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OMB No. 1124-0006; Expires July 31, 2023

U.S. Department of Justice
Washington, DC 20530

Exhibit A to Registration Statement Pursuant to the Foreign Agents Registration Act of 1938, as amended

INSTRUCTIONS. Furnish this exhibit for EACH foreign principal listed in an initial statement and for EACH additional foreign principal acquired subsequently. The filing of this document requires the payment of a filing fee as set forth in Rule (d)(1), 28 C.F.R. § 5.5(d)(1). Compliance is accomplished by filing an electronic Exhibit A form at https://www.fara.gov.

Privacy Act Statement. The filing of this document is required by the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide this information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the FARA Unit in Washington, DC. Statements are also available online at the FARA Unit's webpage: https://www.fara.gov. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: https://www.fara.gov.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .22 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, FARA Unit, Counterintelligence and Export Control Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant
West Wing Writers, LLC

2. Registration Number
6367

3. Primary Address of Registrant
1150 Connecticut Avenue, NW, Suite 505, Washington, DC 20036

4. Name of Foreign Principal
Embassy of Japan

5. Address of Foreign Principal
Embassy of Japan, 2520 Massachusetts Ave NW
Washington, DC 20008

6. Country/Region Represented
JAPAN

7. Indicate whether the foreign principal is one of the following:

- [x] Government of a foreign country [1]
- [ ] Foreign political party
- [ ] Foreign or domestic organization: If either, check one of the following:
  - [ ] Partnership
  - [ ] Corporation
  - [ ] Association
  - [ ] Committee
  - [ ] Voluntary group
  - [ ] Other *(specify)* _____
- [ ] Individual-State nationality _____

8. If the foreign principal is a foreign government, state:

a) Branch or agency represented by the registrant
Embassy of Japan

b) Name and title of official with whom registrant engages
Mr. Koichi Ai, Minister and Head of Chancery/Minister for Public Affairs

1 "Government of a foreign country," as defined in Section 1(e) of the Act, includes any person or group of persons exercising sovereign de facto or de jure political jurisdiction over any country, other than the United States, or over any part of such country, and includes any subdivision of any such group and any group or agency to which such sovereign de facto or de jure authority or functions are directly or indirectly delegated. Such term shall include any faction or body of insurgents within a country assuming to exercise governmental authority whether such faction or body of insurgents has or has not been recognized by the United States.

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9. If the foreign principal is a foreign political party, state:

a) Name and title of official with whom registrant engages

b) Aim, mission or objective of foreign political party

10. If the foreign principal is not a foreign government or a foreign political party:

a) State the nature of the business or activity of this foreign principal.

b) Is this foreign principal:

Supervised by a foreign government, foreign political party, or other foreign principal	Yes ☐ No ☐
Owned by a foreign government, foreign political party, or other foreign principal	Yes ☐ No ☐
Directed by a foreign government, foreign political party, or other foreign principal	Yes ☐ No ☐
Controlled by a foreign government, foreign political party, or other foreign principal	Yes ☐ No ☐
Financed by a foreign government, foreign political party, or other foreign principal	Yes ☐ No ☐
Subsidized in part by a foreign government, foreign political party, or other foreign principal	Yes ☐ No ☐

11. Explain fully all items answered "Yes" in Item 10(b).

12. If the foreign principal is an organization and is not owned or controlled by a foreign government, foreign political party or other foreign principal, state who owns and controls it.

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EXECUTION

In accordance with 28 U.S.C. § 1746, and subject to the penalties of 18 U.S.C. § 1001 and 22 U.S.C. § 618, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this statement filed pursuant to the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, that he/she is familiar with the contents thereof, and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

Date	Printed Name	Signature
04/25/2023	Vinca LaFleur	/s/Vinca LaFleur

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Date	Printed Name	Signature
4.25.23	VINCA LaFLEUR	

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U.S. Department of Justice

Washington, DC 20530

Exhibit B to Registration Statement Pursuant to the Foreign Agents Registration Act of 1938, as amended

INSTRUCTIONS. A registrant must furnish as an Exhibit B copies of each written agreement and the terms and conditions of each oral agreement with his foreign principal, including all modifications of such agreements, or, where no contract exists, a full statement of all the circumstances by reason of which the registrant is acting as an agent of a foreign principal. Compliance is accomplished by filing an electronic Exhibit B form at https://www.fara.gov.

