

**Executive Host Information 2005
Placement Week November 15-19, 2004**

Office Name: Office of the Deputy Assistant Secretary of Commerce for International Affairs / NOAA

Position Title: International Affairs Fellow

How many total staff are in your immediate office / branch? (Select one option, mark with X)

1-5	
6-10	X
> 10	

Have you previously hosted a Sea Grant fellow (Select one option, mark with X)

Yes	X
No	

If yes, how many? 5

If fellow is currently on assignment, please provide contact information.

Name	Shannon Dionne
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Does your office accept non-United States (foreign) citizens? (Select one option, mark with X)

Yes	
No	X (Security Clearance issues)

Organizational Overview

Mission Statement: (Please limit to 30 words.)

In support of NOAA's overarching mission goals, the NOAA Office of International Affairs (OIA) provides policy advice and support pertaining to negotiations, partnerships, and other NOAA international interests and activities.

Brief Overview of Your Office's work: (Please limit to 150 words.)

NOAA's mission is to "describe and predict changes in the Earth's environment, and conserve and manage wisely the Nation's coastal and marine resources to ensure sustainable economic opportunities". To achieve this mission, NOAA is committed to working globally and internationally. NOAA OIA is therefore responsible for overarching priority and policy issues, as well as coordinating the independent international activities of individual NOAA Line Offices including: Satellite and Information, Research, Oceans and Coasts, National Weather Service, and Fisheries. The NOAA Office of International Affairs is under the direct management of the Deputy Assistant Secretary of Commerce for International Affairs who serves as part of NOAA's Leadership team.

Do you have partnership projects, multi-agency workgroups, or working relationships with other offices? Please list.

The inherent nature of this office’s responsibility is to engage in partnership projects, multi-agency working groups, and intra agency relationships.
OIA routinely working with other NOAA Line Offices, the US Department of State, and other federal agencies such as the Environmental Protection Agency.
OIA also routinely works with non-governmental organizations such as the World Conservation Union (IUCN), the Nature Conservancy (TNC) and USAID.

Assignment Description.

It is understood that the fellow’s specific responsibilities will be tailored to his / her unique skills and interests. Please articulate probable assignments and duties and the education / professional development that these tasks will bring to the fellow.

Estimated Fellow Travel, Out-of-Office: (Select one option, mark with X)

0 days / month	
1-3 days / month	
4-7 days / month	X
8-10 days / month	
> 2 weeks / month	

Estimated DC-Area Travel: (Select one option, mark with X)

0 days / month	
1-3 days / month	
4-7 days / month	X
8-10 days / month	
> 2 weeks / month	

Does this position require mandatory skills: (Select one option, mark with X)

Yes	
No	X

Desired Background Skills: Please list. (e.g. strong written / communication skills, knowledge of Microsoft PowerPoint software, etc.).

Strong written and verbal communication skills
Knowledge of word processing and spreadsheet software
Ability to work well under deadlines

In 300 words or less, please describe the tasks, duties, or projects the fellow will undertake, the skills a fellow will gain, and the deliverables a fellow can expect to produce from completing these tasks.

As a Fellow in the Office of the Deputy Assistant Secretary for International Affairs for NOAA, you will support NOAA’s international involvement in 4 cross-cutting areas: Ecosystems, Weather and Water, Climate, and Commerce and Transportation. Tasks and duties will include:

- Gathering and analyzing information from both within NOAA and from external sources;

- Contributing to the development of NOAA international policy positions; and
- Participating in interagency and international foreign policy discussions and negotiations.

Office of International Affairs (OIA) is involved in numerous bilateral and multilateral activities and the incumbent can expect to participate in several of these. The Deputy Assistant Secretary for International Affairs is regularly called upon to address international policy issues requiring quick turnaround and the Fellow will assist in these information requests by reviewing plans and program activities that impact a wide spectrum of international policies for NOAA programs. Additionally, due to the wide variety of topics handled in OIA, the fellow will have the opportunity to pursue issues of personal interest. This opportunity reflects the associated flexibilities of working in OIA and the prospects for gaining new skills in a diverse field.

The Fellow can expect to successfully complete the following tasks:

- Review and analyze NOAA program activities;
- Represent NOAA in meetings and conferences;
- Draft replies and prepare correspondence for the Deputy Assistant Secretary and other NOAA leadership; and
- Draft policy/subject briefings and NOAA negotiating positions.