

Appendix A (Specifications)

The Japan External Trade Organization (hereafter, JETRO), Japan's core organization for promoting foreign direct investment (FDI) into Japan, identifies companies interested in investing into Japan and supports them from the stage of business development to that of corporate establishment.

1. Project Purpose

The Consultant will select potential U.S companies that will be referred to as *specified targets*. The Consultant will contact the targets, collect information on interest in investing in Japan and set up a meeting with the targets for JETRO based on their interests.

2. Target Projects

Target project must fall under one of the categories below. JETRO LA will provide a detailed list of target industries to the consultant.

1. Projects that have potential to create high added value – that utilize innovative technology with remarkable novelty and that contributes to increased productivity.
 - a. Ex. AI, IoT, big data, robotics, cutting-edge pharmaceuticals and medical devices, smart energy, and other innovative technologies
2. Projects that enhance Japan's domestic innovation environment
 - a. Ex. business accelerator, incubator, etc.
3. Projects that revitalizes Japan's regional economies (outside of Tokyo)
 - a. projects must align with strategies formulated by local governments
4. Other projects that satisfy the needs of the Japanese government

3. Region

The target region for this project will be US states within JETRO Los Angeles Territory: Southern California, Southern Nevada, Arizona, Utah, Colorado, New Mexico, and Hawaii.

4. Description of the Project

Arrangement of meetings with the specified targets: At least 15 companies

The Consultant is required to assess the Japanese business and interest level in investment into Japan of the specified targets and arrange face to face meetings with key persons of the specified targets in order of level of interest. Teleconferences or video conferences are acceptable if the specified targets have serious constraints on availability. The Consultant should consult with and receive approval from JETRO on the priority order, meeting schedule, and the language in

which the meeting will take place before actual execution. The Consultant should notify and give reasons to JETRO if arrangement of meetings with a specified target cannot be made.

If the number of companies in the long list is not sufficient to arrange 15 meetings, other companies outside of the long list should be supplemented after consulting with JETRO so that the total number of the meetings will be at least 15.

The Consultant is required to submit a pre-meeting outline to JETRO for each scheduled meeting at least 5 business days before each meeting, unless there is an urgent need for the meeting by the specified targets. The pre-meeting outline must be accepted by JETRO as being in conformance with the reporting items below and the form provided by JETRO. In compiling the outline, the Consultant must use the specified form and include the following items.

(Reporting items) *Form will be provided by JETRO Los Angeles

- 1.) Company Profile (name, URL, country, industry, main products and/or services, etc)
- 2.) Key persons contacted (name, position, contact information, contact date, etc)
 - a) Key person is defined as a CEO, COO, CFRO and other persons involved in organizational decision making (the same shall apply hereafter)
- 3.) Expected meeting date, time, and place

The Consultant is required to submit a post-meeting outline to JETRO within 3 business days after each meeting. (If a meeting is to be conducted in Japan, the Consultant shall attend upon acceptance by JETRO) The outline must be inspected and accepted by JETRO as being in conformance with the reporting items below and the form provided by JETRO.

(Reporting Items) * Form will be provided by JETRO Los Angeles

- 1.) Existence or nonexistence of an investment plan to Japan, and its authorization status
- 2.) Outline and content of proposal (Comment to the proposal from key personnel of the company, questions from the key personnel of the company)
- 3.) Future plan to follow up, request for JETRO
- 4.) Detail of the Japan investment project

※Please report any changes made from the information given in b. Pre-meeting outline

5. Term of contract

The term of contract is from the contract date to February 29, 2024

6. Conditions for the Consultant(s) engaged in the project

- (1) Has an established organizational structure and capabilities to manage and complete the project properly
- (2) Is able to adhere to JETRO's directions, as well as report to, communicate with, and consult with JETRO in an adequate manner
- (3) Has knowledge on handling confidential and/or personal information accordingly
- (4) Has broad and effective experience, network, and knowledge necessary for the implementation of the project
- (5) Is able to give appropriate advice and communicate smoothly with global companies of specified industries
- (6) Is prohibited to receive monetary or non-monetary rewards from the specified targets or other companies in relation to this project
- (7) Is able to comply with applicable laws and regulations, especially the Foreign Corrupt Practices Act and state unfair competition laws
- (8) Must inform JETRO if the Consultant is involved in a similar project funded by the Japanese government
- (9) Is prohibited to conduct personal business while performing the tasks of this project.

7. Deliverables and Deadlines

Activity		Completion Deadline (See (A) below)	Submission Items (See (B) below)
a.	Selection of the specified targets (Reason of selection and priority ranking)	30 days after the start of the contract date	Specified targets long list of 100 companies
b.	Arrangement of meetings with the specified targets and prepare reports of the meetings: <u>At least 15 companies</u> Attend <u>at least 6 meetings</u> which are arranged by the Consultants	By February 16, 2024	Pre-meeting outline and post-meeting outline at least 15 companies. JETRO may request the follow up with the company when there are no responses from the company two weeks after the initial meeting.

- (A) If the deadlines indicated in the contract cannot be met due to the circumstances of the specified target, the Consultant must notify JETRO in writing of the details of

the situation as well as the new deadline. Depending on whether the situation is valid, JETRO will allow the submission of the report by the later deadline.

(B) Findings must be reported on the form provided by JETRO.

8. Contract Amount

The amount for the project is \$26,030 (Twenty-Six Thousand and Thirty U.S. Dollars) (tax inclusive if applied). All costs and fees related to the project are included in the contract amount. In case of the incompleteness of the total number of meetings agreed upon (15 meetings), the compensation will be calculated \$26,030 divided by 15 multiplied by the number of completed meetings.

9. Payment

Upon the completion of each reporting and approval of all tasks described in Section 4 (Description of the Project) by the respective due dates, payment may be requested by submitting a billing statement to JETRO. JETRO will then pay the requested payment amount within 40 days after receiving the billing statement.