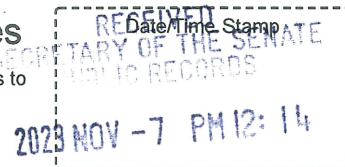


RE-2 Employee Post Travel Disclosure of Travel Expenses

Post Travel Filing Instructions: Complete this form within **30 days** of returning from travel. Submit all forms to the Office of Public Records in 232 Hart Building. **This form is a public disclosure. The form and all attachments will be made publicly available.**



Certification: In compliance with the Regulations Governing Privately Sponsored Travel, Senate Rule 35, and the Honest Leadership and Open Government Act of 2007, I certify that I accepted the following gift of privately sponsored travel:

Private Sponsor(s):

Japan Center for International Exchange

Travel Dates:

October 8-15, 2023

Name of accompanying family member (if any):

N/A

Relationship to Traveler:

N/A

Total Expenses**Transportation Expenses**

\$3303.11

Lodging Expenses

\$1,365.53

Meals Expenses

\$499.27

Other Expenses (Amount & Description)

n/a

I also certify that attached to this form are all required documents for post travel disclosure, including:

- The final **Employee Pre-Travel Authorization** (Form RE-1)
- The final **Private Sponsor Travel Certification Form** with all attachments
- The final invitation
- The final approved itinerary

Finally, I certify that all trip information reflected in the attachments above accurately reflects the travel that I accepted. If there were any changes to the trip after I received approval from the Committee, the changes are described in ATTACHMENT 1.

11/7/2023
DateMargaret Helen Sapin
Printed Name of Traveler

Signature of Traveler

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

I have made a determination that the expenses set out above in connections with travel described in the Employee Pre-Travel Authorization form, are necessary transportation, lodging, and related expenses as defined in Rule 35.

11/7/2023
Date

Signature of Supervising Senator/Officer

ATTACHMENT 1 – CHANGES FROM APPROVED PRE-TRAVEL

Note: Material changes to a trip that occur after the Committee has issued an approval letter may invalidate the Committee's approval. Please contact the Committee with any questions regarding changes to an approved trip.

Were there any changes to the pre-approved travel expenses? (Transportation, Meals, Lodging, Other)?

☒ Yes ☐ No

Expense Change	Revised Amount	Explanation
Transportation (Originally \$3,192.86)	\$3,303.11	ground transportation expenses within Japan were slightly more expensive than estimated
Lodging (Originally \$1,347.60)	\$1,365.53	Hotel in Tokyo was slightly more expensive than originally estimated
Meals (Originally \$518)	\$499.27	Meals were slightly less expensive than anticipated and the slightly weaker Japanese yen led to cost savings

Were there any changes to the pre-approved itinerary?

☒ Yes ☐ No

Explanation:

The timing of some of the meetings changed at the last minute due to speaker availability. A couple of the meetings were canceled and had to be replaced with different topics and speakers. The major changes in meetings are detailed below, with a complete final itinerary attached with more details on minor changes, such as swapping the timing of meetings:

1. 10/10 15:30 Meeting with Mr Keiichi Ichikawa moved to 10/11 and the meeting with Mr Toshimitsu Motegi was cancelled. Replaced these with a meeting on "Prospects and Challenges for the Japanese Economy in the Asia-Pacific Region" with Shujiro Urata, Chairman, Research Institute of Economy, Trade, and Industry (RIETI)
2. 10/11 12:30 pm Discussion on Japanese Business Perspectives on US-Japan Economic Relations replaced by Lunch Meeting with members of JCIE's Women Leaders Dialogue Diet Delegation with two Diet members, Aiko Shimajiri and Kiyomi Tsujimoto.
3. 10/14 9:30 Tour of Miyajima and Itsukushima Shrine led by local community leaders and official tour guides instead of elementary school students and shrine leaders.

Were there any additional changes to the pre-approved trip?

☐ Yes ☒ No

Explanation:

RE-1 Employee Pre-Travel Authorization

Pre-Travel Filing Instructions: Complete and submit this form at least 30 days prior to the travel departure date to the **Select Committee on Ethics in SH-220**. Incomplete and late travel submissions will not be considered or approved.

