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OMB No. 1124-0006; Expires May 31, 2020

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
The Ogilvy Group LLC

2. Registration Number
6797

3. Primary Address of Registrant
636 11th Avenue, New York, NY 10036

4. Name of Foreign Principal
The Embassy of Japan in the U.S.A., Washington, DC

5. Address of Foreign Principal
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)* N/A
- [ ] Individual-State nationality N/A

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

a) Branch or agency represented by the registrant
Ministry of Foreign Affairs, Japan

b) Name and title of official with whom registrant engages
Yuki Sugiyama, Public Affairs Researcher

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

N/A

b) Aim, mission or objective of foreign political party

N/A

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.

N/A

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).

N/A

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.

N/A

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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 Exhibit A to Registration Statement, 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
03/04/2020	Rachel Caggiano	/s/Rachel Caggiano

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OMB No. 1124-0006, Expires May 31, 2020

U.S. Department of Justice
Washington, DC 20530

Exhibit A to Registration Statement

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 Exhibit A to Registration Statement, 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
2/28/20	Rachel Caggiano	

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OMB No. 1124-0004; Expires May 31, 2020

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
The Ogilvy Group LLC	6797

3. Name of Foreign Principal

The Embassy of Japan in the U.S.A., Washington, DC

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? 01/27/2020

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

The Ogilvy Group in Washington, DC has been contracted by the the Embassy of Japan (contract attached to this Exhibit) to provide media outreach and mural exhibit design support during the 2020 Cherry Blossom season in DC.

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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.

The Ogilvy Group will: engage U.S. media to gauge interest in stories promoting the Embassy of Japan's local Washington, DC area outreach on the history and friendship between Japan and the United States during the 2020 Cherry Blossom Festival including an art exhibit; connect interested Media and the Embassy of Japan; provide internal preparation support; provide media with supporting background materials, including Embassy of Japan press releases; engage interested reporters and editors to help shape resulting coverage; work with local artist(s) to create a traveling mural exhibit.

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 or dissemination of informational materials.

N/A

11. Prior to the date of registration[2] for this foreign principal did the registrant engage in any activities, including political activities, for or render any services to 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.

N/A

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

Date	Contact	Method	Purpose
N/A	N/A	N/A	N/A

12. During the period beginning 60 days prior to the obligation to register[3] for this foreign principal, did the registrant receive from the foreign principal any contribution, income, money, or thing of value either as compensation on, 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
N/A	N/A	N/A	N/A

Total: N/A

13. During the period beginning 60 days prior to the obligation to register[4] for this foreign principal, did the registrant spend or disburse any money in furtherance of or in connection with its activities on behalf of the foreign principal?

Yes ☐ No ☒

If yes, set forth below in the required detail and separately an account of such monies, including monies transmitted, if any.

Date	To Whom	Purpose	Amount
N/A	N/A	N/A	N/A

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

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 Exhibit B to Registration Statement, 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
03/04/2020	Rachel Caggiano	/s/Rachel Caggiano

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OMB No. 1124-0004; Expires May 31, 2020

U.S. Department of Justice
Washington, DC 20530

Exhibit B to Registration Statement

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 Exhibit B to Registration Statement, 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
2/28/20	Rachel Cagqiano	

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EXHIBIT A

Ogilvy Statement of Work

This Statement of Work (this "**SOW**"), effective as of January 27, 2020 (the "SOW Effective Date") is entered into and governed under the Master Public Relations Services Agreement between the Embassy of Japan and Agency dated as of "pending" (the "Agreement"). This SOW and the Agreement constitute the complete agreement regarding services provided under this SOW. Except where the contrary is expressly provided, the terms and conditions of the Agreement will prevail over any conflicting terms or conditions in this SOW. The responsibilities of the Embassy of Japan and Agency are defined below.

Changes to this SOW will be processed in accordance with the procedure described in the Agreement. The investigation and the implementation of changes may result in modifications to the schedule, resources, charges and/or other terms of this SOW.

1. PROJECT OVERVIEW

This SOW describes the services to be provided to the Embassy of Japan by Agency. Agency agrees to provide Embassy of Japan with the following services: Oversight of Embassy of Japan work through Ogilvy, on a public relations project specifically requesting outreach on the history and friendship between Japan and the United States during the 2020 Cherry Blossom Festival.

