SUITE 901 WASHINGTON, DC 20005
202.222.0972 | www.usafmc.org/csg

2025 Chief of Staff Study Tour to Japan February 15 - 22 | Tokyo and Sapporo

List of Participants

Chiefs of Staff from the U.S. House of Representatives

1. Rebecca Angelson, Chief of Staff, Office of Rep. Bob Latta (R-OH)
2. Kate Durkin, Chief of Staff, Office of Rep. Jan Schakowsky (D-IL)
3. Jaryn Emhof, Chief of Staff, Office of Rep. Daniel Webster (R-FL)
4. Sally Fox, Chief of Staff, Office of Rep. Tom Emmer (R-MN)
5. Maeve Healy, Chief of Staff, Office of Rep. Grace Meng (D-NY)
6. Bronwyn Lance, Chief of Staff, Office of Rep. Chuck Edwards (R-NC)
7. Jeremy Markus, Chief of Staff, Office of Rep. Doris Matsui (D-CA)
8. Hillary Parkinson, Chief of Staff, Office of Rep. Keith Self (R-TX)
9. Amy Soenksen, Chief of Staff, Office of Rep. Morgan McGarvey (D-KY)



2025 Chief of Staff Study Tour to Japan Working Agenda

Saturday, February 15th - Saturday, February 22nd, 2025 | Tokyo and Sapporo, Japan

Tokyo Hotel:

The Okura Tokyo
2-Chome 10-4 Toranomom
Minato-ku, Tokyo 105-0001

Sapporo Hotel:

Hotel Sosei Sapporo MGallery Collection
Sapporo Factory West Hall, 3 Chome Kita 2 Jo, Chuo Ward,
Sapporo, Hokkaido 060-0032

Saturday, February 15th

[TRAVEL DAY]

Morning Departure from Washington D.C. (IAD)

Sunday, February 16th

[TRAVEL DAY]

Afternoon Arrival in Tokyo, Japan (HND)

Arrival to Hotel

Evening Individual Dinner



Monday, February 17th in Tokyo

Business Attire

8:00 AM – 9:00 AM Japan in an Hour

Roundtable breakfast discussion with international journalists based in Tokyo on topics including the perception of the U.S. in Japan, regional security cooperation, and internal politics.

9:15 AM – 10:30 AM Women in Leadership

Roundtable discussion with women leaders in business, government, and civil society on their experiences in Japan, and what the country is doing to address gender inequalities.

11:00 AM – 12:00 PM The Future of Energy

Roundtable discussion with Chairman and CEO **Tatsuya Terazawa** and researchers from the Institute of Energy Economics, Japan, on Japan's energy situation, transitioning from fossil fuels, and how the U.S. and Japan can cooperate in stabilizing energy supply among like-minded democracies.

12:30 PM – 2:00 PM The Bilateral Relationship

Luncheon discussion with staff from the Ministry of Foreign Affairs, including Mr. **Kentaro Kaihara**, Director for the First North American Division, offering candid insight the ministry's priorities, and conversely presenting the delegation an opportunity to share their thoughts on the direction of Congress.

Return to Hotel to Change

3:00 PM – 5:00 PM Religion in Modern Society: Sensoji Temple

Guided tour of the historic site. Founded in 645, Sensoji is the oldest temple in Tokyo and is dedicated to the bodhisattva Kannon. With the Shinto Asakusa Shrine is located next to Sensoji, participants will learn of how the unique syncretic nature of religiosity in Japan continues to inform the life and mindset of Japanese citizens and politicians.

5:30 PM – 7:00 PM Informal Dinner



THE CONGRESSIONAL STUDY GROUP ON JAPAN

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202.222.0972 | www.usafmc.org/csg

Tuesday, February 18th in Tokyo

Business Attire

8:00 AM – 9:30 AM U.S.-Japan Business Roundtable

Breakfast roundtable discussion with representatives of CSGJ's Business Advisory Council members on topics including supply chain issues, the continuing situation with China, and the implications new political leadership in the U.S. and Japan.

9:45 AM – 11:00 AM Understanding Japan's Role in the World

Briefing led by select heads of sections such as Political, Economic, Commerce, Public Affairs, and Consular on the current state of bilateral relationship at the Embassy of the United States in Tokyo.

