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## ADMINISTRATION – THE SECRETARIAT



Photo: ISA







The Secretariat of ISA is located in Kingston, Jamaica. It is headed by the Secretary-General, Michael W. Lodge, who is the chief administrative officer.

As of 30 June 2023, the Secretariat has **52** established posts (30 Professional, 2 National Professional Officers and 20 General Service) consisting of **21** different

nationalities and **58 per cent of women**. During the reporting period, ISA processed eight job openings on the Inspira platform. By the end of May 2023, four of eight vacancies had been filled and new staff members were onboarded. During 2023, four staff members left the organization (three resignations and one retirement) and six consultants were hired.

## Executive Office of the Secretary-General



**Michael W. Lodge**  
Secretary-General

**Marie Bourrel-McKinnon**  
Chief of Staff & Head of  
Strategic Planning Unit

**Stefanie Neno**  
Communications  
Specialist

**Chapi Mwango**  
Contract Administration  
Officer, CARMU

**Margaret Koli**  
Programme Management  
Officer  
(Capacity Development)

**Annekah Mason**  
Training Coordinator

**Besmir Fidahić**  
Associate Copy Editor

**Christine Griffiths**  
Office Manager

**Giovanni Ardito**  
Associate Policy Officer

**Shanique Gregory**  
Senior Communications  
Assistant

**Asenaca Navoti**  
Senior Liaison  
Assistant

**Nicole Powell**  
Administrative  
Assistant

**Nuklan Hugh**  
Learning & Development  
Assistant  
(extra-budgetary)

**Shanica James-Brown**  
Administrative  
Assistant

**Melissa Beckles**  
Staff Assistant

## Office of Legal Affairs



**Mariana Durney**  
Legal Counsel

**Gwénaëlle Le Gurun**  
Legal Officer

**Lea Kolmos Weis**  
Legal Officer (Regulatory  
Affairs)

**Talatu Akindolire**  
Legal Officer

**Tamara Brathwaite**  
Knowledge Management  
Officer

**Tamanna Khan**  
Associate Legal Officer

**Kayon Wray**  
Documentation and  
Conference  
Management Officer

**Shamene Parker**  
Administrative Assistant

**Patrena Salmon**  
Administrative / Library  
Assistant

The main functions of the Secretariat include providing support to the Secretary-General, producing reports and other documents that facilitate the deliberations and decision-making by the other principal organs, producing publications, information bulletins and analytical studies, and disseminating information on the activities and decisions of ISA, organizing

and servicing expert group meetings, seminars and workshops, implementing the work programmes and policies laid down by the other principal organs, ensuring compliance with plans of work for exploration and exploitation and performing the functions of the Enterprise until it begins to operate independently.

## Office of Environmental Management and Mineral Resources



**Jose Dallo Moros**  
Director

**Wanfei Qiu**  
Programme Manager (Marine Environment)

**Kioshi Mishiro**  
GIS Officer

**Camelia Campbell**  
Administrative Assistant

**Ulrich Schwarz-Schampera**  
Programme Management Officer  
(Mining Geologist)

**Luciana de Melo Santos Genio**  
Environmental Coordinator

**Changsung Lim**  
Associate Programme Management Officer

**Noemie Wouters**  
Programme Coordinator  
(Marine Scientific Research)

**Sheldon Carter**  
Database Manager

**Ansel Cadien**  
Senior Information Management Assistant

## Office of Administrative Services



**Yongsheng Cai**  
Director

**Lilian Valles-Carrillo**  
Associate Procurement Officer

**Bobett Russell**  
Administrative Assistant

**Hyacinth Henriques Douglas**  
Procurement Assistant

**Joseph Khoreich**  
Budget & Oversight Officer

**Sonja Phinn**  
Associate Security and Facilities Officer

**Michell McGhie**  
Budget Assistant

**Leroy Smith**  
Driver/General Services Assistant

**Pablo Andres Vidal**  
Human Resources Officer

**Fitzroy Ferguson**  
Senior Finance Assistant

**Richard Tucker**  
Travel & HR Assistant

**Oswald Williams**  
Driver/Logistics Assistant

**Ye Tun**  
IT Manager

**Sheldon Gruber**  
Senior Budget & Treasury Assistant

**Sashi Walters-Brooks**  
Finance Assistant

**Andre Brooks**  
CITS Assistant

**Esam Alnour**  
Associate CIT Officer