



**COMMISSION**

**AGENDA MEMORANDUM**

**Item No.**

8c

**ACTION ITEM**

**Date of Meeting**

July 23, 2024

**DATE:** July 15, 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 – Third Quarter 2024 Requests.**

**ACTION REQUESTED**

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

Meeting Date: July 23, 2024

Travel Dates	No. of Attendees	Reason for Travel	Destination	Other Information
Sept 2 – 3	1	Investing in Green Hydrogen Summit (IGH2024)	London, England	<p>Commissioner Sam Cho will be speaking at the IGH2024, the global summit uniting the world’s hydrogen visionaries. Commissioner Cho will be sharing the Port’s perspective on the panel: Creating Sustainable Hydrogen Demand: Insights from Steel, Ammonia, Chemical, and Heavy Industries</p> <p>The panelists will discuss the specific challenges and opportunities industries face when transitioning to hydrogen as a cleaner alternative fuel. The panel aims to explore strategies, technologies, and policies that can drive the adoption of sustainable hydrogen in these key sectors, leading to a more sustainable and decarbonized future.</p> <p><a href="https://www.investinginhydrogen.com/">https://www.investinginhydrogen.com/</a></p>
Sept 23 – 25	1	Port of Busan, South Korea: Busan International Port Conference (BIPC)	Busan, South Korea	<p>Commissioner Sam Cho will be attending Port of Seattle’s Korean sister port of Busan’s international BIPC conference, and presenting on one of the panels, providing updates from the Port of Seattle.</p> <p>Example: Last year’s conference: <a href="http://www.bipc.kr/2023/main/index_kor.asp">http://www.bipc.kr/2023/main/index_kor.asp</a></p>

**ATTACHMENTS TO THIS REQUEST**

None.