11:30 AM – 12:30 PM Legislative Exchange

Roundtable discussion with Members of Japan's National Diet who are actively attuned to the U.S.-Japan relationship, exchanging views on opportunities for the U.S. and Japan to expand their partnership. Including **Rep. Karen Makishima** (LDP, Kanazawa-17).

Informal Lunch

2:15 PM – 3:15 PM ANA Integrated Training Center

Guided tour of ANA Blue Base, home of state-of-the-art training equipment and facilities, followed by a B787 flight simulator experience. Participants will learn about the comprehensive training of ground staff, attendants, cargo staff, and pilots.

3:30 PM – 5:30 PM Executive Time

6:30 PM – 8:00 PM Dinner with Indo-Pacific Allies

Roundtable discussion on areas of focus for the U.S. and Japan's Indo-Pacific allies in addressing mutual challenges, featuring Ambassadors to Japan of regional partners such as Singapore and the Philippines.



THE CONGRESSIONAL STUDY GROUP ON JAPAN

A PROGRAM OF FMC

1401 K STREET NW, SUITE 901 WASHINGTON, DC 20005
202.222.0972 | www.usafmc.org/csg

Wednesday, February 19th in Tokyo, Otuski

Business Casual Attire

Morning Individual Breakfast

8:00 AM Depart for Yamanashi

8:30 AM – 9:00 AM Base Itinerary Overview and Background Briefing

Briefing en-route to Yamanashi led by FMC staff Lorraine Harbison and Jaret Hildebrand, preparing the delegation for the logistics of the upcoming base visit, and providing background on the origins and recent restructuring of U.S. Forces Japan.

9:30 AM – 11:15 AM NEC Otsuki Submarine Cable Plant

Tour of facilities and roundtable discussion with staff. NEC's facility in Yamanashi Prefecture is one of the few globally capable of producing the technology that underpins trans-oceanic submarine cables, and is thus strategically critical to the U.S.-Japan economic security partnership and the U.S.-China technology competition.

12:30 PM – 2:45 PM Yokota Air Base

Lunch briefing at U.S. Forces Japan headquarters and tour of Yokota Air Base, which is home to the 5th Air Force and integral to USAF operations in East Asia. Participants will gain understanding of the US's presence in Japan, strategic considerations for the region, and the recent move to transfer authority in some areas from INDOPACOM in Hawaii to USFJ in Japan.

3:00 PM – 3:30 PM Briefing on Thursday Schedule, Sapporo

Briefing en-route to Tokyo led by FMC staff Lorraine Harbison and Jaret Hildebrand on the following day's departure logistics, and a preview of the Sapporo portion of the agenda.

4:00 PM – 5:00 PM "Hokkaido Valley"

Roundtable discussion with leadership of start-up semiconductor fab RAPIDUS, which has received investment from a wide consortium of Japanese and American businesses, and Hokkaido as the host of Japan's next generation of bleeding-edge semiconductor manufacturers.

6:30 PM – 8:00 PM Informal Dinner



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A PROGRAM OF FMC

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202.222.0972 | www.usafmc.org/csg

Thursday, February 20th in Tokyo/Sapporo [Travel Day]Business Casual Attire

- 7:15 AM** Check out, Depart for Haneda Airport
- 9:00 AM** Depart Tokyo Haneda (HND) for Sapporo (CTS)
- 10:35 AM** Arrive in Sapporo (CTS)
- 11:30 AM – 12:30 PM DENSO**
Site visit to DENSO, a global auto parts manufacturer that produces semiconductors and electronic components for Japanese auto OEMs including Toyota, Subaru, and Mazda.
- 1:00 PM – 2:15 PM Agriculture in Hokkaido**
Roundtable lunch discussion with the Hokkaido Agriculture Research Center, explaining the Prefecture's contribution to Japan's food production needs and workforce challenges.
- 2:30 PM – 3:30 PM Hokkaido University Center for Ainu and Indigenous Studies**
Discussion with professors at CAIS, Japan's only research center specializing in studies on Ainu and other indigenous peoples, it has provided expert advice based on its own research findings to the national government for the comprehensive promotion of Ainu policy since the Diet's June 2008 adoption of the Resolution to Recognize the Ainu as an Indigenous People.
- Check in to Hotel**
- 5:30 PM – 6:30 PM Sapporo Beer Museum**
Guided tour of the historic brewery, which dates back to the colonial days of Hokkaido. The tour will provide context on how Japanese companies have built industries in the mold of Western companies while developing novel strategies for efficiency and quality.
- 7:00 PM – 9:00 PM Dinner Discussion with Sapporo Consul General**
Roundtable dinner discussion with Consul General **Mark Wuebbels** on the issues affecting Hokkaido, and opportunities to bolster the US-Japan bilateral relationship's impact at deeper levels.