Date/Time Stamp

Name of Traveler:

Margaret Flynn Sapia

Employing Office/Committee:

U.S. Senator Chris Coons

Private Sponsor(s):

Japan Center for International Exchange

Destination(s):

Japan

Travel Dates:

10/8/23-10/15/23

NOTE: If you plan to extend the trip for any reason you **must** notify the Committee.

Explain how this trip is specifically connected to the traveler's official or representational duties.

I support the Senator's foreign policy and defense portfolios, including the Senator's work on the Foreign Relations Committee and Appropriations Subcommittee on State and Foreign Operations. My portfolio specifically focuses on Asia, and this trip to Japan will be an excellent opportunity to support the Senator's work in this area.

Do you have an accompanying family member or spouse on this trip? Name and Relationship to Traveler:

☐

(signify "yes" by checking box)

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

9/7/23

Date

Signature of Employee

TO BE COMPLETED BY SUPERVISING MEMBER/OFFICER

(President of the Senate, Secretary of the Senate, Sergeant at Arms,
Secretary for the Majority, Secretary for the Minority, and Chaplain)

Senator Chris Coons

hereby authorize

Margaret Flynn Sapia

(Print Senator's/Officer's Name)

(Print Traveler's Name)

an employee under my direct supervision, to accept payment or reimbursement for necessary transportation, lodging, and related expenses for travel to the event described above. I have determined that this travel is in connection with his or her duties as a Senate employee or an officeholder, and will not create the appearance that he or she is using public office for private gain.

I have also determined that the attendance of the employee's spouse or child is appropriate to assist in the representation of the Senate.

☐

(signify "yes" by checking box)

9/7/23

Date

Signature of Supervising Senator/Officer

Trip Name: JCIE US Congressional Staff Exchange Program to Japan

Organization Information

Organization Name:

Japan Center for International Exchange

Is your organization classified as a 501(c)(3)?



Yes



No

If Yes, 501(c)(3) Organization Type:



Private Foundation



Public Charity

Address:

475 Riverside Drive

City, State, Zip:

New York, NY, 10115

Phone Number:

212-679-4130

Organization URL:

History of Congressional Travel

Describe your organization's history of sponsoring congressional travel.

JCIE has been running its US-Congressional Staff Exchange Program since 1982 on an annual basis. The program brings Staff from both the House and Senate to Japan for a one-week program providing them the opportunity to meet Japanese legislators, policymakers, and experts to deepen their understanding on the Japanese policymaking process as well as political, economic, and societal trends. In addition to our staff exchanges, we regularly facilitate US-Japan legislative exchanges for members of Congress under the umbrella of the US-Japan Parliamentary Exchange Program and the US-Japan Women Leaders Dialogue.

Educational Activities

Describe the educational activities performed by your organization other than sponsoring congressional travel.

JCIE organizes programs to promote research, analysis and cross-sectoral dialogues on shared challenges facing Japan and the United States such as global health and human security, population aging, and women's leadership issues.

Lobbyist and Foreign Agent Registration Information

Lobbyist Registration Status (Select one):



I certify that the sponsor is not a federally registered lobbyist and does not retain or employ a federally registered lobbyist.



I certify that the sponsor is not a federally registered lobbyist but does retain or employ one or more federally registered lobbyists.

Foreign Agent Registration Status (Select one):



I certify that the sponsor is not an agent of a foreign principal and does not retain or employ an agent of a foreign principal.



I certify that the sponsor is not an agent of a foreign principal but does retain or employ one or more agents of a foreign principal.

Foreign Government Involvement

Foreign Agent Registration Status (Must select all):



I certify that the sponsor is not a foreign government.



I certify that the sponsor is not an entity that is owned or operated by a foreign government.



I certify that the sponsor does not receive funding from a foreign government.

Purpose and Details

Provide a brief description of the trip.

This trip is an intensive weeklong study tour in Tokyo and Hiroshima aiming to deepen the participants' understanding of the Japanese policymaking process as well as political, economic, and societal trends, and exchange views with Japanese policymakers and experts on bilateral, regional, and global issues. Activities will include a series of briefings and meetings with leaders from the national Diet, government ministries, academia, civil society, media and business, as well as site visits to locations with significance to US-Japan relations such as a US military base in Yokosuka and the peace memorial park in Hiroshima.

Explain how the purpose of the trip relates to your organization's mission.

