



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:

Meeting Date: May 23, 2023

Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
May 22-27	1	Seattle Metro Chamber & Greater Seattle Partner’s International Leadership Mission	Reykjavik, Iceland; Bergen & Oslo, Norway	Commission President Sam Cho will join regional leaders to travel to Iceland and Norway to examine their maritime ecosystems and sustainability efforts related to ports and airports, in order to bring back innovative ideas for our port programs.
July 3-7	1	International Maritime Organization (IMO)’s Marine Environment Protection Committee	London, England	Commissioner President Sam Cho will travel to the IMO’s Marine Environment Protection Committee to represent the Port of Seattle’s leadership in our maritime sustainability programs.

ATTACHMENTS TO THIS REQUEST

None.