



U.S. House of Representatives

# 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.**

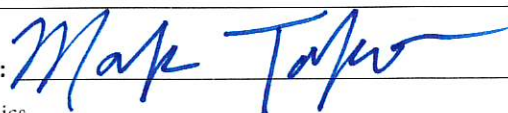
1. Name of Traveler: Justin Maturo
2. a. Name of Accompanying Relative: \_\_\_\_\_ OR None   
 b. Relationship to Traveler:  Spouse  Child  Other (specify): \_\_\_\_\_
3. a. Dates: Departure: October 9, 2022 Return: October 16, 2022  
 b. Dates at Personal Expense, if any: \_\_\_\_\_ OR None
4. Departure City: Washington D.C. Destination: Japan: Tokyo and Okinawa Return City: Washington D.C.
5. Sponsor(s), Who Paid for the Trip: Japan Center for International Exchange
6. Describe Meetings and Events Attended:  
 Meetings and roundtables with leading policy experts and high-level government, civil society, and private sector leaders.
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: 10/31/2022

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: Mark Takano Date: October 31, 2022

Signature of Supervising Member: 



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# COMMITTEE ON ETHICS

## TRAVELER FORM

1. Name of Traveler: Justin Maturo
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: Tokyo and Okinawa
4. a. Date of Departure: October 9, 2022 Date of Return: October 16, 2022  
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, 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.**  
Justin Maturo is Rep. Takano's Legislative Director. In his role, he handles foreign affairs.
9. Yes  No  Is the traveler aware of any registered federal lobbyists or foreign agents involved 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 Mark Takano Date 9/9/22



U.S. House of Representatives

# 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 delivered to the Committee at 1015 Longworth or e-mailed to [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: Justin Maturo

**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): Serena Alsup

For Staff (name of employing Member or Committee): Rep. Mark Takano

Office Address: 420 Cannon House Office Building, Washington, DC 20515

Telephone Number: 202.225.2305

Email Address of Contact Person: justin.maturo@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 e-mail: [travel.requests@mail.house.gov](mailto:travel.requests@mail.house.gov).



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# 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 on the trip within ten 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 for the trip: Japan Center for International Exchange
2. Travel Destination(s): Japan: Tokyo and Okinawa
3. Date of Departure: October 9, 2022 Date of Return: October 16, 2022
4. Name(s) of Traveler(s): Joel Keralis, Naomi Lake, Justin Maturo, Jessica Burnell, Bret Manley

*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	\$3,935.94	\$1,004.65	\$525.02	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: 2022.10.27 11:39:20 -04'00' Date: 10/27/2022

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

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

**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.





## 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 website ([ethics.house.gov](http://ethics.house.gov)) provides detailed instructions for filling out the form.

**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.**

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 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):  
Please see attached
5. Yes  No  Is travel being offered to an accompanying family member of the House invitee(s)?
6. Date of departure: October 9, 2022 Date of return: October 16, 2022
7. a. City of departure: Washington, DC  
b. Destination(s): Japan: Tokyo and Okinawa  
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:





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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 that the statement is true by checking 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 this trip, which is part of its US-Japan Political Exchange Program. JCIE promotes US-Japan dialogue in areas of common concern, and this program is designed to provide senior staffers with a deeper understanding of the US-Japan relationship and the dynamics of Japanese policymaking.
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 the 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 \$105
- 2) Provide the reason for selecting the location of the event or trip:
- Tokyo is Japan's capital and Okinawa is host to the most US military bases in Japan.
16. Name, nightly cost, and reasons for selecting each hotel or other lodging facility:
- Hotel Name: Hotel New Otani City: Tokyo Cost Per Night: \$182  
Reason(s) for Selecting: Affordable, convenient to the Japanese Diet
- Hotel Name: Rihga Royal Gran Okinawa City: Naha Cost Per Night: \$90  
Reason(s) for Selecting: Convenient to the Japan Self-Defense Forces Naha Airbase & Okinawa Prefectural Government Office
- Hotel Name: Hotel Nikko Alivila City: Naha Cost Per Night: \$155  
Reason(s) for Selecting: Based on tight schedule, selected closest possible hotel to the Okinawa Institute of Science and Technology
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.*





