

Privacy Act Statement. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, dissemination report, copy of political propaganda 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 Registration Unit in Washington, D.C. One copy is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of such documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. Finally, the Attorney General transmits an annual report to the Congress on the Administration of the Act which lists the names of all agents and the nature, sources and content of the political propaganda disseminated or distributed by them. This report is available to the public.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .49 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, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, D.C. 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

*Furnish this exhibit for EACH foreign principal listed in an initial statement  
and for EACH additional foreign principal acquired subsequently.*

1. Name and address of registrant Robinson, Lake, Lerer & Montgomery/The Sawyer Miller Group 1501 M Street, N.W., #600 Washington, D.C. 20005		2. Registration No.  3911
3. Name of foreign principal APKINDO (Asosiasi Panel Kayu Indonesia)	4. Principal address of foreign principal Gedung Manggala Wanablatki Block IV, 9th Floor Jakarta 10270 Indonesia	

5. Indicate whether your foreign principal is one of the following type:

- Foreign government
- Foreign political party
- Foreign or  domestic organization: If either, check one of the following:
  - Partnership
  - Corporation
  - Association
  - Committee
  - Voluntary group
  - Other (specify) \_\_\_\_\_
- Individual—State his nationality \_\_\_\_\_

6. If the foreign principal is a foreign government, state: N/A

- a) Branch or agency represented by the registrant.
- b) Name and title of official with whom registrant deals.

7. If the foreign principal is a foreign political party, state: N/A

- a) Principal address
- b) Name and title of official with whom registrant deals.
- c) Principal aim

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8. 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

Trade association of Indonesian plywood manufacturers

b) Is this foreign principal

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

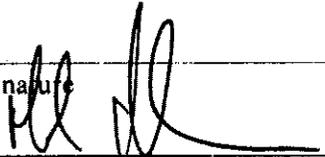
Subsidized in whole by a foreign government, foreign political party, or other foreign principal ..... Yes  No

Subsidized in part by a foreign government, foreign political party, or other foreign principal ..... Yes  No

9. Explain fully all items answered "Yes" in Item 8(b). (If additional space is needed, a full insert page may be used.)

Association of private firms engaged in the manufacture of plywood.

10. 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

Date of Exhibit A 10/5/94	Name and Title Mark Helmke President	Signature 
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**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. This form shall be filed in triplicate for each foreign principal named in the registration statement and must be signed by or on behalf of the registrant.

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**Public Reporting Burden.** Public reporting burden for this collection of information is estimated to average .33 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, Registration Unit, Criminal Division, U.S. Department of Justice, Washington, D.C. 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

Name of Registrant	Name of Foreign Principal
Robinson, Lake, Lerer & Montgomery/ The Sawyer Miller Group	APKINDO (Asosiasi Panel Kayu Indonesia) Gedung Manggala Wanabakti, Block IV, 9th floor Jakarta 10270 Indonesia

Check Appropriate Boxes:

- 1.  The agreement between the registrant and the above-named foreign principal is a formal written contract. If this box is checked, attach three copies of the contract to this exhibit.
- 2.  There is no formal written contract between the registrant and foreign principal. The agreement with the above-named foreign principal has resulted from an exchange of correspondence. If this box is checked, attach three copies of all pertinent correspondence, including a copy of any initial proposal which has been adopted by reference in such correspondence.
- 3.  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 the expenses, if any, to be received.

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

See Schedule C attached to contract

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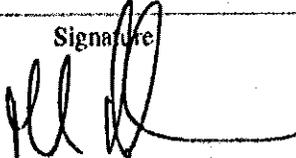
5. Describe fully the activities the registrant engages in or proposes to engage in on behalf of the above foreign principal.

See Schedule C attached to contract

6. Will the activities on behalf of the above foreign principal include political activities as defined in Section 1(o) of the Act?<sup>1</sup>  
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 APEC Summit will focus global attention on Indonesia. Our activities are designed to help the host committee produce a successful summit by facilitating logistical arrangements and assisting with media interviews and other press appointments.