Privacy Act Statement. The filing of this document is required for the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide the information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the FARA Unit in Washington, DC. Statements are also available online at the FARA Unit's webpage: https://www.fara.gov. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public in print and online at: https://www.fara.gov .

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .32 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, FARA Unit, Counterintelligence and Export Control Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name of Registrant	2. Registration Number
West Wing Writers, LLC	6367

3. Name of Foreign Principal
Embassy of Japan

Check Appropriate Box:

4. ☒ The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach a copy of the contract to this exhibit.

5. ☐ There is no formal written contract between the registrant and the foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach a copy of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.

6. ☐ The agreement or understanding between the registrant and the foreign principal is the result of neither a formal written contract nor an exchange of correspondence between the parties. If this box is checked, give a complete description below of the terms and conditions of the oral agreement or understanding, its duration, the fees and expenses, if any, to be received.

7. What is the date of the contract or agreement with the foreign principal? 04/17/2023

8. Describe fully the nature and method of performance of the above indicated agreement or understanding.

West Wing Writers will provide speech writing services to the Ambassador through March 31, 2024.

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9. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

West Wing Writers will provide speech writing services to the Ambassador.

10. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act[1].

Yes ☐ No ☒

If yes, describe all such political activities indicating, among other things, the relations, interests or policies to be influenced together with the means to be employed to achieve this purpose. The response must include, but not be limited to, activities involving lobbying, promotion, perception management, public relations, economic development, and preparation and dissemination of informational materials.

11. Prior to the date of registration[2] for this foreign principal has the registrant engaged in any registrable activities, such as political activities, for this foreign principal?

Yes ☐ No ☒

If yes, describe in full detail all such activities. The response should include, among other things, the relations, interests, and policies sought to be influenced and the means employed to achieve this purpose. If the registrant arranged, sponsored, or delivered speeches, lectures, social media, internet postings, or media broadcasts, give details as to dates, places of delivery, names of speakers, and subject matter. The response must also include, but not be limited to, activities involving lobbying, promotion, perception management, public relations, economic development, and preparation and dissemination of informational materials.

Set forth below a general description of the registrant's activities, including political activities.

Set forth below in the required detail the registrant's political activities.

Date	Contact	Method	Purpose

12. During the period beginning 60 days prior to the obligation to register[3] for this foreign principal, has the registrant received from the foreign principal, or from any other source, for or in the interests of the foreign principal, any contributions, income, money, or thing of value either as compensation, or for disbursement, or otherwise?

Yes ☐ No ☒

If yes, set forth below in the required detail an account of such monies or things of value.

Date Received	From Whom	Purpose	Amount/Thing of Value

13. During the period beginning 60 days prior to the obligation to register[4] for this foreign principal, has the registrant disbursed or expended monies, or disposed of anything of value other than money, in connection with activity on behalf of the foreign principal or transmitted monies to any such foreign principal?

Yes ☐ No ☒

If yes, set forth below in the required detail an account of such monies or things of value.

Date	Recipient	Purpose	Amount/Thing of Value

1 "Political activity," as defined in Section 1(o) of the Act, means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

2,3,4 Pursuant to Section 2(a) of the Act, an agent must register within ten days of becoming an agent, and before acting as such.

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EXECUTION

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Date	Printed Name	Signature
04/25/2023	Vinca LaFleur	/s/Vinca LaFleur

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EXECUTION

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Date	Printed Name	Signature
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WEST WING WRITERS
STORY IS STRATEGY™

April 17, 2023

Mr. Koichi Ai
Minister and Head of Chancery/Minister for Public Affairs
Embassy of Japan
2520 Massachusetts Avenue, NW
Washington, DC 20008

Dear Mr. Ai,

The purpose of this letter agreement (this "Letter Agreement") is to set forth the terms and conditions under which the Embassy of Japan ("EOJ", "you" or "your") will engage West Wing Writers, L.L.C. ("we" or "us" or "our").

