SEMIANNUAL REPORT OF PAYMENTS ACCEPTED FROM A NON-FEDERAL SOURCE

Form Approval.: **0416-GSA-SA**

This report implements 31 U.S.C. 1353. It does not supersede other reports that may have to be filled when travel expenses are accepted under other authority. For definition and policies, see 41 CFR part 304-1.

REPORTING DEPARTMENT OR AGENCY: U.S. Department of State - Office of the U/S for Political Affairs

REPORTING PERIOD: OCTOBER 1 - MARCH 31 *(Year)* 2023 | APRIL 1 - SEPTEMBER 30 *(Year)* N/A | NEGATIVE REPORT N/A

	TRAVELER *(Name/Title)*	EVENT DESCRIPTION/SPONSOR/ DATES	LOCATION AND TRAVEL DATES	BENEFITS ACCEPTED SOURCE	DESCRIPTION	CHECK	IN-KIND	AMOUNT
EXAMPLES	John Smith Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11-13/93	Asia-Pacific Forum Pacific Rim Assoc.	Hotel Air Transportation Meals	X	X X	$280 825 120
EXAMPLES	Joyce Smith Spouse of Secretary	Conference on Asia-Pacific Relations sponsored by Asia-Pacific Forum.	San Francisco, CA 8/11-13/93	Asia-Pacific Forum Pacific Rim Assoc.	Air Transportation Meals	X	X	$825 120
NAME: Mrs. Victoria Nuland, U/S TITLE: Under Secretary for Political Affairs		DESCRIPTION: G7 Political Directors' Meeting - Bilateral and Multilateral Engagements SPONSOR: G7 Political Directors' Meeting - The Japanese G7 Presidency DATES: March 7-9, 2023	LOCATION: Hakone Retreat Före Hakone Town, Japan (Tokyo) DATES: March 7-9, 2023	The Japanese G7 Presidency covered three (3) nights' accommodation at maximum from Tuesday 7 to Thursday 9 March 2023	Hotel - Lodging	X	X	600.00
NAME TITLE		DESCRIPTION SPONSOR DATES:	LOCATION DATES					
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AUTHORIZED FOR LOCAL REPRODUCTION

STANDARD FORM 326 (2-98)
Prescribed by GSA/OGE (41 CFR 301-1)

RESTRICTED

G7 Political Directors' Meeting in Hakone, 8 and 9 March 2023
(Administrative note)

As of 2 February 2023

1. Date and time, venue

The G7 Political Directors' Meeting will be held in Hakone Town, about 1-2 hours from Tokyo, JAPAN, from Wednesday 8 to Thursday 9 March 2023. The meeting will start at 10:30 on 8 March and end at 13:00 on 9 March. The meeting will be organized in a traditional Japanese restaurant inside the premises of the hot spring resort "*the okcs Retreat Hakone villa and före*": https://www.hakone-retreat.com/villa/en/.

For those interested, the meeting will be followed by a short Japanese tea ceremony demonstration for approximately 30 minutes at 13:15-13:45.

2. Registration and accreditation of delegations

The delegation of G7 members will consist of two (2) people (Political Director and Note-taker) in principle. Only one (1) person in the PD team from their capital (assistant) can be added as delegate, if needed. Any other official including embassy staff in Tokyo cannot register to participate in the meeting.

Registration and accreditation of all delegates will be managed via the Japanese Ministry of Foreign Affairs (MOFA). G7 members are kindly asked to register all their delegates before the deadline of Friday 10 February 2023, by sending an email with their names and titles to the Japanese POC mentioned below.

3. Arrival and departure

The Haneda International Airport (HND) or Narita International Airport (NRT) will be used for arrival and departure of the delegations. The Japanese G7 Presidency kindly asks all delegations to inform the POC, as soon as possible, of the details of the arrival of their head of delegation including estimated arrival time and flight number.

The heads of delegation can be escorted upon arrival (if they wish so) by travel agents arranged by the Government of Japan. Contact details of the agents will be provided later. The heads of delegation and a maximum of two (2) attendants can be transported, by car provided by MOFA, from the airport directly to the meeting venue in Hakone or to their hotel in Tokyo the previous day (if it is the case). Or, delegations can also use "Shinkansen" (bullet train) from Tokyo station to Odawara station (in this case, a car will be provided by MOFA for their transportation from Odawara station to the meeting venue). For ease of arranging, delegations are kindly asked to inform the Japanese POC of their plan of transportation as soon as possible.

Visa exemptions for entry into Japan apply to representatives from all G7 members.

4. Accommodation

The Japanese G7 Presidency will provide the following accommodation at "*the okcs Retreat Hakone villa and före*":

- One (1) villa-suite, provided for the Political Director (courtesy by the Japanese G7 Presidency)
- Two (2) superior-twin rooms at maximum, reserved for the Note-taker and her/his assistant (costs

to be covered by the delegations)

The Japanese G7 Presidency will cover three (3) nights' accommodation at maximum from Tuesday 7 to Thursday 9 March 2023 only for the Political Director. Any additional expenses, including possible cancellation fee, must be borne by delegations. Villas/rooms will be allocated to each delegate by the Japanese G7 Presidency. Please kindly note that capacity is limited at "*the okcs Retreat Hakone*" and that any additional room cannot be provided nor reserved for the delegations. As all reservations will be made via MOFA, delegations are kindly asked to inform the POC below, as soon as possible and not later than the deadline of Friday 10 February 2023, of the precise number of rooms (2 at max, villa-suite for PD apart) to be reserved at "*the okcs Retreat Hakone*".

5. Working space

Delegations will have access to a co-working space with desks, Wi-Fi access and printers.

6. COVID-19 measures

In view of the ongoing COVID-19 pandemic, the meeting will be subject to detailed hygiene guidelines complying with the relevant provisions in Japan and Kanagawa Prefecture.

Those who are unable to present a valid vaccination certificate or a valid negative test result will not be allowed to enter Japan, as based on Quarantine Law, and will be denied boarding the aircraft in the country of departure. Those entering Japan with symptoms of suspected COVID-19 infection will be tested upon arrival. Furthermore, those who test positive will be required a quarantine at the designated facility. Further information is available on the official web site of the Japanese Ministry of Health, Labour and Welfare: https://www.mhlw.go.jp/stf/covid-19/bordercontrol.html.

On site, delegations will be provided with rapid antigen self-tests. All delegates are kindly asked to test themselves for COVID-19 before the beginning of the programme on the day of the meeting. All the participants are also recommended to wear a mask during the meeting.

7. General information

- Local time: Japan uses "Japan Standard Time" (JST, UTC+9).
- Country calling code: +81
- Power supply: 100 V electrical supply. 50 Hz supply frequency. Type A sockets.

8. POC

Any logistical questions should be addressed to the following person in charge:

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