Date of Exhibit B	Name and Title	Signature
10/5/94	Mark Helmke President	

<sup>1</sup>Political activity as defined in Section 1(o) of the Act means the dissemination of political propaganda and any other activity which the person engaging therein believes will, or which he intends to, prevail upon, indoctrinate, convert, induce, persuade, or in any other 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.

**Robinson Lake Lerer Montgomery / Sawyer Miller Group**

1301 M Street, Northwest, Suite 600  
Washington, DC 20005  
(202) 779-0000

August 18, 1994

Mr. George W. Ford  
General Manager  
Pt. Indo-Mas Pratama Citra  
Jakarta, Indonesia

Dear Mr. Ford:

This letter, when signed by both Pt. Indo-Mas Pratama Citra (the "Company") and Robinson Lake Lerer Montgomery/Sawyer Miller Group, will constitute the service agreement between us with regard to our appointment by the Company as a consultant to the Company for communications and logistical support for the Asia Pacific Economic Cooperation Summit to be held in November 1994.

1. Compensation for our services and outlays on your behalf are detailed on the attached Schedule A.

2. This contract commences in August 1994 and terminates on November 30, 1994 unless and until terminated at any time in writing by either party. In the event of termination, the Company agrees to reimburse Robinson Lake Lerer Montgomery/Sawyer Miller Group for fees and/or expenses incurred on behalf of the Company up to the time of proper notice of termination.

3. We agree that any and all contracts, correspondence, books, accounts and other sources of information relating to your accounts shall be available for inspection at our office by your authorized representative during ordinary business hours up a reasonable notice to us.

4. Upon termination of this agreement, if requested, we shall transfer and make available to you or your representatives all property and materials in our possession or control which belong to you.

5. Robinson Lake Lerer Montgomery/Sawyer Miller Group and the Company agree that, in the process of providing professional services to the Company, the Company may provide sensitive confidential information, the disclosure of which would be to the detriment of the Company. Robinson Lake Lerer Montgomery/Sawyer Miller Group represents that it will not use any of such information for any purpose except for the benefit of the Company under the professional services to be performed by Robinson Lake Lerer Montgomery/Sawyer Miller Group under this agreement.

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6. You agree to indemnify us and hold us harmless from and against any loss, damage or expense, including reasonable attorneys fees and costs, sustained by us as the result of any claim or action brought against us which is based upon information, data or the materials supplied by you to us.

7. This agreement shall be construed in accordance with the laws of the District of Columbia.

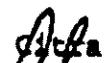
If the above meets with your approval, we would appreciate your so indicating by signing the enclosed copy of this letter where indicated and returning it to us.

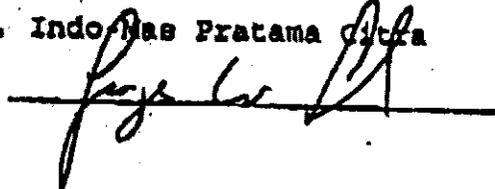
Very truly yours,

Robinson Lake Lerer Montgomery/Sawyer Miller Group

By 

ACCEPTED AND AGREED:

Pt. Indo Bas Pratama 

By 

## Schedule A

### Compensation and Payment Schedule

Fees for professional consulting services will be paid by the Company to RLSM/SMG for work pertaining to the Areas of Responsibility outlined in Schedule C attached, in accordance with the following payment schedule:

#### **A. Consulting Fees**

1/3 of total project fees estimated in Schedule B (\$88,066) will be due within 5 days of the signing of this Service Agreement.

1/3 of total project fees estimated in Schedule B (\$88,067) will be due on October 15, 1994.

1/3 of total project fees estimated in Schedule B (\$88,067) will be due on November 15, 1994.

#### **B. Project Expenses**

Including, but not limited to, design, production and distribution costs of mailing projects in the United States, and direct travel expenses relating to visits by RLSM/SMG personnel to Indonesia. To be billed at cost plus 10% administrative cost. These costs are estimated in Schedule B attached.

Payment is due within 15 days of receipt of itemized invoice from RLSM/SMG.