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Friday, February 21st in Sapporo

Business Casual Attire

Morning

Breakfast at Hotel

10:00 AM – 11:00 AM Roundtable with Vice Governor Mitsuhashi

Roundtable discussion with **Mr. Tsuyoshi Suzuki**, Vice Governor of Hokkaido, on the prefecture's relationship with the U.S. and unique opportunities for greater cooperation at local levels.

12:00 PM – 2:00 PM JASDF Chitose Air Base

Lunch briefing and tour of facilities to understand how the Japan Air Self Defense Forces' operations in Hokkaido work to secure Japan's maritime borders with Russia, cooperation with U.S. forces, and the strategic importance of Japan's northern front.

2:30 PM – 3:30 PM Lake Shikotsu Ice Festival

Chitose and Lake Shikotsu Ice Festival is an ice festival held in Lake Shikotsu hot springs in Shikotsu-Toya National Park. There are lines of ice sculptures made by spraying water from Lake Shikotsu, which boasts some of the clearest water in Japan, and freezing it. Sapporo's snow-related festivities are world renowned and an important driver of tourism.

4:00 PM – 6:30 PM Executive Time

7:00 PM – 9:00 PM Closing Dinner

A debriefing dinner discussion on the lessons learned during the duration of the delegation's travel and reflection on various dimensions of the U.S. – Japan relationship led by FMC staff.



2025 Chief of Staff Study Tour to Japan

Saturday, February 15th - Saturday, February 22nd, 2025 | Tokyo and Sapporo, Japan

Tokyo Hotel:

The Okura Tokyo
2-Chome 10-4 Toranomom
Minato-ku, Tokyo 105-0001

Sapporo Hotel:

Hotel Sosei Sapporo MGallery Collection
Sapporo Factory West Hall, 3 Chome Kita 2 Jo,
Chuo-ku, Sapporo, Hokkaido 060-0032

Saturday, February 15th

[TRAVEL DAY]

11:05 AM (ET) Departure from Washington D.C. (IAD) for Tokyo (HND) – NH101

- Kate Durkin
- Jaryn Emhof
- Sally Fox
- Andrew Noh
- Hillary Parkinson
- Amy Soenksen
- Lorraine Harbison
- Jaret Hildebrand

Sunday, February 16th

[TRAVEL DAY]

3:25 PM (JST) Arrival in Tokyo (HND)

4:30 PM (JST) Arrival to Hotel

Evening Individual Dinner



Monday, February 17th in Tokyo

Business Attire

8:00 AM – 9:00 AM Japan in an Hour

Meeting Lead: Hillary Parkinson

Roundtable breakfast discussion with international journalists based in Tokyo on topics including the perception of the U.S. in Japan, regional security cooperation, and internal politics. Featuring: **Noah Sneider**, The Economist, **Gearoid Reidy**, Bloomberg, and **Hanako Montgomery**, CNN.

The Etoile Room (41F), The Okura Tokyo

9:15 AM – 10:30 AM Women in Leadership

Meeting Lead: Amy Soenksen

Roundtable breakfast discussion with women leaders in business, government, and civil society on their experiences in Japan, and what the country is doing to address gender inequalities. Featuring **Claire Chino**, ITOCHU Corporation, **Mina Takazawa**, Microsoft Japan, and **Tomoko Matsuzawa**, Ministry of Defense.