JCIE promotes US-Japan dialogues on foreign policy 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 to strengthen the foundation of US-Japan collaboration.

Is your organization the only sponsor for this trip?

☒ Yes ☐ No

If No, describe your organization's role in planning the trip.

If there are multiple sponsors, each sponsor must submit Organization Information (Page 1 of the Private Sponsor Travel Certification Form) and a Signature Page Form.

Grantmaking Organizations (Optional)

If you have a Grantmaking Organization, you must attach a Grantmaking Organization Certification Form.

1. Japan US Friendship Commission (A US Federal Agency)
- 2.
- 3.

With or Without Regard to Congressional Participation (Select one):

- ☐ The trip is arranged or organized without regard to congressional participation.
- ☒ The trip is arranged or organized with regard to congressional participation.

Lobbyist/Foreign Agent Involvement in Planning, Organizing, Requesting or Arranging

- ☒ The trip will not in any part be planned, organized, requested, or arranged by a registered lobbyist or agent of a foreign principal, other than de minimis involvement.

Lobbyist/Foreign Agent Financing (Must select all):

- ☒ The trip will not be financed in any part by a registered lobbyist or agent of a foreign principal.
- ☒ No funds or in-kind contributions were earmarked directly or indirectly for the purpose of financing this specific trip from a registered lobbyist or agent of a foreign principal or from a private entity that retains or employs one or more registered lobbyists or agents of a foreign principal.

Lobbyist/Foreign Agent Accompaniment

Complete if all sponsors are §501(c)(3) organizations (Select one):

- ☒ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Complete if any of the sponsors is not a §501(c)(3) organizations (Select one):

- ☐ The trip is limited to three days (for trips inside the continental United States) or seven days (for trips outside the continental United States), and no lobbyist or agents of a foreign principal will accompany the Member, officer, or employee at any point throughout the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and one overnight stay) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip
- ☐ The trip is limited to a one-day event (exclusive of travel time and two overnight stays) and no registered lobbyists or agents of a foreign principal will accompany the Member, officer, or employee on any segment of the trip

Certification of No Recreational Activity and No Alcohol (Must select all):

- ☒ Travel expenses paid for will not include expenditures for recreational activities.
- ☒ Travel expenses paid for will not include expenditures for alcohol, except as permitted by the Regulations Governing Privately Sponsored Travel.

Will members and staff from the House of Representatives receive invitations?

- ☒ Yes ☐ No

Travel Details (Submit additional pages as needed)

Trip Start Date/Time:

10/08/2023



Trip End Date/Time:

10/15/2023

Will the traveler be accompanied by a family member for whom the sponsor will pay travel expenses?

☐ Yes

☒ No

Transportation (Member/Officer/Employee: \$^{3192.87} Accompanying Family Member: \$_____)

Transportation Type	Class	Amount
Airfare (International)	economy	\$ 2681.85
Airfare (Domestic)	economy	\$ 226
Ground transport (minibus rental + taxi)		\$ 243.09
Airport transfer (Bus)		\$ 41.93

Details (optional)

All expenses except international airfare, which is confirmed, are a good faith estimate of final cost. +

Lodging (Member/Officer/Employee: \$^{1347.60} Accompanying Family Member: \$_____)

Check-In	Check-Out	Facility	City	State	Country
10/9/23	10/13/23	Hotel New Otani	Tokyo		Japan
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
4	\$ 241.12	No			
10/13/23	10/14/23	ANA Crowne Plaza Hirost	Hiroshima		Japan
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
1	\$ 142				
10/14/23	10/15/23	Hotel New Otani	Tokyo		Japan
Nights	Cost/Night	Cost Exceed Per Diem (Yes/No)	If Yes, please explain why expenses over the per diem rate are reasonable and necessary.		
1	\$ 241.12	No			

Meals (Member/Officer/Employee: \$⁵¹⁸____ Accompanying Family Member: \$____)

Date	Breakfast	Lunch	Dinner	Incidentals	Total	City	State	Country	Cost Exceeds Per Diem (Y/N)
10/9/23			\$ 46.00		\$ 46.00	Tokyo		Japan	
10/10/23	\$ 25.00	\$ 29.00	\$ 46.00		\$ 100.00	Tokyo		Japan	Y
10/11/23	\$ 25.00	\$ 29.00	\$ 46.00		\$ 100.00	Tokyo		Japan	Y
10/12/23	\$ 25.00	\$ 29.00	\$ 46.00		\$ 100.00	Tokyo		Japan	Y
10/13/23	\$ 25.00	\$ 24.00	\$ 39.00		\$ 88.00	Tokyo / Hiroshima		Japan	Y
10/14/23	\$ 14.00	\$ 24.00	\$ 46.00		\$ 84.00	Hiroshima / Tokyo		Japan	N

If costs exceed the federal per diem, please explain why expenses over the per diem rate are reasonable and necessary.

