

## **Scope of Work**

### **1. Project Name**

Research on Sustainability Initiatives in the U.S. Livestock Industry

### **2. Background and Objectives**

Sustainability has become an increasingly important issue in the livestock sector, which requires significant inputs of feed, water, and intensive production facilities. In addition, in order to maintain and expand overseas markets for Japanese livestock products, it is essential to understand sustainability measures being implemented in major livestock-producing regions such as the United States and the European Union.

The purpose of this project is to conduct a Research of sustainability initiatives related to the U.S. beef cattle, dairy, pork, broiler, and egg industries, as well as to attend relevant industry meetings and conferences held in the United States and prepare reports on the findings. Should any questions arise or coordination be required in relation to this contract, the contractor shall consult with JETRO and other relevant organizations as necessary.

### **3. Work Specifications**

The contractor shall conduct research on sustainability initiatives in the U.S. livestock sector, including beef cattle, dairy, pork, broiler, and egg production, utilizing publicly available information as well as its own network and industry contacts. The contractor shall also attend relevant industry meetings on sustainability issues held in the United States.

To facilitate information sharing and monitor progress, the contractor shall hold online meetings with JETRO approximately once every two weeks throughout the contract period.

#### **(1) Research on Sustainability Initiatives in the U.S. Livestock Industry**

The contractor shall:

Compile, in Japanese, information that can be used to update the following two reports previously published by the Agriculture & Livestock Industries Corporation (ALIC):

- 「畜産の情報 2023 年 3 月号：米国における持続可能な酪農・肉用牛生産に向けた取り組みについて」 “Efforts Toward Sustainable Dairy and Beef Production in the United States” (Monthly Livestock Information, March 2023); and
- 「畜産の情報 2020 年 2 月号：米国の肉用牛・牛肉生産における持続可能性（サステナビリティ）～持続可能な牛肉のための円卓会議（USRSB）における取組状況～」 “Sustainability in U.S. Beef and Beef Production: Activities of the U.S. Roundtable for Sustainable Beef (USRSB)” (Monthly Livestock Information, February 2020).

Update the information contained in the above report on beef cattle production and prepare similar analyses for the dairy, pork, broiler, and egg sectors. The Research shall include current sustainability challenges and trends as bellows:

- Greenhouse gas (GHG) emissions;
- Water resource conservation;
- Nitrogen and other environmental emissions;
- Sustainability measures and best practices implemented at the farm and production levels;
- Federal and state government policies and programs; and
- Activities and initiatives of relevant industry organizations.

Prepare a report of approximately 6,000 to 8,000 Japanese characters for each livestock sector (beef cattle, dairy, pork, broiler, and egg production), for a total of approximately 40,000 Japanese characters.

Include references and hyperlinks to original sources, such as websites, research papers, government publications, and other materials cited in the report.

## (2) Participation in Industry Meetings Held in the United States

The contractor shall:

Attend, to the extent practicable, two industry meetings, conferences, or similar events related to the U.S. livestock industry during the contract period. Participate, whenever possible, in farm tours, site visits, or other related technical programs organized in conjunction with such meetings.

Prepare a summary report on each meeting attended, including concise descriptions of seminar sessions, keynote presentations, panel discussions, and other relevant activities.

Include in the contract price all costs associated with participation in the meetings, including travel expenses, lodging expenses, and registration fees.

## 4. Term of Contract

From the date of signing the contract to January 29th, 2027.

## 5. Submission of the Report

The contractor shall submit the reports prepared under Sections 3(1) and 3(2) no later than January 8, 2027. In addition, the contractor shall provide an interim progress report to JETRO by December 25, 2026.

## 6. Payment

- (1) JETRO shall make a payment by bank transfer in accordance with the following schedule:
  - 50% of the compensation will be paid upon receipt of the order confirmation and invoice.
  - The remaining 50% of the compensation will be paid upon receipt and examination of the work report and invoice.

- (2) Items shall be stated as taxable or non-taxable in the invoice.
- (3) All expenses necessary for the project, including but not limited to, research and survey costs, transportation, travel expenses, office expenses, shall be included in the contract amount.

## **7. Requirements for the Contractor**

- (1) The Contractor must:
  - 1) Have similar experience in performing work similar to this project.
  - 2) Secure sufficient human resources and work hours for the project and respond quickly to requests from JETRO NY.
  - 3) Respond to legal and private issues that arise externally in the implementation of the project.
  - 4) Have an office or base in the US and primary project members are based in the US.
- (2) The Contractor shall propose and manage a feasible schedule that covers all the work described in this document (with all conditions met).

