

# ADMINISTRATION – THE SECRETARIAT



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

As of 30 June 2024, the Secretariat has 54 established posts (32 Professional and above, two National Professional Officers and 20 General Service) consisting of 28 different nationalities and 57 per cent of women. During the reporting period, ISA processed 12 job openings on the Inspira platform. By the end of June 2024, 10 of the 12 job openings had been filled, and new staff members had been onboarded. During the first quarter of 2024, one staff member left the organization at the expiration of their appointment, and four consultants were hired to support operations.

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, 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.



## Executive Office of the Secretary-General



**Michael W. Lodge**  
Secretary-General

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

**Akuila Tawake**  
Head of CARMU

**Stefanie Neno**  
Communications Specialist

**Jaimie Abbott**  
Communications Specialist

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

**Matthew Valente**  
Quality Assurance and Compliance Officer

**Linda Ansu-Kyeremeh**  
Contracts Administration Officer

**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 and Development Assistant

**Shanica James-Brown**  
Administrative Assistant

**Melissa Beckles**  
Staff Assistant

## Enterprise



**Edén Charles**  
Interim Director-General of the Enterprise

## Office of Legal Affairs



**Mariana Durney**  
Legal Counsel

**Gwénaëlle Le Gurun**  
Legal Officer

**Marcelino Miranda**  
Legal Officer

**David Pusztai**  
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

## Office of Environmental Management and Mineral Resources



**José Dallo Moros**  
Director

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

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

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

**Luciana Genio**  
Environmental Coordinator

**Sheldon Carter**  
Database Manager

**Kioshi Mishiro**  
GIS Officer

**Changsung Lim**  
Associate Programme  
Management Officer

**Ansel Cadien**  
Senior Information  
Management Assistant

**Camelia Campbell**  
Administrative Assistant

**Tamique Lewis**  
Information Management  
Assistant

## Office of Administrative Services



**Yongsheng Cai**  
Director

**Joseph Khoreich**  
Budget & Oversight Officer

**Pablo Andres Vidal**  
Finance Officer

**Oliver Murima**  
Human Resources Officer

**Ye Tun**  
IT Manager

**Esam Alnour**  
Associate CIT Officer

**Lilian Valles-Carrillo**  
Associate Procurement Officer

**Sonja Phinn**  
Associate Security and  
Facilities Officer

**Fitzroy Ferguson**  
Senior Finance Assistant

**Sheldon Gruber**  
Senior Budget and Treasury  
Assistant

**Bobett Russell**  
Administrative Assistant

**Michell McGhie**  
Budget Assistant

**Richard Tucker**  
Travel and HR Assistant

**Sashi Walters-Brooks**  
Finance Assistant

**André Brooks**  
CITS Assistant

**Hyacinth Henriques Douglas**  
Procurement Assistant

**Leroy Smith**  
Driver/General Services Assistant

**Oswald Williams**  
Driver/Logistics Assistant