#### **C. Reimbursement of Administrative Costs**

The Company agrees to reimburse RLSM/SMG for all reasonable, out-of-pocket expenditures, including but not limited to, long distance telephone and fax charges, messenger and deliver services, photocopying, media clipping services and related costs incurred in the performance of our consulting services.

Payment is due within 30 days of receipt of itemized invoice from RLSM/SMG.

**D. Research**

A preliminary estimate of research costs are contained in Schedule B. Payment of \$20,000 is due within 5 days of the signing of the Service Agreement.

## Schedule B

### Project Budget

#### Research

(In-depth interviews with U.S. opinion leaders, to be conducted prior to summit to determine Pre-Summit attitudes and in support of project strategy and message)

\$20,000

(Additional research may be undertaken upon conclusion of Summit to determine Post-Summit attitudes in the United States. To be determined at a later date)

TBD

#### Pre-Summit Mailing of Summit Informational Materials

Drafting, Design, Production, List Development and Distribution of Summit Informational Materials to the following U.S. audiences:

- All members of the United States Congress
- Key officials of the Clinton Administration
- Foreign Policy opinion leaders
- CEOs of major U.S. companies with economic interests in Indonesia
- Editorial page editors of major U.S. newspapers
- Key foreign policy, trade and economic reporters and editors, including media likely to attend APEC.

Total mailing approximately 2,000 x \$10 =

20,000

#### Post-Summit Newsletter Mailing Project

Drafting, Design, Production and Distribution of 4-page color newsletter to be mailed to key U.S.

audiences immediately following APEC Summit:

- Key Clinton Administration officials
- CEOs of major U.S. corporations with economic interests in Indonesia
- Foreign policy and Pacific Basin opinion leaders
- Media editors and correspondents

Total mailing 2,000 x \$10 = 20,000

Organized Visits of U.S. Journalists to Indonesia  
Prior to APEC Summit.

Approximately 10 journalist visits x \$6,000 for  
airfare and on-the-ground expenses 60,000

Project Management Fees

Partner (30 days x \$3,200 per day)	(96,000)
Executive Vice President (8 days x \$2,400 per day)	(19,200)
Senior Vice President (50 days x \$2,000 per day)	(100,000)
Vice President (7 days x \$1,600 per day)	(11,200)
Senior Associate (27 days x \$1,400 per day)	(37,800)

Project Management Fees 264,200

Reimbursement of Administrative Expenses

(Includes long distance and international telephone and fax charges; photocopying; messenger and delivery charges; media clipping services; and similar out-of-pocket expenses. Reimbursement of actual expenses incurred by RLSM) Approximately \$10,000 per month x 3 months = 30,000

Reimbursement of RLSM Travel Expenses

Total 13 trips x average \$7,000 = 91,000

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Project Budget \$506,000

Contingency (5%) \$25,300

TOTAL PROJECT BUDGET \$531,000

## Schedule C

### Areas of Responsibility

RLSM/SMG will undertake the following areas of responsibility in accordance with this Service Agreement:

- Conduct research with key opinion leaders in the United States and present findings and analysis to appropriate individuals in Indonesia.
- Provide continuous advice and counsel in the development of APEC Summit strategy, themes, message and target audiences.
- Draft, design, produce and distribute Pre-Summit informational mailing to key U.S. audiences.
- Draft, design, produce and distribute Post-Summit informational mailing to key U.S. audiences.
- Organize visits of U.S. journalists to Indonesia prior to APEC Summit and coordinate media visit in-country program with appropriate officials in Indonesia.
- Provide Pre-Summit on-the-ground logistical and operational support toward the organization of the APEC Summit, including advice and counsel regarding the establishment of media facilities, event protocol, communications logistics, advance and related areas.
- Assist in the drafting, design and production of all APEC Summit media and delegation informational materials.
- Provide on-the-ground strategic advice and logistical support during the 1994 APEC Summit.

Professional fees and direct costs for additional work beyond the scope of that outlined here in Schedule C will be submitted to the Company for approval prior to commencement of work.