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COMMISSION

AGENDA MEMORANDUM Item No. 8m

ACTION ITEM Date of Meeting March 14, 2023

DATE: March 3, 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 – Second Quarter 2023

ACTION REQUESTED

Commission approval of international travel requests for known travel for Second Quarter of 2023.

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.

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Meeting Date: March 14, 2023

Travel No. of Reason for Destination Other Information

Dates Attendee Travel

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April 3 Offshore Wind Aberdeen and Commission President Sam Cho,

21-30 Conference and Edinburgh, Commissioner Ryan Calkins, and

Study Tour Scotland; Commissioner Toshiko Hasegawa

Copenhagen will travel to Scotland and Denmark

and several to attend the Wind Europe 2023

port cities, Conference, and tour ports and

Denmark

companies who are involved in the

Offshore Wind supply chain, in order

to better understand the diverse role

of ports in the Offshore Wind supply

chain ecosystem.

ATTACHMENTS TO THIS REQUEST

None.

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