



**COMMISSION
AGENDA MEMORANDUM**

Item No. 6f

ACTION ITEM

Date of Meeting August 13, 2019

DATE: July 25, 2019

TO: Stephen P. Metruck, Executive Director

FROM: Mike Merritt, Commission Chief of Staff

SUBJECT: August Update to the 2019 Commission International Travel Plan (Short Form)

ACTION REQUESTED

Request Commission approval of a revised Commission 2019 international travel plan to include additional travel in the third quarter.

SUMMARY

On March 12, 2019, the commission approved its 2019 international travel plan pursuant to Section 2 of Resolution 3604. Additional travel in Quarter 3 to Latin America was authorized June 25, 2019. Now the commission wishes to add travel to Norway in the third quarter of 2019 to its plan. As revised, the 2019 plan would include the following travel by quarter:

- 1st Quarter:** Japan
- 2nd Quarter:** Ireland, Canada, and Europe
- 3rd Quarter:** Latin America and Europe
- 4th Quarter:** Asia and Latin America

There are no attachments to this memo.