




City of Cleveland Memorandum

Frank G. Jackson, Mayor

TO: Barry A. Withers, Director of Public Utilities

FROM: Ivan Henderson, Commissioner of Cleveland Public Power 

DATE: August 6, 2010

SUBJECT: MSWE Cost for Interpretation Services

I recommend the City brings its own translator for the upcoming trip to Takasaki, Japan, October 10-16, 2010. Our prior experience has shown that all translators are not equal and that translators in Japan often have limited availability. We have previously worked with Ms. Sachiko Duffy, a local translator, who is Japanese and has a technical background that aids discussion and translation of technical issues related to the gasification process. She is the President of Japanese Translation Service.

Ms. Duffy assisted with the translation this past April at the Work Plan Development Meeting I in Cleveland. She translated to and from English even outperforming Kinsei's own translator that travelled with their companies President Mr. Massamoto Kaneko.

Ms. Duffy provided cost information for her fees related to assisting the City during the trip to Takasaki. Ms. Duffy's fees and other information concerning expenses are shown below.

Daily fee: \$1,000.00/day x 6 days: \$6,000.00

Out-of-pocket expenses should be reimbursed or paid directly by CPP:

- Airfare (if not purchased by the City)
- Baggage handling charges (if not included in the airfare)
- Meals
- Hotel charges
- Ground transportation cost in Japan (including railroad, subway, bus, taxi etc., to/from Narita Airport, to/from Takasaki City from Tokyo, and any other locations)
- Gratuities and other trip related incidentals