



COMMISSION

AGENDA MEMORANDUM

Item No.

8d

ACTION ITEM

Date of Meeting

February 13, 2024

DATE: January 25, 2024

TO: Stephen P. Metruck, Executive Director

FROM: Karin Zaugg Black, International Business Protocol Liaison
LeeAnne Schirato, Commission Deputy Chief of Staff
Aaron Pritchard, Commission Chief of Staff

SUBJECT: Approval of Commission International Travel – First Quarter 2024 Requests.

ACTION REQUESTED

Commission approval of international travel requests for known travel in the first quarter of 2024.

EXECUTIVE SUMMARY

*Article III(5)(h) of the Commission’s Bylaws and Rules of Procedure requires approval of Commissioner international travel requests by Commission authorization. The authorization shall include: the number of commissioners traveling (if applicable), the port-related reason for travel, and the dates and destination of travel. International travel requests shall be submitted to the Commission Office 21 days in advance of each calendar quarter. Travel change requests for previously approved international travel shall again be put before the full Commission for review and action. Commissioners not receiving advanced travel authorization for international travel shall report to the Commission regarding the purpose of their travel, dates of travel, location of travel, benefit received by the Port through the travel, and shall seek majority approval of the post-travel authorization in order to submit claims for travel expense reimbursement. Travel requests of Commissioners should be equitable to all members and consistent with the interests of the Port. *Domestic travel requests are approved by the Commission President consistent with the requirements of Article III(5)(h).**

The following are known travel requests for approval as of this authorization date:

Meeting Date: February 13, 2024

Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
March 17-22	2	Wind Europe Conference and Offshore Wind Study Mission with Oceantic Network	Bilbao, Spain	Commissioner Hamdi Mohamed and Sam Cho will travel to Bilbao, Spain to attend the Wind Europe 2024 Conference with the Oceantic Network delegation. They will tour ports and meet companies who are involved in the Offshore Wind and Floating Offshore Wind supply chain, in order to better understand the essential role of ports in the Offshore Wind supply chain ecosystem.

ATTACHMENTS TO THIS REQUEST

None.