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COMMISSION

AGENDA MEMORANDUM Item No. 8d

ACTION ITEM Date of Meeting February 13, 2024

DATE: January 25, 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 – First Quarter 2024 Requests.

ACTION REQUESTED

Commission approval of international travel requests for known travel in the first 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:

Template revised January 10, 2019.

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Meeting Date: February 13, 2024

Travel No. of Reason for Destination Other Information

Dates Attendees Travel

March 2 Wind Europe Bilbao, Spain Commissioner Hamdi Mohamed and

17-22 Conference and Sam Cho will travel to Bilbao, Spain

Offshore Wind to attend the Wind Europe 2024

Study Mission Conference with the Oceanic

with Oceanic Network delegation. They will tour

Network ports and meet companies who are

involved in the Offshore Wind and

Floating Offshore Wind supply chain,

in order to better understand the

essential role of ports in the

Offshore Wind supply chain

ecosystem.

ATTACHMENTS TO THIS REQUEST

None.

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