The Etoile Room (41F), The Okura Tokyo

11:00 AM – 12:00 PM The Future of Energy

Meeting Lead: Kate Durkin

Roundtable discussion with Chairman and CEO **Tatsuya Terazawa** and researchers from the Institute of Energy Economics, Japan, on Japan's energy situation, transitioning from fossil fuels, and how the U.S. and Japan can cooperate in stabilizing energy supply among like-minded democracies.

Inui Bldg. Kachidoki, 10th Floor 13-1, Kachidoki 1-chome, Chuo-ku, Tokyo 104-0054

12:30 PM – 2:00 PM The Bilateral Relationship

Meeting Lead: Jaryn Embof

Luncheon discussion with staff from the Ministry of Foreign Affairs including **Yukiko Harimoto**, Director of the North America Exchange Division, **Atsushi Kuriyama**, Director, NA Economic Coordination Division, **Masami Ishii**, Deputy Director, First North America Division, and **Hiroaki Sakamoto**, Deputy Director, Japan-U.S. Security Treaty Division, offering candid insight the ministry's priorities, and conversely presenting the delegation an opportunity to share their thoughts on the direction of Congress.

Shunju Tameikesanno



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Return to Hotel to Change

3:00 PM – 5:00 PM Religion in Modern Society: Sensoji Temple

Guided tour of the historic site. Founded in 645, Sensoji is the oldest temple in Tokyo and is dedicated to the bodhisattva Kannon. With the Shinto Asakusa Shrine is located next to Sensoji, participants will learn of how the unique syncretic nature of religiosity in Japan continues to inform the life and mindset of Japanese citizens and politicians.

2 Chome-3-1 Asakusa, Taito City, Tokyo 111-0032

5:15 PM – 7:00 PM Informal Dinner

Premium Sake Pub Gashue



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Tuesday, February 18th in Tokyo

Business Attire

8:00 AM – 9:30 AM U.S.-Japan Business Roundtable

Meeting Lead: Kate Durkin

Breakfast roundtable discussion with representatives of CSGJ's Business Advisory Council members on topics including supply chain, tariffs, and the investment environment for Japanese companies doing business in the U.S. Participants included ANA, Central Japan Rail Company, Hitachi, ITOCHU, Marubeni, Mitsubishi Corporation, Mitsubishi Heavy Industries, Mizuho, NEC, Nissan, and Toyota.

The Etoile Room (41F), The Okura Tokyo

9:45 AM – 11:00 AM Understanding Japan's Role in the World

Meeting Lead: Amy Soenksen

Briefing led by select heads of sections such as Political, Economic, Commerce, Public Affairs, and Consular on the current state of bilateral relationship at the Embassy of the United States in Tokyo.

U.S. Embassy, 1 Chome-10-5 Akasaka, Minato-ku, Tokyo 107-8420

11:30 AM – 12:15 PM Legislative Exchange

Meeting Lead: Sally Fox

Roundtable discussion with Members of Japan's National Diet who are actively attuned to the U.S.-Japan relationship, exchanging views on opportunities for the U.S. and Japan to expand their partnership, and sharing insight into the Diet's functioning in the first session of 2025. Featuring **the Hon. Rui Matsukawa (LDP, Osaka)** and **the Hon. Iwao Horii (LDP, Nara)**.

First Members' Office Bldg. 2-2-1 Nagatabō, Chiyoda City, Tokyo 100-8981

1:00 PM – 2:00 PM Informal Lunch

Café&Dining HARUHORO



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2:15 PM – 3:15 PM ANA Integrated Training Center

Guided tour of ANA Blue Base, home of state-of-the-art training equipment and facilities, followed by a B787 flight simulator experience. Participants will learn about the comprehensive training of ground staff, attendants, cargo staff, and pilots. Led by **Mr. Yuzuru Nagawa**, Senior Director of Government & Industrial Affairs, ANA.

10-8, Haneda Asahi-cho, Ota-ku, Tokyo, 144-0042

4:00 PM – 5:30 PM [Executive Time]

6:30 PM – 8:00 PM Dinner with Indo-Pacific Allies

Meeting Lead: Andrew Nob

Roundtable discussion on areas of focus for the U.S. and Japan's Indo-Pacific allies in addressing mutual challenges, featuring Ambassadors to Japan of regional partners. Featuring **H.E. Jean-Eric Paquet**, Ambassador of the EU to Japan, **DHM Christian De Jesus**, Embassy of the Philippines in Tokyo, **DCM Liew Li Lin**, Embassy of Singapore in Tokyo, and **DHM Gareth Pidgeon**, Embassy of New Zealand in Tokyo.