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# COMMITTEE ON ETHICS

### 18. Total Expenses for each Participant:

<input type="checkbox"/> Actual Amounts <input checked="" 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	\$4,000	\$790	\$525
For each Accompanying Family Member	N/A	N/A	N/A

	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	\$0	
For each Accompanying Family Member	N/A	

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

### 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:  Date: 09/08/2022

Name: Kazuyo Kato Title: Executive Director

Organization: Japan Center for International Exchange

Address: 475 Riverside Dr #731, New York, NY 10115

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

## INSTRUCTIONS

Complete the *Primary Trip Sponsor Form* and submit the agenda, invitation list, any attachments, and any *Additional Trip Sponsor Forms* directly to the Travelers.

Written approval from the Committee on Ethics is required before traveling on this trip. The Committee on Ethics will notify the House invitees directly and will not notify the trip sponsors.

**Willful or knowing misrepresentation on this form may be subject to criminal prosecution under 18 U.S.C. § 1001. Signatures must comply with section 104(bb) of the Travel Regulations.**

**For questions, please contact the Committee on Ethics at:**

1015 Longworth House Office Building  
Washington, D.C. 20515

[ethicscommittee@mail.house.gov](mailto:ethicscommittee@mail.house.gov) | 202-225-7103  
More information and forms available at [ethics.house.gov](http://ethics.house.gov)



# U.S. House of Representatives

COMMITTEE ON ETHICS

Washington, DC 20515

September 21, 2022

Mr. Justin Maturo  
Office of the Honorable Mark Takano  
420 Cannon House Office Building  
Washington, DC 20515

Dear Mr. Maturo:

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 October 9 to 16, 2022, 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 \$415 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 \$415] 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](mailto: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,



Theodore E. Deutch  
Chairman



Michael Guest  
Acting Ranking Member

TED/MG:rp

**Jessica Burnell, Senior Policy Advisor, Office of Representative Brian Higgins (D-NY)**

Jessica Burnell was chosen based on her active participation in our Japan 101 course in 2020-21 and the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help her advise her boss on regional security and trade issues and their impact on the United States. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to perspectives of Japanese experts and policymakers, will help her support the US Congress more effectively as it addresses geopolitical tensions and trade issues in the region. The program will also facilitate her understanding of Japan's approaches to global challenges such as global health security and pandemic preparedness to help her contextualize her advice on health policy issues.

**Joel Keralis, Legislative Assistant, Office of Representative Adrian Smith (R-NE)**

Joel Keralis was chosen based on his active participation in our Japan 101 course in 2020-21 as well as the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help him advise his boss on regional security and trade issues. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to the perspectives of Japanese experts and policymakers, will complement his background on national security and military affairs, and enable him to support the US Congress more effectively as it addresses geopolitical tensions and trade issues in the region. A better understanding of US-Japan relations is also essential for him to support his boss who is currently Co-Chair of the Japan Caucus.

**Naomi Lake, Legislative Assistant, Office of Representative Chuy García (D-IL)**

Naomi Lake was chosen based on her active participation in our Japan 101 course in 2020-21 as well as the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help her advise her boss on foreign policy issues in the region. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to the perspectives of Japanese experts and policymakers, will enable her to support the US Congress more effectively as it addresses geopolitical tensions and trade issues in the region.

**James "Jimmy" Loomis, III, Senior Defense & Foreign Policy Advisor, Office of Representative Stephanie Murphy (D-FL)**

James Loomis was chosen based on his active participation in our Japan 101 course in 2020-21 as well as the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help him advise his boss on regional security and trade issues and their impact on the United States. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to the perspectives of Japanese experts and policymakers, will complement his background on Chinese affairs and enable him to support the US Congress more effectively as it addresses grave security challenges and US defense issues in the region.