As most days in Tokyo have an early morning start, participants will have breakfast at the hotel where they are staying, as there will not be time to go out for a breakfast elsewhere in the area. The breakfast available at the hotel is slightly above the per diem rate, but the hotel is very convenient in terms of its close location to the Japanese Diet, allowing us to arrange morning

+

Reasonable Miscellaneous Expenses

(Member/Officer/Employee: \$____ Accompanying Family Member: \$____)

Expense Type	Amount	Notes
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Additional Details (optional)

PRIVATELY SPONSORED TRAVEL

SPONSOR SIGNATURE PAGE

I hereby certify that the information submitted in connection with the trip listed below is true, complete, and correct to the best of my knowledge and belief.

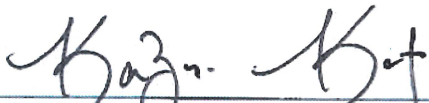
Trip Name: Kazuyo Kato
Travel Date(s): 10/08/2023 - 10/15/2023
Travel Destination(s): Japan: Tokyo, Hiroshima
Sponsor: Japan Center for International Exchange

Kazuyo Kato

(printed name of sponsor representative)

Executive Director

(title)


(signature of sponsor representative)

09/07/2023

(date)



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 8, 2023

Ms. Margaret Flynn Sapia
Foreign Policy and Defense Legislative Aide
Office of U.S. Senator Chris Coons
218 Russell Senate Office Building
Washington, DC 20510

Dear Ms. Flynn Sapia,

On behalf of the Japan Center for International Exchange (JCIE/USA), it is my great pleasure to invite you to participate in JCIE's 2023 US Congressional Staff Exchange Program in Japan. This intensive weeklong study program will be held on October 9-15, 2023, and will involve a diverse set of meetings with leaders from government, civil society, media and business as well as briefings from leading policy experts and practitioners in Japan. We are also excited that, this year, the group will have an opportunity to visit Hiroshima, where Japan hosted the G7 summit in May of this year.

We ask that participants arrive in Tokyo on Monday, October 9, which requires departing from Washington, DC on Sunday, October 8. The program will end on October 14, 2023, and participants are expected to depart Japan on Sunday, October 15 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.

During the program, please ask a lot of questions and engage actively in conversations with the Japanese speakers. We also request that you follow proper business etiquettes. To go over some of these expectations and to provide insights from DC-based Japan experts on current developments in Japan and US-Japan relations, we will bring together all the participants for a pre-departure lunch briefing. We will be in touch soon to figure out a mutually convenient time between September 25 and October 4.

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), 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.

We are delighted to have you on this program, and look forward to your active participation throughout the trip.

Sincerely,

A handwritten signature in black ink, appearing to read 'Kazuyo Kato', is written over a light blue horizontal line.

Kazuyo Kato
Executive Director

JAPAN CENTER FOR INTERNATIONAL EXCHANGE (JCIE)
US Congressional Staff Exchange Program
2023 Delegation to Japan

October 8–October 16, 2023

ITINERARY

Saturday, October 7

12:30 (EST) Jordan Pakula departs Washington Dulles International Airport (UA803)

Sunday, October 8 **official Program travel day*

12:30 (EST) Margaret Flynn Sapia departs Washington Dulles International Airport (UA803)

15:25 (JST) Jordan Pakula arrives at Haneda Airport

Monday, October 9 **official Program begins*

15:25 Margaret Flynn Sapia at Haneda Airport Travel via minibus to Hotel New Otani The Main

18:30 Welcome Dinner

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

JCIE Members: Hideko Katsumata, Executive Director
Hifumi Tajima, Chief Program Officer
Dai Funaki, Senior Program Officer
Stephen McHugh, Program Officer (JCIE/USA)

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

Accommodation: Hotel New Otani The Main
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 10

08:45 Meeting in the Banquet Lobby and travel to JCIE

09:00-09:30 Overview of JCIE

Welcome and brief background of JCIE and political exchange program: its programs in the context of US-Japan relations

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

Location: JCIE

10:00-11:30 **Meeting with Ambassador Rahm Emanuel / US Embassy Briefing**

A discussion providing US government perspectives on the state of US-Japan relations and key issues affecting the relationship including the role

of the US-Japan alliance in addressing regional security challenges, trade relations, and areas for US-Japan global collaboration, etc.