This scope of work reflects a retainer for this specified project. It is understood Ogilvy and Embassy of Japan will develop separate, incremental scopes of work for additional projects not covered in this SOW (e.g. agency of record, etc.).

2. Services and Deliverables

Agency will provide the following Services and Deliverables from January 27, 2020 to March 31, 2020.

Project, Deliverable, or Milestone Title	Description of Services, Deliverables, and/or Milestones	Out of Pocket Fees	Ogilvy Labor
Social Media Project for Cherry Blossom Festival (Labor and Out of Pocket)	Ogilvy will put together a social media project for the 2020 Cherry Blossom Festival. The project will involve the design of a mural to celebrate the history and friendship between the Japan and the United States. Ogilvy will reach out to universities in the DC, MD and VA area with a call-for-submissions for students to enter their mural design proposals, upon which one will be selected. The selected artist/artist group will have their final mural art put on display in two locations in the DC area. Deliverables: • Preparation of one (1) Call for Submissions document with up to two (2) rounds of Client review • Research into who at each school to reach out to with Call for Submissions document • Submissions management: sending and receiving of submissions, Q&A session with prospective winners, submission review and winner selection • Build of one (1) up to 16 ft wide x 8 ft high wood mural • Transportation of mural to up to three (3) locations in the DC, VA, MD area (including school of winning student(s)) and one (1) final location where the mural will remain at the end of the project. Assumptions: • The Call for Submission will be open to all students, age 18+ who are currently enrolled in higher education in DC, Maryland, or Northern Virginia. Applicants/Teams can be from any academic discipline and must be enrolled at the time of submission. • Mural will consist of four (4) wood panels that will sit side-by-side to create one large mural (16ft x 8 ft) ○ The panels will be supported by a hinged baseplate at the back of each art board along with diagonal support beams.	$24,000	$25,795*

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	○ Drums of water will be placed on each baseplate ○ When displayed outside, the mural will be supported by four large barrels of water (barrels will not be visible when facing the mural). ○ When displayed indoors, the barrels will not be required. ○ Budget assumes that the mural will be picked up from one location and dropped off at the next location, on the same day. If storage is required between locations, an additional fee will be required. ○ Final mural resting place is still TBD ○ Mural will be on exhibit rain or shine • Ogilvy will provide necessary supplies/goods for students to create and deliver the final product • The Embassy of Japan will have the opportunity to review the submissions prior to artist selection • Artist/s and sponsor may be requested to provide media interviews, but it will not be made mandatory • The selected artist/artist group will consist of no more than six (6) people • Ogilvy will handle all contracts, agreements and release forms with winning artist(s), as well as exhibit locations, as needed • Budget includes travel to and from exhibit locations for Ogilvy team members		
Paid Media (Ogilvy Labor and Out of Pocket)	Ogilvy will put together a customized influencer marketing plan, outlining goals objectives and KPIs for the Cherry Blossom execution. They will manage the research and selection of these influencers as well as provide a metrics report following the conclusion of the campaign. In addition, Ogilvy will also promote 4 posts from the Embassy's social channel to continue to raise awareness around the history of the cherry blossom festival. Deliverables: • Four (4) Embassy of Japan owned social channel post boosts • One (1) set of influencer program objectives, strategy and KPIs • Research influencers to determine who is a right fit and how best to engage and mobilize them in an authentic way • Conduct outreach to engage target influencers and determine customized tactics to their niches and strengths • Execute a paid micro-influencer program, 1-3 partners through campaign; and provide corresponding results reports Assumptions: • Embassy of Japan will be creating organic posts during the festival that can be promoted by Ogilvy • Each influencer will be able to visit the mural to create the necessary content for the campaign	$5,000	$5,088*
Partner Toolkit (Ogilvy Labor)	Ogilvy will develop a series of toolkit assets to be shared by the Embassy with partners. Deliverables: • Writing of one (1) cover letter with one (1) round of review by Client • Design of one (1) Social media post template with one (1) round of review by Client • Writing only of six (6) social media social posts that consist of the following: ○ Three (3) Facebook posts ○ Three (3) Instagram posts	NA	$6,925*