**Bret Manley, Chief of Staff, Office of Representative Rodney Davis (R-IL)**

Bret Manley was chosen based on his active participation in our Japan 101 course in 2020-21 as well as the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help him better advise his boss on regional security and trade issues and their impact on the United States. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to the perspectives of Japanese experts and policymakers, will help him carry out his work more effectively as the US Congress addresses geopolitical tensions and trade issues in the region.

**Justin Maturo, Legislative Director, Office of Representative Mark Takano (D-CA)**

Justin Maturo was chosen based on his active participation in our Japan 101 course in 2020-21 as well as the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help him advise his boss on regional security and trade issues. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to the perspectives of Japanese experts and policymakers, will enable him to support the US Congress more effectively as it addresses US national security and foreign policy challenges in the region.

**Max Pedrotti, Legislative Director, Office of Representative Carol Miller (R-WV)**

Max Pedrotti was chosen based on his active participation in our Japan 101 course in 2020-21 as well as the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help him advise his boss on regional security and trade issues and their impact on the United States. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to the perspectives of Japanese experts and policymakers, will complement his experiences with other countries in the region and enable him to support the US Congress more effectively as it addresses issues such as trade, energy and investment issues in the region.

**Kayla Williams, Chief of Staff, Office of Representative Gregory Meeks (D-NY)**

Kayla Williams was chosen based on her active participation in our Japan 101 course in 2020-21 as well as the degree to which deeper knowledge of the role of US-Japan relations in Asia and the world would help her advise her boss on regional security and trade issues affecting the United States. Japan is the most important US ally in Asia, where the center of gravity in world politics and the global economy has shifted, and the US and Japan have forged a global partnership addressing global issues. A well-rounded understanding of the dynamics of US-Japan relations and Japan's political, economic, and foreign policy, as well as greater exposure to the perspectives of Japanese experts and policymakers, is essential for her to support her boss, who is Chairman of the House Foreign Affairs Committee and Member of the Japan Caucus.





JAPAN CENTER FOR INTERNATIONAL  
EXCHANGE (JCIE/USA)

(米国法人)日本国際交流センター

475 Riverside Drive, Suite 731  
New York, NY 10115  
Tel. 212-679-4130  
www.jcie.org

August 16, 2022

Mr. Justin Maturo  
Legislative Director  
Office of Representative Mark Takano  
420 Cannon House Office Building,  
Washington, DC 20515

Dear Mr. Maturo,

On behalf of the Japan Center for International Exchange (JCIE/USA), it is my great pleasure to invite you to participate in JCIE's 2022 US Congressional Staff Exchange Program in Japan. This intensive weeklong study program will be held from October 10–15, and will involve a diverse set of meetings with leaders from the government, civil society, and private sector as well as briefings from leading policy experts and practitioners in Japan.

We ask that participants arrive in Tokyo on Monday, October 10, which requires departing from Washington, DC on Sunday, October 9. The program will end on October 15, 2022, and participants are expected to depart Japan on Sunday, October 16 and arrive in Washington DC on the same day. JCIE will make all of the necessary travel arrangements. As a program participant, round-trip airfare between the US and Japan, domestic travel in Japan, lodging, meals, and all other program-related expenses will be covered by JCIE. Prior to the trip in mid-September, we plan to host a pre-departure briefing.

JCIE, a US 501(c)(3) nonprofit organization, is the sponsor of the program. The program is made possible by grants from the Japan-US Friendship Commission, a US federal agency.

Our Program Officer, Stephen McHugh ([smchugh@jcie.org](mailto:smchugh@jcie.org)), will be in touch with you regarding ethics forms, travel arrangements, and other details. In the meantime, please do not hesitate to contact us if you need additional information.

