



U.S. DEPARTMENT OF STATE

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## POSITION DESCRIPTIONS FOR THE OFFICES IN THE EEB BUREAU

### **EEB/IFD/ODF**

Our interns work on a variety of projects to be determined, possibly including (1) helping to staff the Secretary of State in her role as Chair of the Board to the Millennium Challenge Corporation, which has gotten \$6 billion in the past 3 years to provide foreign assistance under an exciting new model for development (see [www.mcc.gov](http://www.mcc.gov)) (2) working on reviewing proposed loan agreements and other financing by multilateral development banks to ensure that they are well-coordinated with our overall development and foreign policy priorities, and/or (3) building strategies to increase the participation and commitments of allies and other countries in donor conferences and related priority development or humanitarian initiatives.

### **EEB/TPP/MTAA/ABT**

#### *What does EEB/TPP/MTAA/ABT do?*

The Agriculture and Biotech Trade Affairs (ABT) division of the Office of Multilateral Trade and Agriculture Affairs (MTAA) seeks to open markets to U.S. agricultural products and to eliminate barriers to such trade. ABT works to advance the State Department's critical global food security goals and policies that alleviate the problems associated with rising global food prices. The ABT team contributes to the development of effective food aid policies, and promotes rural development and increasing agricultural productivity through the application of appropriate technologies, including biotechnology. ABT oversees the distribution of the Department's biotech outreach funds to promote international acceptance of biotechnology.

#### *What would I do in EEB/TPP/MTAA/ABT?*

##### **Day-to-day tasks for EEB/TPP/MTAA/ABT interns include:**

- Working directly with mid-level officers on a wide range of agriculture, biotech and textile trade issues.
- Preparing briefing materials for senior State Department officials for their use in discussions with their foreign counterparts.
- Drafting and assembling materials used in reporting to members of Congress or other interested parties.
- Preparing materials for the office's participation in international meetings.
- Attending and reporting on meetings, Congressional hearings, and conferences in Washington.
- Representing the office at meetings with other State Department bureaus and other U.S. government agencies.
- Reviewing U.S. Embassy reporting and open-source news for developments relevant to the office.

##### **Special projects assigned to past EEB/ABT interns have included:**

- Monitoring and compiling cable traffic from foreign posts regarding international responses to the global food price crisis.

- Drafting background papers and briefing memos for senior Department officials prior to meetings on food security issues.

*What would I get out of an internship in EEB/TPP/MTAA/ABT?*

The issues that ABT covers are timely and diverse, so an intern will get to learn about a wide range of contemporary trade policy matters. Interns will also gain a thorough understanding of the internal workings of the Department of State, and of the interagency process for developing and articulating policy positions.

**EEB/CIP**

**Position Description: Intern, Office of International Communications and Information Policy (EEB/CIP)**

*What does EEB/CIP do?*

The State Department's Office of International Communications and Information Policy in the Bureau of Economic, Energy, and Business is one of seven issue-oriented organizations within the Bureau. CIP advocates international policies for expanded access to Information and Communication Technologies (ICT), improved efficiency in the worldwide ICT and telecommunications market through increased reliance on free-market forces, and fair opportunities for U.S. companies to participate in this important sector around the globe. To advance the policies listed above, CIP supports foreign policy goals of empowering people by giving them fuller access to a wealth of information resources, forums for exchange of ideas and educational opportunities. Additionally, an efficient ICT and telecommunications global structure creates a healthier environment for U.S. companies doing business in all sectors, improving the standard of living at home and abroad.

*What would I do in EEB/CIP?*

**Day-to-day tasks for EEB/CIP interns include:**

- Organizing bilateral meetings with senior foreign ICT officials at home and abroad
- Coordinating with embassies on bilateral meetings and special projects
- Helping organize large scale conferences which promote development of ICT's
- Preparing briefing materials related to ICT's for senior Department officials
- Monitoring and analyzing ICT developments around the world
- Attending meetings with foreign ICT officials and senior private sector executives and writing reports of meetings to transmit to our embassies and consulates
- Attending seminars and conferences in Washington
- Checking country cables for ICT related developments.

In addition, interns can expect to be assigned special, more in-depth projects on areas of current concern.

**Some special projects assigned to past EEB/CIP interns have included:**

- Taking the lead as organizer and attending the West Africa ICT Roadmap to Opportunities Conference, where senior level U.S. officials, 12 African Ministers, two Heads of State, and senior level members of the U.S. business community met to promote Africa's ICT development.
- Helping implement an innovative \$500,000 private public partnership telemedicine project in Pakistan developed by the office and being expanded.
- Organizing brown bag discussions to promote better understanding of the telecom market and meet experts in the ICT field.
- Helping organize the logistics, prepare the agenda, and put together conference materials for an economic officer's conference in Bangkok. This conference for Foreign

Service Telecommunication Policy Officers and Foreign Commercial Officers serving in Asia brought together senior level officials from the Department of State, Commerce Department, and Federal Communications Commission along with senior level executives from over 30 private companies in the U.S. to discuss ICT's, Intellectual Property, and Trade Policy.

- Organizing bilateral meetings between U.S. Coordinator for Communications and Information Policy Ambassador David Gross and foreign Ministers of Communication.

#### *What would I get out of an internship in EEB/CIP?*

"The ability to understand the inner workings of the Department of State and the inter-agency process combined with the opportunities to network with private sector companies while working on meaningful high level projects, makes an internship in EEB/CIP truly an invaluable experience for anyone interested in international affairs and the modern digital world."