Location: US Embassy in Tokyo

12:00-13:30 Luncheon Meeting with the Ministry of Foreign Affairs on Japan's Foreign Policy including the Hiroshima G7 outcomes and next steps

Discussions with a senior MOFA official(s) and several younger diplomats from the Ministry of Foreign Affairs (MOFA) on the key outcomes of the Hiroshima G7 meetings and next steps, the current geopolitical landscape surrounding Japan, and the role of US-Japan relations.

Speakers: **Yukiko Harimoto**, Director, North American Exchange Office, Ministry of Foreign Affairs, and Foreign Ministry officials

Location: Japanese Restaurant "Kichiza"

14:00-15:00 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, as well as introduction to Japan's stance on nuclear non-proliferation 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

16:00-17:00 Prosect and Challenges for the Japanese Economy in the Asia-Pacific Region

Meeting on key issues affecting Japanese businesses, trade and economy, in the turmoil of global economy and the emerging Global South. In particular emphasis of impact in the Asia Pacific Region.

Speaker: **Shujiro Urata**, Chairman, Research Institute of Economy, Trade and Industry (RIETI)

Location: RIETI 1119 Meeting Room

18:30-20:30 Japan's Relationship with its Neighbors

Discussion with one of Japan's leading foreign policy strategists on Japan's relationship with China, Korea, Taiwan and Japan-US-ROK relations as well as on his personal experiences conducting high-level negotiations with North Korea

Speaker: **Hitoshi Tanaka**, Senior Fellow, JCIE; Special Advisor, Institute for International Strategy (IIS), Japan Research Institute, Ltd; Former Deputy Minister for Foreign Affairs of Japan

Location: Ark Hills Club. Continental Dining

Wednesday, October 11

7:45-9:15 Breakfast Roundtable with Up-and-Coming Leaders in the Diet

Roundtable discussion with 4-6 Diet members to exchange views on a couple of possible topics: 1) key legislative issues and domestic political challenges in the United States and Japan and their implications for foreign policy including US-Japan relation; and 2) perspectives on shared regional and global security and economic challenges

Speakers: Hideki Makihara, Member, House of Representatives
(Liberal Democratic Party-LDP)

Hiroe Makiyama, Member, House of Councillors
(Constitutional Democratic Party-CDPJ)

Keitaro Ohno, Member, House of Representatives (LDP)

Alex Saito, Member, House of Representatives
(Democratic Party For the People -DPFP)

Shu Sakurai, Member, House of Representatives
(CDPJ)

Isamu Ueda, Member, House of Councillors (Komeito)

Miki Yamada, Member, House of Representatives (LDP)

Location: Room ACERO, Banquet Floor, The Main, Hotel New Otani

10:00-11:00 Meeting on Japan's Energy Policy and Challenges from a Politician's Perspective

Speakers: **Ken Saito**, Member, House of Representatives (LDP);
Former Minister of Justice

Location: No. 2 Meeting room, Diet member's No. 1 building

11:00-12:00 Meeting on Current and Future Outlook of Japan's Energy policy
Japan's current energy mix and key imports, developments in Japan's efforts to increase renewable sources of energy, role of nuclear energy, goals and challenges in diversifying Japan's energy sources, impact of geopolitical affairs on Japan's energy policy.

