

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

Office Name: International Fisheries

Position Title: Knauss Fellows

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? 4

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

Name	Rebecca Shuford
Tel	301 713 2276
Email	Rebecca.Shuford@noaa.gov

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

Yes	
No	X

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**Organizational Overview**

**The International Fisheries Division facilitates the conservation and management of living marine resources through participation in international negotiations and provides/coordinates support for U.S. commissioners in international commissions for living marine resources.**

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

**The Division develops policy positions and coordinates Agency representation in international negotiations for conservation of living marine resources. This work involves participation in regional fisheries management organizations\*, bilateral consultations, and efforts to develop treaties and other international instruments. Major topics currently under consideration by these bodies are: the allocation of fishing privileges within regional fishery management organizations, implementation of the precautionary approach, dispute settlement procedures, bycatch, and ecosystem-based management. Most of this work involves integrating scientific and policy information from multiple sources within NMFS, other Federal agencies, constituents, Congressional offices, foreign countries, and international organizations as well as interacting with these sources.**

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

Department of State, Office of Marine Conservation
NOAA Office of International Affairs
U.S. Fish and Wildlife Service
All NOAA Fisheries Regional Offices and Science Centers

**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	X
4-7 days / month	
8-10 days / month	
> 2 weeks / month	

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

0 days / month	
1-3 days / month	X
4-7 days / month	
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 oral communication skills
Ability to analyze and evaluate information and make informed recommendations
Willingness to engage in multiple tasks with short-term deadlines
Ability to work cooperatively with other staff
Ability/willingness to travel domestically and abroad as necessary

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.

Coordinate international issues within NMFS, between NMFS and NOAA, DOS, and with foreign contacts. Liaise with NOAA International Affairs Office and the Line Office International Affairs Offices to identify issues of mutual concern and to receive and coordinate requests for information and assistance. Prepare background and policy papers for international meetings. Maintain and disseminate information regarding international activities. Schedule, develop agendas, prepare background materials and report on meetings of Headquarters and field Directors and staff to discuss international affairs policy issues. Deliverables will include a variety of international communication and reporting products (e.g., demarche cables and meeting reports); briefing books and background papers; policy papers; and talking points for use by negotiators in various international and domestic meetings.