### **Office of Bilateral Trade Affairs (BTA)**

**The Office of Bilateral Trade Affairs** manages U.S bilateral trade relations with countries around the world, assisting with the negotiation and implementation of Free Trade Agreements, Trade and Investment Framework Agreements, and trade preference programs. Key initiatives include seeking Congressional passage of Free Trade Agreements with Colombia, Panama, and Korea; leading the Department's outreach efforts to promote free trade policy; coordinating the Department's work on the bilateral dialogues like the Strategic Economic Dialogue with China or the Brazil Economic Partnership Dialogue; furthering the President's initiative to create Reconstruction Opportunity Zones in Afghanistan and Pakistan; supporting the US-EU Transatlantic Economic Council; promoting development in Africa through implementation of the Africa Growth and Opportunity Act; and supporting the President's plan to create a Middle East Free Trade Area by 2013. The Office works closely with USTR, USDA, Treasury, and Commerce, as well as Congress, the private sector, academia, and think tanks.

### **EEB/TRA/AN**

#### *What does EEB/TRA/AN do?*

**The Office of Aviation Negotiations** manages U.S. bilateral aviation relationships and, in close coordination with the Department of Transportation and U.S. passenger and cargo airlines, leads bilateral negotiations to liberalize commercial aviation. The prosperity of the global economy depends on efficient and flexible transportation links, and aviation liberalization is a primary way to expand such links. Whether for transport of passengers or cargo, aviation liberalization contributes to efficiency gains for airline companies, market expansion, consumer price reductions, and increased consumer demand. Stripping away outmoded regulatory constraints – a primary goal of this office – means airlines can operate more effectively, and businesses and consumers worldwide can reap the greatest benefits from globalization, creating win-win situations for airlines, travelers, shippers, and airports alike.

Since 1992, the Office of Aviation Negotiations has negotiated 92 bilateral "Open Skies" air transport agreements. Both bilateral and multilateral agreements have dramatically liberalized the commercial environment for U.S. air carriers. Where Open Skies agreements have not been possible, EEB/TRA/AN has sought to renegotiate existing air transport agreements to expand the role of competitive forces and maximize market access for U.S. air carriers.

#### **Day-to-day tasks for EEB/TRA/AN intern include:**

- Helping manage U.S. air transportation relations and promote aviation liberalization.

- Coordinating closely with other USG agencies and the private sector, participates in negotiations by preparing and coordinating positions for negotiating sessions.
- Works closely with U.S. airlines and industry groups to resolve aviation “doing business” problems to enable U.S. carriers to fully exercise their commercial rights under our agreements.

**Special projects assigned to past EEB/TRA/AN interns included:**

- Researching and drafting detailed points on aviation deregulation for use by the U.S. Ambassador in Algeria, before his meeting with the aviation subcommittee of the Algerian Parliament.
- Achieving permission by the Turkish government for United Airlines to conduct code-sharing with British Midland Airways (BMI) on the London-Ankara route; drafting the demarche and followed with our Embassy and United Airlines.
- Participating in high-level Open Skies negotiations with Australia and the European Union.
- Launching Open Skies initiatives with Mauritania, Mauritius and Guinea by querying respective posts on host governments’ receptivity, then drafting and sending an “Introduction to Open Skies” cable to these governments.

*What would I get out of an internship with EEB/TRA/AN?*

The opportunity to directly work with senior-level State Department officials to liberalize aviation agreements, which help spur competition and open markets, and provide multi-billion dollar benefits to U.S. passenger and cargo carriers, local communities and the traveling public.

**Position Description Internship in EB/TRA/OTP**

The incumbent is assigned to the Office of Transportation Policy (OTP), located in the Transportation Affairs deputation of the State Department’s Economic and Business Affairs bureau. He or she reports to the OTP office director and works on selected maritime and aviation policy issues and assists in special projects as needed. There are no supervisory responsibilities assigned to this position.

*Continuing Responsibilities*

The Department of State is the lead agency for International Outreach and Coordination on Maritime Security under the National Strategy for Maritime Security and OTP is the lead office in the Department for such engagement. The intern’s primary duty is to design and implement an intranet website, accessible to the entire USG community that will disseminate pertinent maritime security information to posts abroad and to the interagency community in order to facilitate international outreach and coordination. She is responsible for all aspects of website design from conception to completion and will serve as webmaster during her tenure in the office. Prior to her departure, she will train another employee in all aspects of website maintenance.

In order to successfully complete this project, the intern will gain a working knowledge of current US maritime security policy, documents, and interagency equities. She will also: update the list of USG maritime security programs, attend interagency meetings on ongoing programs and new initiatives, interview State and interagency partners to ascertain their informational needs, and work with the computer resource staff to develop and design information hosting criteria.

During staffing gaps, the intern will also assist by using other traditional methods of communication such as cables and memos to disseminate information on maritime security

and other transportation related topics as directed. This may include: drafting demarches related to port security, providing background papers on transportation topics to other bureaus and agencies, and coordinating the release of supply chain security updates to U.S. missions world wide.

**Day to day tasks include:**

- Reporting on developments related to U.S. foreign economic policy to officers and high-level State Department officials
- Research and analysis work to assist with the creation and implementation of State Department initiatives
- Participating in a variety of meetings that coordinate U.S. foreign economic policy
- Composing action, briefing, and information memoranda to senior State Department officials
- Attend negotiations with foreign government officials

**Special projects assigned to past BTA interns include:**

- Developing and implementing outreach strategies in support of free trade initiatives, including composing speeches, writing talking points, and scheduling events
- Organize and participate in bilateral dialogues, like the Economic Partnership Dialogue with Brazil or the Strategic Economic Dialogue with China
- Tracking a specific portfolio topic like food security or economic opportunities in the Afghanistan-Pakistan border region and reporting developments to senior State Department officials