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Letter of Engagement

The Embassy of Japan in the United States (representative: Takuya Sasayama), (hereafter referred to as A), acting on behalf of the Government of Japan and in accordance with the authority vested in him and Akin Gump Strauss Hauer & Feld LLP (representative: Scott Parven), (hereafter referred to as B), have agreed as follows with respect to PR and event consultancy:

Article 1
A requests B to act as a consultant to plan educational events between the think tank and congressional staff communities on topics of mutual concern to Japan and the United States for A, such as Indo-Pacific trade policy developments and opportunities for Japan-U.S. relations in 2018, and B agrees to undertake said consultancy.

Article 2
B is an independent contractor of A, and any commitments made between B and any other person(s) shall not bind A, expect whenever A has given B special authority to do so.

Article3
(1) At the request of A, B shall make a report of its activities.
(2) The aforementioned report shall include all activities provided for in Article 1.

Article 4
The period of this letter shall be from March 15th 2018 to March 31st, 2018.

Article 5
The fee for the entire service will be $ 35,000 in total. A shall will pay B the amount for expenses used for the events after finishing those events. In case of delay in payment, A shall notify B in advance and implement the payment as soon as possible. B will submit products of the project in advance of each invoice detailing events B organizes and those in the planning stage.

Article 6
B must not disclose to a third party the contents of services stipulated by A under this letter or any confidential information learned in performing the services pursuant to this letter except by requested by law.

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Article 7
B must act in accordance with the relevant laws and regulations set forth by the Government of the United States, when pursuing its activities in accordance with this letter.

Article 8
If A deems B to have breached this letter, A may refuse to pay a part or the full amount of the contract value, or may seek return of payment.

Article 9
No security deposit shall be required.

Article 10
Any matters arising out of or in connection with this letter shall be resolved through consultations between A and B.

Article 11
Notwithstanding the foregoing provisions, either party may cancel this contract by issuing notification 30 days in advance. In case B wishes to cancel the contract, A will stop paying the fee for service from the next month following the date of the cancellation.

In witness whereof, the parties hereto have caused this letter to be executed in duplicate originals, one original to be retained by each party.

Executed this 12th day of March 2018

Signed:
Takuya Sasayama (A)

Scott Parven (B)

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