Kadaya Toranomom 2 Chome-13-2 Nishishinbashi, Minato City, Tokyo 105-0003



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Wednesday, February 19th in Tokyo

Business Casual Attire

Morning Individual Breakfast

8:00 AM Depart for Yamanashi

8:30 AM – 9:00 AM Base Itinerary Overview and Background Briefing

Briefing en-route to Yamanashi led by FMC staff Lorraine Harbison and Jaret Hildebrand, preparing the delegation for the logistics of the upcoming base visit, and providing background on the origins and recent restructuring of U.S. Forces Japan.

9:30 AM – 11:15 AM NEC Otsuki Submarine Cable Plant

Meeting Lead: Jaryn Embof

Tour of facilities and roundtable discussion with staff. NEC's facility in Yamanashi Prefecture is one of the few globally capable of producing the technology that underpins trans-oceanic submarine cables and is thus strategically critical to the U.S.-Japan economic security partnership and the U.S.-China technology competition.

Magi-747 Otsukimachi, Otsuki, Yamanashi 401-0016

12:30 PM – 2:45 PM Yokota Air Base

Meeting Lead: Andrew Nob

Lunch briefing at U.S. Forces Japan headquarters and tour of Yokota Air Base, which is home to the 5th Air Force and integral to USAF operations in East Asia. Participants will gain understanding of the US's presence in Japan, strategic considerations for the region, and the recent move to transfer authority in some areas from INDOPACOM in Hawaii to USFJ in Japan.

Ishihata, Mizuho, Nisbitama, Tokyo 190-1211

4:00 PM – 5:00 PM “Hokkaido Valley”

Meeting Lead: Hillary Parkinson

Roundtable discussion with **President Atsuyoshi Koike** of Rapidus, a start-up semiconductor fab which has received investment from a wide consortium of Japanese and American businesses, and Hokkaido as the host of Japan's next generation of bleeding-edge semiconductor manufacturers.

4-1 Kojimachi, Chiyoda-ku, Tokyo, Japan Kojimachi Diamond Bldg, 102-0083

6:30 PM – 8:00 PM Global Health and the Political Landscape

Meeting Lead: Jaryn Embof

Roundtable dinner discussion with LDP Upper House Chairman and former Minister of Health, Labor, and Welfare **the Hon. Keizo Takemi (LDP, Tokyo)** on the challenges Japan and the U.S. face in global health, and his impression's of the National Diet's current standing heading into an Upper House election.

Ginza Tsuru



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Thursday, February 20th in Tokyo/Sapporo [Travel Day]Business Casual Attire

6:45 AM Check out, Depart for Haneda Airport

9:00 AM Depart Tokyo Haneda (HND) for Sapporo (CTS) – NH55

10:35 AM Arrive in Sapporo (CTS)

10:50 AM – 11:20 AM Briefing on Thursday Schedule, Sapporo

Briefing en-route to Sapporo led by FMC staff Lorraine Harbison and Jaret Hildebrand on logistics for the day, and a preview of the meetings to be held for the rest of the week.

11:45 AM – 12:45 PM Informal Lunch

ENOTECA D'ORO

1:00 PM – 2:15 PM Hokkaido Federation of Fisheries Cooperative Associations

Meeting Lead: Jaryn Embhof

Roundtable discussion with representatives from “Gyoren” on the Prefecture’s renowned fishing industry and the effects of PRC economic pressures following the Fukushima wastewater release. Featuring Representative Director and Managing Director **Shigeyuki Yamaguchi**, Sales Department 1 Manager **Yoshihisa Kawasaki**, and Sales Department 1 Deputy Manager **Takatsugu Suzuki**.