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	• Writing of one (1) set of talking points/key messages Assumptions: • Does not include outreach to partners • The social media post template will be sized at 4:5 aspect ratio which can be used on both Instagram and Facebook		
Earned Media (Ogilvy Labor)	Ogilvy will put together a media pitch, a list of those to pitch to and perform media outreach. Deliverables: • Develop one (1) DC media list for pitching • Develop one (1) media pitch (to be updated throughout completion of mural) • Conduct outreach to up to fifteen (15) media contacts • Facilitation of interview between Embassy of Japan and media contacts Assumptions: • Embassy of Japan to provide spokesperson as needed	NA	$8,575*
	TOTAL PROJECT COSTS	**$29,000**	**$46,383**

Value of labor being provided

3. FEES AND EXPENSES

Agency agrees to provide the Services under this SOW to Embassy of Japan for a fixed fee of **$29,000** for the fixed deliverables as stated in this SOW**.** This fee will be fixed and non-reconcilable. Agency estimates that the number of hours required to complete the Services under this SOW is approximately 200.5 hours. If the scope changes, both Parties will agree to the changes in writing. Agency will not invoice for $46,383 worth of labor. This will be provided at no cost.

The Fee will be invoiced according to the agreed milestones as stated below:

- Fee will be invoiced in one (1) installment upon execution of final deliverables. The total of this invoice shall be $29,000.

4. PROJECT SCHEDULE

Agency will complete the Services according to the following schedule: All above projects will be invoiced by March 31, 2020.

5. PERSONNEL

Agency will make available the following personnel for this:

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6. EMBASSY OF JAPAN RESPONSIBILITIES

Authorizations – Prior to beginning work, or as appropriate during the work phases, Embassy of Japan will provide to Agency:

- Frequent access to Embassy project lead
- Consolidated feedback and designate a single point of contact for Ogilvy
- Make core team available for regular status meetings

7. SOW CONTACTS

Agency	Embassy of Japan
Melissa Harrison	Yuki Sugiyama

8. CHANGE ORDERS

In accordance with the terms of the MSA, Embassy of Japan approved changes/alterations to the above Scope of Work deliverables will be documented via a "Change Order" and fees adjusted and approved accordingly by Embassy of Japan. A Change Order will be utilized when there is a significant shift in deliverables and/or fee for this specific SOW.

Ad hoc or specific projects not included in the above budget will be presented on additional/separate Scopes of Work for approval by Embassy of Japan.

IN WITNESS WHEREOF, the parties have set their hands as of the date first written above.

ON BEHALF OF AGENCY:

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

ON BEHALF OF EMBASSY OF JAPAN:

By: _____
(Signature)

Name: _____

Title: _____

Date: _____

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EXHIBIT A

Ogilvy Statement of Work

This Statement of Work (this "**SOW**"), effective as of January 27, 2020 (the "SOW Effective Date") is entered into and governed under the Master Public Relations Services Agreement between the Embassy of Japan and Agency dated as of "pending" (the "Agreement"). This SOW and the Agreement constitute the complete agreement regarding services provided under this SOW. Except where the contrary is expressly provided, the terms and conditions of the Agreement will prevail over any conflicting terms or conditions in this SOW. The responsibilities of the Embassy of Japan and Agency are defined below.

Changes to this SOW will be processed in accordance with the procedure described in the Agreement. The investigation and the implementation of changes may result in modifications to the schedule, resources, charges and/or other terms of this SOW.

1. PROJECT OVERVIEW

This SOW describes the services to be provided to the Embassy of Japan by Agency. Agency agrees to provide Embassy of Japan with the following services: Social research including an audit of the Embassy of Japan's online presence, a report on trends including those local to the Washington, DC area and sharing a sample of our social media playbooks.

This scope of work reflects a retainer for this specified project. It is understood Ogilvy and Embassy of Japan will develop separate, incremental scopes of work for additional projects not covered in this SOW (e.g. agency of record, etc.).