Scope of Work

You have engaged us to provide speech writing services (the "Services") for the Ambassador between April 1, 2023, to March 31, 2024, during which time we will provide you with the drafting to your satisfaction of six keynote speeches (or their equivalent). Any changes to the scope of Services must be agreed upon in writing by you. We will be reasonably available for meetings, consultation, strategic discussions and/or interviews necessary to complete the Services. We will not subcontract the Services without your prior written consent.

Compensation

In consideration of our Services, you will pay us a retainer of $8,370 per month (the "Monthly Spend Limit"), inclusive of all costs, taxes and expenses incurred in performing the Services. We will seek prior written approval for any expenses that exceed the Monthly Spend Limit.

We will provide you with a weekly status report after the first week we perform the Services that include a description of the Work Product worked on during the prior week and the number of hours spent on such Work Product. If a weekly status report shows that a Work Product required more than forty (40) hours, we will adjust the number of future Work Products to avoid exceeding the Monthly Spend Limit and seek your approval prior to making such adjustments.

We will bill you on or about the last day of each month. Our bills are payable upon thirty (30) days after your receipt of an invoice. All payments hereunder will be in U.S. Dollars. If there are any problems with an invoice, we would appreciate if you would contact us

Washington, DC 1150 Connecticut Avenue NW, Suite 505, Washington, DC 20036 Ph (202) 223-8101
New York 90 Broad Street, Suite 1101, New York, NY 10004 Ph (646) 559-2200

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immediately so that we can promptly resolve the matter. We reserve the right to postpone or defer providing additional services if billed amounts are not paid when due. We also reserve the right to add costs of collections and interest at one and one-half percent per month to any bill that is not paid within thirty (30) days.

Content

We agree that any documents, work product, speeches, and other materials that are delivered to you under this Letter Agreement or prepared by or on our behalf in the course of performing the Services ("Work Product") will be accurate, provided that we will not be responsible for any inaccuracies resulting from incorrect information provided by you or from publicly available resources deemed reasonably reliable that are to the best of our knowledge and belief accurate; will not violate or facilitate the violation of any United States law or regulation; will not violate any right of a third party under U.S. law, including copyright, trademark, privacy or publicity rights; will not cause injury to any person or entity; and will not contain profane, threatening or inappropriate language, or any material that could reasonably be considered harmful, explicit, indecent, lewd, violent, abusive, or degrading. We will provide the Services using personnel of required skill, experience, and qualifications; in a timely, workmanlike, and professional manner; in accordance with the highest professional standards in our field; and to your reasonable satisfaction.

We hereby agree that all right, title, and interest in and to all of the Work Product belongs solely to the EOJ, whether or not such Work Product is protected or protectable under the intellectual property laws of any applicable jurisdiction. All Work Product shall be deemed to be "work made for hire" and shall be owned by the EOJ without further consideration; however, if it is determined that any such Work Product is not considered to be "work made for hire", we hereby assign to the EOJ all of our right, title, and interest in such Work Product. Subject to your responsibility to provide accurate and complete information (as set forth under the Miscellaneous section below), we agree to hold harmless and indemnify the EOJ, your affiliates and your employees from and against any third-party claims arising from or in any way related to the Work Product and/or EOJ's use of our Work Product after delivery to you, including but not limited to any liability or expense arising from claims, losses, damages (actual and consequential), suits, judgments, litigation costs and attorneys' fees. In such a case, EOJ will provide us with written notice of such claim, suit or action.

Confidentiality

We acknowledge that we will acquire information and materials from you and knowledge about your business and affairs. All such knowledge, information and materials, and the existence and the terms and conditions of this Letter Agreement, are and will be considered your trade secrets and/or confidential and proprietary information (collectively "Confidential

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Information"). Confidential Information will not include, however, any information which is or becomes part of the public domain through no fault of ours, or that you provide to third parties without restriction on use or disclosure. We agree to hold all such Confidential Information in strict confidence, not to disclose it to others or use it in any way, commercially or otherwise, except in performing the Services, and to disclose it to our employees and agents only on a need-to-know basis. We will be responsible for any breach of these confidentiality obligations caused by any of our employees, contractors, agents or representatives. These confidentiality obligations will survive termination or expiration of this Letter Agreement for a period of three (3) years, except for Confidential Information that constitutes a trade secret under applicable law, in which case, such obligations will survive for as long as such Confidential Information remains a trade secret under such law.