After more than two years of battling the COVID-19 pandemic, we are thrilled to resume our in-person exchanges between the United States and Japan. We are grateful that you can join the program, and look forward to your participation.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kazuyo Kato', written in a cursive style.

Kazuyo Kato  
Executive Director



Japan Center for International Exchange (JCIE)  
**US Congressional Staff Exchange Program**

2022 Delegation to Japan  
October 10–October 16, 2022

**ITINERARY (as of 10/7/2022)**

**Sunday, October 9** *\*travel day*

12:50 Depart Washington Dulles International Airport (NH001)  
*\*Participants to arrange their own transportation*

**Monday, October 10** *\*travel day*

15:55 Arrive at Narita Airport

16:30-18:00 Travel via minibus to Hotel New Otani Garden Tower

19:00- 20:30 **Welcome Dinner**

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

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/>

**Tuesday, October 11**

08:40 Meeting in the Lobby and travel to JCIE

09:00-09:30 **Briefing on Japanese Political & Societal System**

*Introduction to the program and a briefing on the basics of Japan's political system, society, and culture to better understand the processes and factors that*

*affect Japanese policymaking and how they may differ from those in the US. The session will offer background knowledge that would be useful to have ahead of their meetings with Japanese interlocutors throughout the week.*

Speaker: **Akio Okawara**, President and CEO, JCIE

Location: JCIE

9:30-9:55 Travel to US Embassy by minibus and proceed through security

10:00-11:30 **Meeting Amb Rahm Emanuel, US Ambassador to Japan, followed by a briefing by Embassy Staff**

*A discussion providing US government perspectives on the state of US-Japan relations and key issues affecting the relationship including military base issues and the role of Okinawa, the role of the US-Japan alliance in addressing regional security challenges, trade relations, and areas for US-Japan global collaboration, etc.*

Location: US Embassy in Tokyo

11:30-12:30 Visit to Hie Shrine and Travel to Ministry of Foreign Affairs Lunch by minibus

12:30-13:45 **Luncheon Meeting with the Ministry of Foreign Affairs on Japan's Foreign Policy Priorities and Challenges in the Current Geopolitical Landscape**

*Discussion on the current geopolitical landscape surrounding Japan and the role of US-Japan relations with senior representatives from the Ministry of Foreign Affairs (MOFA)*

Speakers: **Yukiko Harimoto**, Senior Regional Coordinator, First North America Division, Ministry of Foreign Affairs (MOFA)

**Hitoshi Hatta**, First North America Division, MOFA

**Taisei Inoue**, First North America Division, MOFA

Location: Japanese Restaurant Neboke, Akasaka

13:45-14:00 Return to JCIE office by minibus

14:00-15:30 **Meeting on Japan's Domestic Landscape & its Implications for US-Japan relations**

*Key issues in Japan's domestic landscape including political, economic, and social issues and their implications for US-Japan relations by a leading journalist who covers these issues.*

Speaker: **Masakatsu Ota**, Senior and Editorial writer, Kyodo News

Location: JCIE

15:30-16:00 Travel to LDP headquarters by minibus

16:00-16:20 **Meeting with Mr Toshimitsu Motegi, Secretary-General of the Liberal Democratic Party**

*Briefing on the policy priorities of Japan's ruling Liberal Democratic Party (LDP), challenges facing the party, and views on US-Japan relations by a senior leader of the party .*

Speaker: **Toshimitsu Motegi**, Secretary-General, Liberal Democratic Party

Location: LDP Headquarters

16:30-16:45 Return to hotel by minibus

18:10 Meeting in the lobby and walk to the Hotel Le Porte Kojimachi

18:30-20:30 Dinner Meeting: **Japan-China Relations**

*Japanese perspectives on China and Japan's China policy including Japan-Taiwan relations, as well as views on US-China relations from an expert focusing on China, Japan-China relations, and US China policy*

Speakers: **Akio Takahara**, Professor, Graduate Schools for Law and Politics, University of Tokyo