2. Services and Deliverables

Agency will provide the following Services and Deliverables from January 27, 2020 to April 24, 2020.

Project, Deliverable, or Milestone Title	Description of Services, Deliverables, and/or Milestones	Out of Pocket Fees	Ogilvy Labor
Social Research (Ogilvy Labor)	Ogilvy will deliver a trends report covering DC and US marketplaces. Accompanying this report will be recommendations based on findings and social best practices. Ogilvy will also conduct a social channel audit of Embassy of Japan channels and competitor channels and provide recommendations for improving channel presence. In order to inform Washington, D.C specific activations, Ogilvy will provide insights related to the market and social media users. DC market insights will relate to contract deliverables to provide a detailed look at the Embassy of Japan's local market. Ogilvy will present and share samples of social media playbooks and as well as a budget and timeline to complete a social media playbook, should they desire to do so in the future. Deliverables: • One (1) trend report examining up to five (5) major trends complete with recommendations • One (1) audit document of up the Embassy of Japan online presence • One (1) one-page document detailing Washington, D.C.-specific social media habits, trends, and activations • Ogilvy will share social media playbook samples and speak about the importance of and process for creating one Assumptions: • Assumes one (1) up to sixty-minute in-person presentation of the above deliverables to be held at the Ogilvy DC office • Audit will include existing Embassy of Japan and JICC online presence ○ Embassy of Japan channels include: Twitter, Facebook, Medium, and Flickr	NA	$9,990

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	○ JICC channels include: https://www.us.emb-japan.go.jp/jicc/, Facebook, Instagram, Flickr, and YouTube • Development of a Social media playbook for the Embassy of Japan is not included but can be added for an additional fee		
	TOTAL PROJECT COSTS	**NA**	**$9,990**

3. FEES AND EXPENSES

Agency agrees to provide the Services under this SOW to Embassy of Japan for a fixed fee of **$9,990** for the fixed deliverables as stated in this SOW**.** This fee will be fixed and non-reconcilable. Agency estimates that the number of hours required to complete the Services under this SOW is approximately 55 hours. If the scope changes, both Parties will agree to the changes in writing.

The Fee will be invoiced according to the agreed milestones as stated below:

- Fee will be invoiced in one (1) installment upon execution of this agreement. The total of this invoice shall be $9,990.

4. PROJECT SCHEDULE

Agency will complete the Services according to the following schedule: All above projects will be completed by April 24, 2020.

5. PERSONNEL

Agency will make available the following personnel for this:

Title	Employee	Rate per Title	HOURS	COST
SVP	Kim Mackenzie - Strategy Director	$ 345.00	7	$ 2,415.00
VP	Melissa Harrison - Account Manager	$ 275.00	3	$ 825.00
AE	Michelle Delabrer - Designer	$ 150.00	5	$ 750.00
AE	Matthew Merritt - Jr. Strategist	$ 150.00	40	$ 6,000.00
Total Labor			**55**	**$ 9,990**

6. EMBASSY OF JAPAN RESPONSIBILITIES

Authorizations – Prior to beginning work, or as appropriate during the work phases, Embassy of Japan will provide to Agency:

- Frequent access to Embassy project lead
- Consolidated feedback and designate a single point of contact for Ogilvy
- Make core team available for regular status meetings

7. SOW CONTACTS

Agency	Embassy of Japan
Melissa Harrison	Yuki Sugiyama

8. CHANGE ORDERS

In accordance with the terms of the MSA, Embassy of Japan approved changes/alterations to the above Scope of Work deliverables will be documented via a "Change Order" and fees adjusted and approved accordingly by Embassy of Japan. A Change Order will be utilized when there is a significant shift in deliverables and/or fee for this specific SOW.

Ad hoc or specific projects not included in the above budget will be presented on additional/separate Scopes of Work for approval by Embassy of Japan.

IN WITNESS WHEREOF, the parties have set their hands as of the date first written above.

(Signature)

ON BEHALF OF AGENCY:

Name: _____

By:_____

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Title: _____ *(Signature)*

Date: _____ **Name:** _____

ON BEHALF OF EMBASSY OF JAPAN: **Title:** _____

By: _____ **Date:** _____

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