We would appreciate being able to name your organization as a representative client on our website and in our marketing materials. If you have any objection, please let us know.

Term of Engagement

Our engagement will be for the twelve (12)-month period beginning on April 1, 2023, and ending on March 31, 2024 (the "Term"), unless you terminate pursuant to the below paragraph. The Term may be extended thereafter by mutual written agreement.

Termination

You may terminate this Letter Agreement, effective upon written notice to us if we materially breach this Letter Agreement and do not cure such breach within seven (7) days after receipt of written notice of such breach; or become insolvent, admit our inability to pay our debts generally as they become due, or become subject to any bankruptcy proceeding which is not dismissed or vacated within thirty (30) days after filing.

Upon expiration or termination of this Letter Agreement for any reason and payment of all outstanding amounts due to us, we will deliver to you all Work Product and other materials, whether or not complete, prepared by or on our behalf in the course of performing the Services; return your materials in our possession or control, and return or destroy, at your discretion, all documents and tangible materials containing, reflecting, incorporating or based on your Confidential Information and certify in writing that we have done so.

Miscellaneous

You agree that during the Term and for a period of two (2) years following the later of expiration or termination of this Letter Agreement, you will not, directly or indirectly, employ or engage as a contractor, or solicit for such employment or engagement, any person who was then employed by us or who performed services for your account as an independent contractor during

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the twelve (12) month period ending on the Termination Date ("WWW Employee"). The non-solicitation provision of this paragraph shall not apply to any general advertisement placed by you which is not specifically directed to any WWW Employee.

If any action is necessary to enforce the terms of this Letter Agreement, the prevailing party will be entitled to reasonable attorneys' fees, costs and expenses.

This Letter Agreement may be modified only by a letter in writing signed by both of us specifically referencing this Letter Agreement, and shall be governed in accordance with the laws of the District of Columbia, without reference to its choice of law provisions.

In performing the Services we will rely on content and other information you provide to us. You are responsible for the accuracy and completeness of all such information. You agree to hold harmless and indemnify us, our affiliates and our employees from and against any third party claim arising from or in any way related to the information you supply us, including but not limited to any liability or expense arising from claims, losses, damages (actual and consequential), suits, judgments, litigation costs and attorneys' fees. In such a case, we will provide you with written notice of such claim, suit or action.

Nothing contained in this Letter Agreement shall be construed as creating any agency, partnership, joint venture or other form of joint enterprise, employment, or fiduciary relationship between us. All notices, requests, consents, and other communications shall be in writing and addressed to the address set forth on the letterhead of this Letter Agreement or the address in the signature page (or to such other address that may be designated by any of us from time to time), as applicable. This Letter Agreement constitutes the sole and entire agreement between us with respect to the subject matter contained herein, and supersedes all prior and contemporaneous understandings and agreements, both written and oral, with respect to such subject matter. Neither of us may assign, transfer, or delegate our rights or obligations under this Letter Agreement without the prior written consent of the other. No assignment shall relieve the assigning party of any of its obligations hereunder. Any attempted assignment, transfer or conveyance in violation of the foregoing shall be null and void.

If the foregoing is acceptable to you, please execute this Letter Agreement in the space provided below and return a copy to my attention via DocuSign, email, or post.

We are pleased to have this opportunity to work with you.

Very truly yours,

West Wing Writers, L.L.C.

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WEST WING WRITERS
STORY IS STRATEGY™

By: _____

Name: Vince Lafleur

Date: April 17, 2023

ACCEPTED AND AGREED TO:

EMBASSY OF JAPAN

By: _____

Name: Koichi Ai

Date: 2023/4/17

PLEASE INDICATE BELOW TO WHOM OUR INVOICE(S) SHOULD BE DIRECTED:

Name: Fumiho Suzawa, Elizabeth Kallgren

Address: Embassy of Japan, 2520 Massachusetts Ave, NW, Washington, D.C. 20008

Email: fumiho.suzawa@mofa.go.jp, elizabeth.kallgren@ws.mofa.go.jp

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