Location: Room L'Escale, B1, Hotel Le Porte Kojimachi

**Wednesday, October 12**

7:45-9:15 **Breakfast Roundtable with Up-and-Coming Leaders in the Diet (1.5 hrs.)**

*Roundtable discussion with 4-6 Diet members on Japanese legislators' perspectives on key foreign policy issues facing Japan and US-Japan relations*

Speakers: **Hon. Keiichiro Asao**, Member, House of Councillors (LDP)

**Hon. Hitoshi Kikawada**, Member, House of Representatives (LDP)

**Hon. Hideki Makihara**, Member, House of Representatives (LDP)

**Hon. Hiroe Makiyama**, Member, House of Councillors (CDP)

**Hon. Rui Matsukawa**, Member, House of Councillors (LDP)

**Hon. Kiyoshi Odawara**, Member, House of Representatives (LDP)

**Hon. Alex Saito**, Member, House of Representatives (DPFP)

**Hon. Masahiko Shibayama**, Member, House of Representatives (LDP)

**Hon. Keisuke Suzuki**, Member, House of Representatives (LDP)

**Hon. Isamu Ueda**, Member, House of Councillors (Komeito)

Location: Room Azalea, 1F Main Building, Hotel New Otani

9:40-9:55 Travel to JCIE office by minibus

10:00-11:15 **Japan's Role in Expanding Democratic Governance in Asia**

*Discussion with leading thought leaders and scholars on the state of democracy in Asia, Japan's role and areas for US-Japan collaboration.*

Speakers: **Maiko Ichihara**, Professor, Graduate School of Law, Hitotsubashi University

**Kimitoshi Yabuki**, Managing Partner, Yabuki Law Offices

Location: JCIE

11:15-11:40 Travel by minibus to lunch with Keidanren

11:45-13:00 **Luncheon Discussion: Japanese Business Perspectives on US-Japan Economic Relation**

*Discussions with business executives to exchanges views on the state of US-Japan trade relations and Japanese business investment in the United States. The meeting will take place near the headquarters of the Japan Business Federation (Keidanren), which is analogous to the US Chamber of Commerce.*

Speakers:

**Ichiro Hara**, Managing Director, KEIDANREN

**Hirotsu Fujiwara**, Counselor, Mitsui Co., Ltd.

**Takashi Imamura**, Executive Officer, General Manager, Research Institute Marubeni Corporation

**Mitsutaka Sato**, GM, Government & External Relations Dept., Tokio Marine & Nichido Fire Insurance Co., Ltd.

**Norihiro Suzuki**, General Manager, Industrial Policy Division, Hitachi Ltd.

**Tak Tada**, Executive Professional, Government Relations, NEC Corporation

**Kikuko Takeda**, Corporate Planning Division, Deputy Head of Intelligence and Research Office, MUFG Bank, Ltd.

**Saori Tsuchiya**, General Manager, Global External Affairs Dept., External Affairs Div, Toyota Motor Corporation

**Ko Tsuchihashi**, General Manager for International Relations, Government & External Relations Div, MITSUBISHI ELECTRIC CORPORATION



Location: Keidanren Hall North Room, 2F, KEIDANREN

13:00-13:25 Travel to JCIE by minibus

13:30-14:30 **Discussion on Japan's Security and Defense Policy & US-Japan Relations**

*Japanese perspectives on the current state of US-Japan relations, including challenges facing the alliance and opportunities to strengthen the relationship. The speaker will be a leading expert involved in managing the alliance.*

Speaker: Lieutenant General (ret.) Koichiro Bansho (JGSDF), Former Commanding General, Western Army, Japan Ground Self-Defense Force

Location: JCIE

14:35-14:50 Travel to MOFA by minibus

15:00-15:30 **Meeting with Mr Kenji Yamada, State Minister for Foreign Affairs**

15:30-15:40 Travel to First Member's Office Building of the House of Representatives by minibus

