

# **CONSTITUENCY FOR AFRICA**

**316 F Street, N.E., Suite 101, Washington, D.C. 20002**

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**MEMO FOR: PROSPECTIVE CFA INTERNS**

**MEMO FROM: MR. DAVID J. SAUNDERS,  
CFA INTERN COORDINATOR**

**RE: OVERVIEW OF CONSTITUENCY FOR AFRICA'S  
INTERNSHIP PROJECTS AND ACTIVITIES**

Welcome to the challenge of an exciting Semester Internship with the Constituency for Africa! Your CFA internship will be an invaluable learning tool from which you can evaluate your knowledge base, gain valuable working skills, network amongst each other, develop mentor relationships, and secure a true sense of maturity and confidence that you are on the right academic and professional path. Your internship with CFA will provide you with the opportunity to explore potential opportunities available in the foreign affairs arena, with a particular emphasis on the Continent of Africa. CFA has designed a unique program that will offer you a tremendous experience and we truly expect you to excel in this internship opportunity amidst the backdrop of Washington politics, policies, strategies, and personalities in the highest levels of public and private sector leadership. Based on a review of your knowledge, skills and interests areas, the following five (5) project assignments have been designed:

**PROJECT #1: U.S. FOREIGN POLICY ON AFRICA REVIEW WITH REGARD TO THE RONALD H. BROWN AFRICAN AFFAIRS SERIES.** You are requested to work on this assignment with the CFA staff in order to successfully complete the following tasks:

A. Review and analyze the CFA's Ronald H. Brown African Affairs Series. Interview key officials within the current administration that would be involved in the planning and coordination process with a particular emphasis on the participation and involvement of Non-Governmental Organizations (NGO's). Recommended government agencies to consider are U.S. Trade Representative (USTR) Office, U.S. Agency for International Development (USAID), U.S. State Department, Minority Business Development Agency (MBDA), U.S. Department of Commerce, and Small Business Administration (SBA).

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- B. Prepare a Policy Paper outlining how you perceive CFA should become involved in assisting with the shaping of U.S.-Africa foreign affairs' policies and strategies with a particular emphasis on the role of the Congressional Black Caucus (CBC) and their counterparts in the African Diplomatic Corps.
- C. Prepare a Briefing Paper to submit to the members of the African Diplomatic Corps on how CFA can possibly assist their embassy staff in the effective implementation of the expansion of the awareness and understanding of the myriad challenges facing Africa in the 21<sup>st</sup> century.

**PROJECT #2: AFRICAN EMBASSY VISITS.** You are requested to work on this assignment with your CFA intern colleagues, as well as individually, in order to successfully complete the following tasks:

- A. Embassy of Botswana or Senegal – Set up an appointment with the Health Counselor of Botswana or Senegal in order to discuss the role of the government and corporations with regard to “improving the health conditions” of their citizens with a particular emphasis on the HIV/AIDS pandemic in Africa. Write an essay about your views on this particular subject.
- B. Embassy of Liberia, Angola or Zambia – Set up an appointment with the Ambassador of Liberia, Angola or Zambia in order to discuss the role of women in civil society to encourage “good governance and democratization” for African nations. Write an essay about your views on this particular subject.
- C. Embassy of Nigeria or Ghana – Set up an appointment with the Special Assistant to the Ambassador of the Embassy of Nigeria or Ghana in order to discuss the requisite experience and academic background required for a career in the foreign service.
- D. Select an African Embassy of your choice and interview an official about a particular subject of interest to you. Write an essay about your views on this interview.

**PROJECT #3: U.S. FOREIGN POLICY ON AFRICA.** You are requested to work on an independent assignment in conducting research and analysis of one of the following areas:

- A. NGO's Influence in Africa. Interview officials of key non-governmental organization's that are involved in influencing the current administration about the various issues, concerns and challenges facing Africa. Prepare a Policy Paper outlining how you perceive CFA can be more pro-active in assisting these NGOs with addressing their agendas as well as building more effective coalitions across the United States and in Africa.

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- B. Conflict Resolution in Africa. Interview key officials within the current administration that are involved in the campaign to achieve non-conflict solutions to the various conflicts and civil unrest situations in Africa. Prepare a Policy Paper outlining how you perceive CFA can be more pro-active in assisting the U.S. government with addressing conflict resolution in Africa.
- C. The Role of the Media in Africa. Interview key officials within the current administration that are involved in media-related initiatives towards Africa. Prepare a Policy Paper outlining how you perceive CFA can be more pro-active in assisting the U.S. government with improving the role of the media in Africa.

**PROJECT #4: CFA's HIV/AIDS OUTREACH CAMPAIGN STRATEGY.** You are requested to work on this assignment with the CFA staff in order to successfully complete the following tasks:

- A. Assist with the preparation and assemblage of HIV/AIDS documents for distribution to the planning committee of a CFA HIV/AIDS Summit. This will include the composition of press release information and media kits, featured speakers and panelist bio-sketches, as well as subject matter briefing materials and presentation packages.
- B. Interview at least three key organizations/individuals who will be participating in the CFA HIV/AIDS Summit and prepare a report on how their participation can be of benefit to CFA's ongoing agenda and programs.
- C. HIV/AIDS Pandemic in Africa. Interview key government officials within the current administration that are involved in the campaign to combat the HIV/AIDS pandemic in Africa. Prepare a Policy Paper outlining how you perceive CFA can be more pro-active in assisting the U.S. government with addressing the HIV/AIDS Pandemic in Africa.

**PROJECT #5: CFA's AFRICA TRADE AND INVESTMENT POLICY (ATRIP) PROGRAM COMMERCIAL ATTACHES COUNTRY PROFILE.** You are requested to work on this assignment with the CFA staff in order to successfully complete the following tasks:

- A. Assist with the preparation and assemblage of participating Commercial Attaches country profiles for trade and investment opportunities between small and medium sized enterprises. This will include the composition of economic and demographic trends, analysis and forecasting as well as any other relevant information.

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- B. Interview and work in conjunction with participating Commercial Attaches of African Embassies as well as the U.S. Small Business Administration’s Office of International Trade in the design and application of the data to be collected for ongoing incorporation into CFA’s Global Portal Network.
- C. Attend monthly Commercial Attaches Meetings and special activities/events that are directly related to your assignments under A&B above.

In addition to the above, you are requested to prepare a Learning Objective Statement (LOS) for submission to the CFA Intern Coordinator within the first ten (10) days of your program. Please refer to the attached sample as a guideline for the LOS. You must also provide a one page resume of yourself for CFA’s files. You will have a mid-term assessment and evaluation approximately midday through your internship and a final assessment and evaluation about a week before your intern program concludes.

**FINAL NOTES:** Your normal working hours are flexible on Mondays through Wednesdays from 9:30am-5:30pm. While the CFA office, located at 316 F Street, N.E., Suite 101, Washington, D.C. 20002, will be your principal duty station, approximately fifty percent of your work assignments will be conducted off-site at various locations and meeting places based on your scheduled activities. In addition to the above, you will be frequently asked to assist the CFA staff with the completion of ongoing day-to-day assignments. On occasion, you will also be invited to attend and participate in various workshops, seminars and forums (these activities can be either during the course of the normal working business hours or later in the evening, as well as on weekends) on behalf of CFA. Your participation in these activities is voluntary but strongly encouraged.

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Signature of CFA Intern

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Date

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Signature of CFA Intern Coordinator  
Mr. David J. Saunders

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Date