



COMMISSION

AGENDA MEMORANDUM

Item No.

8c

ACTION ITEM

Date of Meeting

September 26, 2023

DATE: September 13, 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, Third and Fourth Quarter 2023 Requests.

ACTION REQUESTED

Commission approval of international travel requests for known travel in the second, third, and fourth quarters 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:

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Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
June 18-22	1	Daejeon, South Korea Sister City Trade Mission	Daejeon, Incheon, South Korea	Commissioner Cho traveled to Daejeon and Incheon, South Korea as part of City of Seattle Mayor Harrell’s sister city delegation, building economic and trade connections.
Sept. 18–19	1	Underwater Noise Workshop – International Marine Organization	London, England	Commissioner Felleman traveled to the International Marine Organizations (IMO)’ Underwater Noise Workshop to represent the Port of Seattle’s leadership in our maritime sustainability programs.
Oct 5-6	1	Daejeon Institute of Science and Technology for Enterprise & People – Economic & Science City Mayors Forum	Daejeon, South Korea	Commissioner Cho, as a follow up to his earlier trip to Daejeon, was invited to speak at this economic conference, to talk further about building economic and trade connections, and how the Port supports small businesses through our Port.
Oct. 18-20	1	Green Port Congress & Cruise	Lisbon, Portugal	Commissioner Felleman will attend the Green Port Congress & Cruise conference to represent the Port of Seattle’s leadership in our maritime sustainability programs, and bring back best practices from other leading ports.
Oct 31- Nov. 2	2	International Association of Ports and Harbors (IAPH)	Abu Dhabi, United Arab Emirates	Commissioner Cho and Commissioner Mohamed, will travel to Abu Dhabi to represent the Port at the IAPH yearly conference.

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		World Port Conference		Port of Seattle is a member of the International Association of Ports and Harbors (IAPH), a non-governmental organization (NGO) founded in 1955. IAPH has developed into a global alliance of ports, representing today some 160 ports and 120 port-related businesses in 87 countries. The member ports together handle well over 60% of the world’s sea-borne trade and over 60% of the world container traffic.
Nov 1-11	1	Governor Inslee’s Study & Trade Mission to Australia	Australia	Currently exploring if a Commissioner could join Governor Inslee’s trade mission to Australia to visit the cities of Sydney, Hobart, and Melbourne to build trade ties, including a focus on maritime industry and sustainable fuels.
Nov. 27-29	1-2	BIPC Port of Busan’s International Ports Conference	Busan, South Korea	Commissioner Cho, and potentially another Commissioner, will attend the Port of Busan’s annual maritime conference, as well as re-sign our sister port agreement with Busan, and further our work with the Green Corridor Feasibility Study between Busan and the Northwest Seaport Alliance.
Nov. 30 –Dec 12	1-3	United Nations Climate Change (COP 28) Conference	Dubai, United Arab Emirates	The Port is seeking a formal invitation for a Commissioner and Port staff to attend, and potentially speak at, the COP 28 meetings in Dubai in order to further advance our Port’s leadership role related our sustainability efforts – particularly our green corridor work.

ATTACHMENTS TO THIS REQUEST

None.