15:45-16:45 **Diversity and Gender Equality in Japan**

Speakers: **Seiko Noda**, Former Minister for Internal Affairs and Communications Minister in charge of Women's Empowerment, Minister of State for Gender Equality; Member of the House of Representatives

Location: No 5 Meeting Room, B1, First Member's Office Building of the House of Representatives

18:30-20:00 Optional Group Dinner

**Thursday, October 13**

08:30 Check Out and Meeting in the Lobby; Travel to JCIE by minibus

*\* We recommend bringing an overnight bag, and leaving the rest of your luggage at the check-out counter*

9:00-10:30 **Japan's Economic Security Policy**

Speakers: **Takehiko Nakao**, Chairman of the Institute, Mizuho Financial & Technologies Ltd; Former President, Asia Development Bank

Location: JCIE

10:30-11:00 Break

11:00-12:00 **Challenges for Digitization and Cybersecurity in Japan**

*A briefing on threats to cybersecurity facing Japan, Japan's cybersecurity policy and areas for US-Japan collaboration from Japan's Former Minister for Digital Affairs*

Speaker: **Mihoko Matsubara**, Cybersecurity Strategist, NTT Corporation  
**Masato Kimura**, Vice President, Security & Trust Office (STO),  
NTT Corporation

Location: JCIE

12:00-12:15 Walk to Chinese Restaurant Iwaen Kazumigaseki

12:15-13:45 **Luncheon Discussion on Climate Change & Energy Security**

*Discussion with the former head of the International Energy Agency (IEA) on Japan's approach to responding to climate change as well as its own energy security.*

Speakers: **Nobuo Tanaka**, Chair, Innovation for Cool Earth Forum (ICEF) Steering Committee, Tokyo; Former Executive Director of the International Energy Agency (IEA)

Location: Chinese Restaurant IWAEN, Kasumigaseki

13:45-14:30 **Travel to Haneda with briefings on JCIE programs**

\*Distribute survey on Tokyo activities to be completed en route to Okinawa

*Participants will make use of travel time between Tokyo and Okinawa to complete a survey to be prepared by JCIE that detail their lessons learned from the meetings in Tokyo, issues they would like to explore further, and feedback on each meeting.*

15:25 Depart for Okinawa from Haneda Airport by NH 477

18:05 Arrive at Okinawa Airport

18:30-19:00 Travel to the Hotel in Naha & Briefing by JCIE about Okinawa on route

*JCIE's leading staff member will make use of travel time to the hotel to brief staffers on the history of Okinawa as it relates to US-Japan relations, including the significance of this year as the 50<sup>th</sup> anniversary of Okinawa's reversion to Japanese sovereignty, to prepare them to engage fully in upcoming meetings.*

Speaker: Hideko Katsumata, Executive Director & COO, JCIE/Japan

Accommodation: Rihga Royal Gran Okinawa  
1-9 Asahimachi, Hana, Okinawa 900-0029, Japan  
Tel: 81-98-867-3331  
<https://www.rihgaroyalgran-okinawa.co.jp/en/>

**19:30-21:30 Dinner with a Prominent Historian on Okinawa (Continue briefing about Okinawa)**

*Dinner with a specialist in Okinawan history. He will give a briefing on the historical position of Okinawa, its relationship with Japan-U.S. relations, and current issues in Okinawan society.*

Speaker: Kazuhiko Nakamoto, Supervisory Archivist, Okinawa Prefectural Archives

Location: Restaurant Dining 19, Rihga Royal Gran Okinawa

**Friday, October 14**

8:30 Check Out and Meeting in the Lobby

8:45-9:00 Travel by minibus from hotel to Okinawa Prefectural Government Office

**9:00-10:00 Meeting with the Okinawan Prefectural Government**

*This meeting will take place after Okinawa's gubernatorial election on September 11 with a representative from the prefectural government to brief participants on the policy priorities of the new government and implications for US-Japan relations.*