## **8. Other Important Notes**

- (1) The Contractor, and all sub-contractors and third parties involved in this project, must obey laws, ordinances, and regulations of the country, states, and local governments in which this project is conducted.
- (2) In performing the work, the Contractor shall comply with the confidentiality and personal information requirements specified in the contract.
- (3) The deliverables and creatives of this project shall be treated as copyrighted by JETRO NY, and the Contractor shall not claim copyright. In addition, the deliverables of this project may be used by JETRO outside of this project with some modifications.
- (4) The deliverables and creatives of this project shall not have an expiration date, as they are expected to be used for multiple years. However, if additional costs are expected to be incurred when the deliverables are used after the end of the contract term due to rights related to the cast, music, etc., such information shall be clearly stated at the time of proposing the plan.
- (5) [Information Security Requirements]
  - 1) The Contractor shall comply with the items pertaining to confidentiality and personal information specified in the contract and shall implement information security countermeasures.
  - 2) The Contractor shall never use outside of the contract or disclose to a third party any information obtained through this project.
  - 3) The Contractor shall limit the number of persons engaged in this project. In addition, in the event there is request from JETRO, information on the corporate and board

members of the Contractor, the location where the work is to be performed, and the affiliations, expertise (including qualifications and training records related to information security), and past record of all personnel engaged in this work shall be presented to the contact person of JETRO (hereinafter referred to as “the contact person”).

- 4) If JETRO deems it necessary, the Contractor shall agree to JETRO conducting an information security audit, management audit or penetration test (including an audit by an entity selected by JETRO) and specifying the details of such audit. In the event of an actual audit, the schedule shall be determined upon consultation, and the Contractor shall cooperate in the execution of the audit.
- 5) If JETRO requests improvement in the status of implementation of information security measures in this project, the Contractor shall, after consultation with JETRO, formulate and promptly implement the necessary improvement measures.
- 6) The Contractor shall take measures against vulnerabilities, malware, denial-of-service attacks, targeted attacks, access control, and information leakage related to the software, computers and devices used for this work, and shall provide information security training to the personnels involved in this work regarding these measures during the contract term.
- 7) The Contractor shall exercise due care in handling information related to the work obtained during the performance of the work (paper and electronic media, including reproductions thereof).
- 8) In the event of termination or cancellation of the contract, the Contractor shall promptly return, dispose of, or erase any information obtained by the Contractor during the performance of the work (paper and electronic media, including reproductions thereof). In such case, confirmation from the contact person must be obtained.
- 9) The Contractor shall not divulge to any other party or use for any other purpose any of JETRO’s work-related information obtained in connection with the work during the contract term or after the termination of the contract. In the event that it becomes necessary to provide JETRO’s work-related information to an external party, the information should be provided after careful consideration of whether the party to which the information is provided may not handle the information appropriately, and after obtaining the approval of the contact person, indicating the precautions to be taken in handling the information.
- 10) If the information security breach or the possibility of such event occurs during work related to this project or during the warranty liability period specified in the contract, and the event is caused by an information security problem in the Contractor, the Contractor shall promptly implement the following at its own responsibility and expense:

- A) After investigating the content of the information security breach and the scope of its impact, a countermeasure for the said information security breach shall be formulated and implemented after obtaining approval from JETRO.
  - B) A report shall be prepared on the specific details of the situation that occurred, the cause, and the measures taken in response, and submitted to JETRO for approval.
  - C) Measures to prevent recurrence shall be developed and implemented upon approval by JETRO; and
  - D) In addition to the above, measures based on JETRO's instructions regarding any information security breaches that have occurred shall be implemented.
- 11) When using external services (including social media services) provided by private companies to an unspecified number of users which can be used only by agreeing to uniform terms and conditions, the Contractor shall not handle any confidential information in these services and shall comply with the rules and regulations.
- 12) When using external services (including cloud services) to perform entrusted work, the Contractor shall consider the information security measures of the service provider and the service. In addition, the Contractor shall delete any data registered with external services in connection with this work upon approval of the contact person at the end of the contract term.
- 13) When developing a website or developing or creating application content (this refers to a generic term for application programs, web content, etc.; the same shall apply hereinafter), the Contractor shall also include the following to ensure that the information security standards of users will not be compromised:
- A) The website or application content that it provides does not contain malware. In addition, measures that include the following shall be taken:
    - 1. Before providing website or application content, scanning using anti-malware software shall be conducted to ensure that they do not contain malware; and
    - 2. When providing an application program, it shall be confirmed that it does not contain program codes that violate the specifications of the said application.
  - B) Content in executable program format shall not be provided unless there is no other means of providing content other than in executable program format.