Speakers: **Futoshi Kohno**, Director, Policy Planning and
Coordination Division, Agency for Natural Resources
and Energy

Location: No. 2 Meeting room, Diet member's No. 1 building

**12:15-13:30 Lunch Meeting with members of JCIE's Women Leaders
Dialogue Diet Delegation**

Speakers: **Aiko Shimajiri**, Member, House of Representatives
(LDP)

Kiyomi Tsujimoto, Member, House of Councillors
(CDPJ)

Location: No. 8 Meeting room, Diet member's No. 1 Building

15:45-16:45 Briefing on the National Strategy of Japan

Speaker: **Keiichi Ichikawa**, Assistant Chief Cabinet Secretary

Location: Room 519, Cabinet Office Building

17:30-19:00 Chinese Diaspora Community in Japan

Speakers: **Tomoko Aki**, Professor, Graduate School of Arts and Sciences, University of Tokyo

Li Yinuo, Co-Founder, ETU Education

Location: Room 110, Komaba International Building for Education and Research, Komaba Campus, University of Tokyo

19:30 Individual Dinner

Thursday, October 12

8:30 Depart Hotel and Travel to National Defense Academy by minibus

10:00-12:00 Visit to the National Defense Academy, Yokosuka
Discussion on Japan's Security and Defense Policy & US-Japan Relations and tour

Japan's national security and defense strategies and prospects and challenges for implementation. Outlook on the US-Japan alliance including future challenges and opportunities for strengthening collaboration.

Speakers: Fumiaki Kubo, President, National Defense Academy

Takakazu Kurokawa, Director, Institute for Advanced Studies

Hirofumi Shimizu, Director, Center for International Exchange

Campus Visit

12:00-13:15 **Lunch with National Defense Academy students**

14:00-15:30 **Visit to US Navy Yokosuka Base**

Travel to Kamakura

16:00- **Tsurugaoka Hachiman / Kotoku-in**

Kamakura is the ancient historical capital of Japan, so we will take the opportunity to visit this important historical site. Staff will inform participants about the role of religion in Japanese society, including differences between Shinto and Buddhism and the way religion is treated in modern society

18:00-20:00 **Tokyo Program Wrap-up Dinner**

As this will be the last day of the Tokyo portion of the program, we will make use of this group dinner for participants to reflect on the meetings they have had thus far, what they have learned, and what to expect in the upcoming meetings in Hiroshima.

Location: Seaside Italian Restaurant Cantina

21:30 Return to the hotel

Friday, October 13

- 06:50 Depart Hotel for travel to Haneda. Please check out by this time.
** We recommend bringing an overnight bag, and leaving the rest of your luggage at the check-out counter*
- 7:00-7:30 Minibus from hotel to Haneda airport
- 8:15 Depart from Haneda by ANA 673
- 9:40 Arrive at Hiroshima airport
- 11:30-11:50 **Meeting with Hiroshima Mayor**
Kazumi Matsui, Mayor of Hiroshima
- 12:30-14:00 **Lunch Discussion on "Peace and Hiroshima"**

Speakers: **Ryo Oshiba**, Director and Professor, Hiroshima Peace Institute,
Hiroshima City University
Robert Jacobs, Historian of Science and Technology
Makiko Takemoto, Associate Professor, Hiroshima Peace
Institute, Hiroshima City University

Location: Chinese Restaurant "Tori", 5F ANA Crowne Plaza Hotel
Hiroshima
- 14:30-15:30 **Lecture and Guided Tour of Hiroshima Peace Memorial Museum** by
Mr. Toshihiro Toya, Vice Director, Hiroshima Peace Memorial
Museum

*Guided tour of the Hiroshima Peace Memorial Museum to see artifacts
from the bombing, to get explanations of the recovery process and the
legacy of the bombing, and to have a briefing on WMD nonproliferation
efforts that have been inspired by this experience*
- 15:30-16:00 **Wreath Laying & Guided Tour of the Atomic Bomb Dome**

*We will lay a wreath at the cenotaph that memorializes the victims of the
atomic bombing (including foreign residents and 12 US POWs). This is the
site of President Obama's May 2016 speech on nuclear disarmament and
reconciliation. Then, while explaining how the Hiroshima bombing has
shaped Japanese thinking about history and US-Japan relations, the
museum's deputy director will lead the participants through the memorial
park to visit the A-bomb Dome that was at the epicenter of the blast.*
- 16:00-17:00 **Discussion with Hibakusha/Atomic Bomb Survivor**