Nishi-7, Kita-3, Chuo-ku, Sapporo, Hokkaido

2:30 PM – 3:45 PM Hokkaido University Center for Ainu and Indigenous Studies

Meeting Lead: Kate Durkin

Roundtable discussion with Professor **Koji Yamasaki** and Associate Professor **Ken-ichi Ochiai** of Hokkaido University’s Center for Ainu and Indigenous Studies. The CAIS is Japan’s only research center specializing in studies on Ainu and other indigenous peoples, it has provided expert advice based on its own research findings to the national government for the comprehensive promotion of Ainu policy since the Diet’s June 2008 adoption of the Resolution to Recognize the Ainu as an Indigenous People.

Kita 8, Nishi 6, Kita-ku, Sapporo 060-0808



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4:00 PM – 5:00 PM **Sapporo Beer Museum**

Guided tour of the historic brewery, which dates back to the colonial days of Hokkaido. The tour will provide context on how Japanese companies have built industries in the mold of Western companies while developing novel strategies for efficiency and quality.

9-1-1 Kita 7-Jo Higashi, Higashi-ku, Sapporo 065-0007

7:00 PM – 9:00 PM **Dinner Discussion with Sapporo Consul General**

Meeting Lead: Hillary Parkinson

Roundtable dinner discussion with Consul General **Mark Wuebbels** on the issues affecting Hokkaido, and opportunities to bolster the US-Japan bilateral relationship's impact at deeper levels.

Courtyard by Marriot Sapporo 1F



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Friday, February 21st in Sapporo

Business Casual Attire

Morning

Breakfast at Hotel

10:00 AM – 10:30 AM Hokkaido's Place in Japan

Meeting Lead: Sally Fox

Roundtable discussion with **Mr. Tsuyoshi Mitsuhashi**, Vice Governor of Hokkaido, on the prefecture's relationship with the U.S. and unique opportunities for greater cooperation at local levels.

Kita 3-jo, Nishi 6-chome, Chuo-ku, Sapporo 060-8588

10:30 AM – 11:30 AM Semiconductors in Hokkaido

Meeting Lead: Sally Fox

Roundtable discussion with **Mr. Tomohiro Manabe**, Director for Next-Generation Semiconductor Strategy, and responsible for coordinating semiconductor projects such as RAPIDUS, on how the prefecture is positioned as an important component in the US-Japan technology relationship.

Kita 3-jo, Nishi 6-chome, Chuo-ku, Sapporo 060-8588

11:45 AM – 12:30 PM Informal Lunch

Sushi Natsume

1:30 PM – 3:00 PM JASDF Chitose Air Base

Meeting Lead: Amy Soenksen

Briefing and tour of facilities to understand how the Japan Air Self Defense Forces' operations in Hokkaido work to secure Japan's maritime borders with Russia, cooperation with U.S. forces, and the strategic importance of Japan's northern front, featuring Deputy Commander, **Colonel Takeshi Miyzaki**.

Heima, Chitose, Hokkaido 066-0044



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3:30 PM – 4:30 PM **Lake Shikotsu Ice Festival**

Chitose and Lake Shikotsu Ice Festival is a display of ice sculptures held in Lake Shikotsu hot springs in Shikotsu-Toya National Park. Participants will learn of how the local community makes use of nature to drive the critical tourism industry, as much of rural Japan attempts to capitalize on the record-setting number of foreign visitors to the country. Through events such as these, the idea is that such tourists will provide an economic boon outside of major cities and help to stave off the economic realities of depopulation.

5:30 PM – 6:30 PM **[Executive Time]**

7:00 PM – 9:00 PM **Closing Dinner**

A debriefing dinner discussion on the lessons learned during the duration of the delegation's travel and reflection on various dimensions of the U.S. – Japan relationship led by FMC staff.

Rin Susukino-ten

Saturday, February 22nd [TRAVEL DAY]

7:30 AM Departure from Sapporo (CTS) for Tokyo (HND) - NH50

- Kate Durkin
- Jaryn Emhof
- Sally Fox
- Andrew Noh
- Hillary Parkinson
- Amy Soenksen
- Lorraine Harbison

10:40 AM Departure from Tokyo (HND) for Washington, D.C. (IAD) – NH102

9:10 AM (ET) Arrival in Washington, D.C. (IAD)