

This document is a text-only reovery of the original PDF file. Any graphics that were in the original PDF are not included here.
If you need the original document, please contact the Commission Clerk at the Port of Seattle.

COMMISSION

AGENDA MEMORANDUM Item No. 8g

ACTION ITEM Date of Meeting May 23, 2023

DATE: May 18 , 2023

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 – Supplemental Second Quarter 2023
and Third Quarter 2023 Requests.

ACTION REQUESTED

Commission approval of international travel requests for known travel for in the second quarter of 2023 was approved in March 2023. This memo request includes supplemental additional international travel in the second quarter of 2023. It is also the approval of known international travel requests in the third quarter.

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:

Template revised January 10, 2019.

COMMISSION AGENDA – Action Item No. 8g Page 2 of 2

Meeting Date: May 23, 2023

Travel No. of Reason for Destination Other Information

Dates Attendee Travel

s

May 1 Seattle Metro Reykjavik, Commission President Sam Cho will

22-27 Chamber & Iceland; join regional leaders to travel to

Greater Seattle Bergen & Iceland and Norway to examine their

Partner's Oslo, Norway maritime ecosystems and

International sustainability efforts related to ports

Leadership and airports, in order to bring back

Mission innovative ideas for our port

programs.

July 3-7 1 International London, Commissioner President Sam Cho

Maritime England will travel to the IMO's Marine

Organization Environment Protection Committee

(IMO)'s Marine to represent the Port of Seattle's

Environment leadership in our maritime

Protection sustainability programs.

Committee

ATTACHMENTS TO THIS REQUEST

None.

Template revised June 27, 2019 (Diversity in Contracting).