Location: Okinawa Prefectural Government Office

10:00-10:30 Travel by minibus to Japan Self-Defense Forces Naha Airbase

**10:30-12:00 Tour & Briefing by Japan's Self-Defense Forces (JSDF)**

*JSDF will provide a tour of their Airbase in Naha, followed by a briefing on the role of the JSDF in Okinawa and their joint operations with US Forces Japan (USFJ).*

12:00-13:00 Travel to Kadena by minibus

13:00-14:00 Lunch and Viewing of the Kadena Air Base at **Michinoeki Kadena Observation Deck**

*We will stop for a brief lunch at Michinoeki Kadena, including the chance to spend some time at the observation deck, where the US base at Kadena can be viewed in its entirety. This will provide participants with the chance to fully understand the scale and impact of the US military presence in the area.*

Location: Michinoeki Kadena Observation Deck

14:00-16:00 **Base Tour & Briefing by US Forces Japan**

*USFJ will provide a tour of the Kadena Air Base followed by a briefing on the overall US military presence in the region, the role of the USJF, US-Japan military cooperation, and security issues in Indo-Pacific.*

14:15-15:00 18<sup>th</sup> Wing Mission Briefing

15:00-16:00 Kadena Air Base Tour

16:00-16:30 Travel to North Okinawa

17:00 Check in Hotel Nikko Alivila

Accommodation: Hotel Nikko Alivila  
600 Gima, Yomitan, Nakagami District, 904-0393, Japan  
Tel: 81-98-982-9111  
<https://www.alivila.co.jp/en/>

18:30-20:30 **Wrap-up dinner and debriefing**

*Participants will reflect on key takeaways regarding opportunities for collaboration and challenges for US-Japan relations that were raised during the program and how they will apply what they learned in their work. Surveys will be distributed to collect feedback.*

Location: Buffet Restaurant Hana Hana, Nikko Alivila

## **Saturday October, 15**

8:30-9:00 Check out Hotel Nikko Alivila

Travel to Okinawa Institute of Science and Technology (OIST)



- 9:00-11:00 **Meeting with scholars at Okinawa Institute of Science and Technology (OIST)**  
*Briefing from two senior staff at the Okinawa Institute's Center for Technology Development and Innovation Center on OIST's goals and activities to position Okinawa as a technology development hub in the Asia-Pacific, as one of the leading graduate research institutions in the region. Will also receive a brief campus tour*  
Speakers: **Lauren Ha**, Associate Vice President for Technology Development and Innovation, OIST  
**Anna Nagamine**, Manager, Business Development, OIST
- 11:00-12:00 **Travel to Shurijo Castle**
- 12:00-12:45 **Lunch**
- 12:45-13:45 **Site Visit and Briefing on Shurijo Castle**  
*Participants will visit Shurijo Castle to learn about the importance of this symbolic castle for Okinawa. Participants will experience the unique aspects of Okinawan history and culture as part of the Ryukyu Kingdom as compared to that of mainland Japan. They will also receive a briefing on reconstruction work on the castle following damage caused by a fire in 2019.*
- 13:45-14:15 Travel to Naha Airport by minibus
- 15:10 Depart from Naha airport by JL912
- 17:30 Arrive at Haneda airport
- 18:00-19:00 Travel to and Check in Hotel New Otani Garden Tower
- 19:30-21:30 **Final Dinner Discussion on Strengthening US-Japan Relations into the Future**  
*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, and exchange their thinking on what needs to be done to address those challenges and promote collaboration. In particular, the discussion will focus on having each participant 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. JCIE will consider inviting an external expert to add additional perspectives as needed.*

Location: TBD

**Sunday October, 16**

15:00 Meet in the Lobby  
Depart from Hotel New Otani to Haneda Airport by minibus

17:45 Depart Haneda Airport to arrive in Washington DC (via Chicago) the same day.  
(NH 7006(UA882) & UA 2283)