



COMMISSION

AGENDA MEMORANDUM

Item No.

8e

ACTION ITEM

Date of Meeting

April 16, 2024

DATE: April 8, 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 – Second Quarter 2024 Requests.

ACTION REQUESTED

Commission approval of international travel requests for known travel in the second 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: April 16, 2024

Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
April 13 - 20	1	Seattle Metro Chamber and Greater Seattle Partners' Regional International Leadership Mission to South Korea	Seoul, Daejeon, and Busan, South Korea	This International Leadership Mission of regional leaders from Snohomish, King, and Pierce counties will study insights and best practices from Seoul, Busan, and Daejeon, focusing on key sectors such as Aerospace, Bio/Life Sciences, Clean Tech, Education, and Maritime. The trip includes a visit to Port of Seattle's sister port of Busan, South Korea, with a chance for Commissioner Sam Cho to showcase our sister port's activities to this regional group of leaders, and further engage our port partners.
April 20 - 24	1	Coast Salish Story Pole Dedication in Kobe, Japan	Port of Kobe, Japan	Port of Seattle, City of Seattle, Lummi Nation, Puyallup Tribe, and Seattle-Kobe Sister City Association mission to Kobe to dedicate a new Coast Salish Story Pole gift to the City/Port of Kobe. The original Story Pole carved by Lummi Nation carver Joseph Hillaire stood by Kobe City Hall from 1961-2015, and this new Story Pole carved by Puyallup Tribe carver Shaun Peterson will stand in the park near Kobe City Hall, marking 67 years of sister city, 57 years of sister port relations with Kobe. Commissioner Cho will also meet with Port of Kobe leaders during the visit.
April 20 - 26	1	Global Sustainable Tourism Council	Stockholm, Sweden	The Global Sustainable Tourism Council Conference aims to unite global and local tourism professionals engaged in advancing and advocating for sustainable travel and tourism. This includes participants from the public sector, hotels, tour operators, corporates, online travel agencies,

Meeting Date: April 16, 2024

				academic institutions, development organizations, non-governmental organizations, consultants, and a variety of other stakeholders. Commissioner Felleman will attend the conference to network and gather best practices that will help enhance the Port’s tourism work, related to our cruise business, airport, and overall sustainable tourism.
May 21-24	1	United Nations Conference for Trade and Development (UNCTAD) Global Supply Chain Forum	Barbados	United Nations Conference for Trade & Development (UNCTAD) and Government of Barbados’ Global Supply Chain Forum focusing on transportation, logistics, resilient supply chains, and trade facilitation for sustainable development. Commissioner Cho has been invited to speak on a panel hosted by the International Association of Ports & Harbors (IAPH) focused on energy transition.

ATTACHMENTS TO THIS REQUEST

None.