***Keiko Ogura**, a peace activist who was 8 years old at the time of
the bombing, will share her recollections of the bombing and how it
has impacted her life, her family, and Japanese views of US-Japan
relations.*
- 17:15 Check in at ANA Crowne Plaza Hotel Hiroshima
Accommodation: ANA Crowne Plaza Hotel Hiroshima
730-0037 Japan
Tel: 81-82-241-1111 | Fax: 81-82-241-9123

<https://www.ihg.com/crowneplaza/hotels/us/en/hiroshima/hijja/hoteldetail>

Group Dinner

Saturday, October 14

8:00 Check out of hotel, move to the Motoyasu Pier Ferry Station

9:10 Depart Motoyasu Pier for Miyajima

9:30-11:30 **Miyajima Tour guided by official volunteer guide of Miyajima**

Local volunteer guides, who have been learning English, will provide an English language tour of Miyajima an important historic world heritage site in the region.

Visit Itsukushima Shrine/World Heritage/Site on cultural preservation in an era of internationalization

The 6th Century Shinto Shrine at Itsukushima is considered one of Japan's most sacred sites, and its stewards have had to try to cope with damage from natural disasters and, increasingly now, from climate change and a flood of overseas tourism.

11:30-12:30 Lunch

13:15 Travel from Miyajima to Miyajimaguchi by ferry

13:30-14:45 Travel by bus to Hiroshima Airport

During travel from Hiroshima back to Tokyo surveys will be distributed to the group to provide feedback on the weeks activities and to prime them for discussion at the wrap-up dinner.

15:35-17:00 Flight from Hiroshima to Haneda Airport on ANA 680

17:00-18:00 Arrive at Haneda Airport/Tokyo, taxi to the hotel

18:00 Check-in at Hotel New Otani

19:30 -21:00 Wrap-up/Review dinner

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.

Official Program Ends

Sunday October, 15

12:30 Meet in the Lobby
Depart from Hotel New Otani to Haneda Airport by minibus

15:50 (JST) Margaret Flynn Sapia and Jordan Pakula Depart Haneda Airport (UA 804)

15:35 (EST) Margaret Flynn Sapia and Jordan Pakula arrive at Washinton Dulles
International Airport

CHRISTOPHER A. COONS, DELAWARE, CHAIRMAN
JAMES LANKFORD, OKLAHOMA, VICE CHAIRMAN

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United States Senate

SELECT COMMITTEE ON ETHICS

September 22, 2023

Margaret Flynn Sapia
Office of Senator Christopher A. Coons
United States Senate
Washington, DC 20510

Dear Ms. Flynn Sapia:

This responds to your recent correspondence requesting approval from the Select Committee on Ethics (the Committee) to accept an invitation you received to travel on the JCIE U.S. Congressional Staff Exchange Program to Japan, on October 9-15, 2023, sponsored by the Japan Center for International Exchange (JCIE). Provided that you adhere to the guidance set forth below, it appears that it is permissible for you to accept necessary expenses from JCIE in connection with this trip.

Background

Based on your communication with the Committee, the background in this matter is as follows.¹ You are employed in the office of Senator Christopher A. Coons. JCIE invited you to travel to travel on the JCIE U.S. Congressional Staff Exchange Program to Japan, on October 9-15, 2023. JCIE certified to the Committee that it will pay the necessary expenses² related to the travel and that it is neither a lobbyist, lobbying firm, agent of a foreign principal, or otherwise acting as a representative or agent of a foreign government. JCIE has also certified that it does not retain or employ a registered lobbyist or agent of a foreign principal and that no registered lobbyist or agent of a foreign principal will accompany you at any point throughout your trip.³

Discussion

Privately sponsored travel includes any gift of travel and travel-related expenses for travel outside the Senate duty station, including transportation, lodging, food and refreshments, and conference fees and materials, whether paid for directly, reimbursed, or provided directly, from a private individual or entity, in connection with a Member's, officer's, or employee's official Senate duties. Incorporating reforms from the Honest Leadership and Open Government Act of 2007 (HLOGA), Pub. L. 110-81 (2007), Senate Rule 35.2 permits Members, officers, and

¹ If this letter does not correctly recite the facts, contact the Committee immediately.

² The term "necessary expenses" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 10-13.

³ The term "any point throughout your trip" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 15.

employees to accept privately sponsored travel only with the prior written approval of the Committee.

The Committee's approval process is governed by the *Regulations and Guidelines for Privately Sponsored Travel (Travel Regulations)*. The *Travel Regulations* contain detailed requirements regarding who may sponsor travel; time limits for trips; and the type and amount of expenses that can be reimbursed.

Entities that do not retain or employ a lobbyist or foreign agent and all non-profit organizations designated as tax-exempt organizations under § 501(c)(3) of the Internal Revenue Code of 1986, regardless of whether they retain or employ a lobbyist or foreign agent, may sponsor foreign trips for up to seven days. The seven-day limitation means seven 24-hour periods, calculated from the time of arrival in the trip location to the time of departure from the trip location. For such trips, neither lobbyists nor foreign agents may accompany a Senate invitee at any point throughout the trip, other than in a *de minimis* way.⁴ This means that neither lobbyists nor foreign agents may accompany Senate invitees at any point to and from the event, at the event itself, or at the location being visited.⁵

The Committee has determined that § 501(c)(3) non-profit organizations that are classified as private foundations, as opposed to public charities, may not pay for transportation from the United States to a foreign country.⁶ However, JCIE represented to the Committee that it is a § 501(c)(3) public charity, as opposed to a private foundation, pursuant to the Internal Revenue Code.⁷

Under Senate Rule 35, Senate staff must receive advance authorization signed by the Member or officer under whose direct supervision the individual works in order to accept payment or reimbursement for necessary expenses related to fact-finding travel. Further, such authorization and expenses must be disclosed to the Secretary of the Senate by filing the completed *Employee Pre-Travel Authorization* and the *Employee Post-Travel Disclosure of Travel Expenses* (Form RE-1 and Form RE-2), along with a copy of the *Private Sponsor Travel Certification Form*, and all relevant attachments (e.g., the private sponsor's invitation and itinerary) **within 30 days of the conclusion of Privately Sponsored Travel.**

Consistent with these standards and Committee precedent, JCIE's factual representations, it appears that it is permissible for you to accept necessary expenses from JCIE in connection with this trip, provided that the actual travel and travel-related expenses conform to the

⁴ The term "*de minimis*" has a specific definition. See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-8.

⁵ See *Select Committee on Ethics Regulations and Guidelines for Privately Sponsored Travel* at 6-10.

⁶ See 26 U.S.C. § 4941 et seq. Section 501(c)(3) of the Internal Revenue Code broadly defines non-profit, charitable, tax-exempt organizations. These § 501(c)(3) organizations are then further defined or designated as "public charities" and "private foundations."

⁷ 26 U.S.C. § 501(c)(3).

information and materials you provided, and the travel and all required documents are disclosed to the Secretary of the Senate (Office of Public Records).

Please be advised that the United States Constitution prohibits the acceptance of any gift, including a meal, from a foreign government without the consent of Congress. In the Foreign Gifts and Decorations Act (FGDA), Congress consented to the acceptance by federal government officials of: (1) gifts of minimal value and (2) travel or the expenses for travel taking place entirely outside the United States, from a foreign government (which includes those acting as a representative or agent of a foreign government).⁸ The Senate has defined minimal value as \$100 or less. Further, pursuant to FGDA, there are certain reporting and procedural requirements that are imposed upon Members, officers, and employees who accept gifts from a foreign government. Please review the Committee's "Dear Colleague" letter of January 11, 2019, setting forth the items to be included in filing that report.

Finally, Senate Rule 34 requires a reporting individual,⁹ on their financial disclosure report, to make an annual disclosure of the receipt of payments or reimbursements under Senate Rule 35 from a private sponsor for officially-related travel expenses where, in the aggregate, travel expenses exceed \$480 from that sponsor during a calendar year. However, if a Member, officer, or employee properly reports the receipt of necessary expenses for such travel to the Secretary of the Senate within 30 days of the travel, as discussed above, the travel expenses need not be disclosed a second time on their financial disclosure report.

I hope you find this information helpful. If you have any additional questions, please do not hesitate to contact the Committee.

Sincerely,



Shannon Hamilton Koplin
Chief Counsel and Staff Director

Enclosure: Employee Privately Sponsored Travel Checklist

⁸ 5 U.S.C. § 7342.

⁹ A reporting individual is someone whose salary equals or exceeds 120% of the basic rate of pay for GS-15 (\$141,022 for CY 2023) or is a political fund designee and is required to file financial disclosure reports.