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ASSOCIATION



CPA Headquarters Secretariat Staff Biographies

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CPA Headquarters Secretariat

CPA Staff Biographies

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CPA HEADQUARTERS SECRETARIAT



Stephen Twigg
CPA Secretary-General
Email: stephen.twigg@cpahq.org

Career Summary: Stephen Twigg was appointed as the 8th Secretary-General of the Commonwealth Parliamentary Association (CPA) and took up this position from 1 August 2020.

The CPA Secretary-General, Stephen Twigg is a former UK Parliamentarian, who was previously elected to the Parliament of the United Kingdom as a Member of Parliament from 1997 to 2005 (Enfield Southgate) and from 2010 to 2019 (Liverpool West Derby). During his parliamentary career, he held several senior positions including Chairperson of the International Development Select Committee, Minister for Schools and a range of Shadow Front Bench roles.

Before entering Parliament, he was elected as a Local Councillor in the London Borough of Islington. Following the 2019 General Election when he stepped down from Parliament, Stephen Twigg was instrumental in setting up the International Parliamentary Network for Education and was actively involved in parliamentary strengthening with both Global Partners Governance and the Westminster Foundation for Democracy (WFD).

Education: Prior to his parliamentary career, he studied Philosophy, Politics and Economics at Balliol College, Oxford University. He became the youngest President of the National Union of Students in 1990-92.



Mr Jarvis Matiya
Deputy Secretary-General and Director of Operations
Email: jarvis.matiya@cpahq.org

Career Summary: Worked in a number of roles in global justice, human rights, rule of law, gender, equality and governance. Former Special Adviser to UN Women; Head of Justice/Human Rights Adviser at the Commonwealth Secretariat (justice, rights, rule of law, gender). Also roles with the Malawi Government and the Malawi Human Rights Commission. jarvis joined the CPA Headquarters in 2017.

Education: LLM (Human Rights Law) with Merit (University of London - Birkbeck), LLB (Hons) Malawi, Diploma (Human Rights and Humanitarian Law) University of Lund, Sweden.

CPA HEADQUARTERS SECRETARIAT



Mr Paul Townley
Finance Director
Email: paul.townley@cpahq.org

Career summary: Chartered Accountant for 38 years before moving to the 'not-for-profit' sector in 1997. After qualifying, worked in the Financial Services sector for 14 years as Group Accounts Manager at Lombard North Central Plc and then as Head of Finance at the international Swedish investment bank, Svenska Handelsbanken AB (publ). Finance Director and Company Secretary at a range of charities including Action For Kids, Philharmonia Orchestra, Big Issue Foundation, British Agencies for Adoption & Fostering and The Abbeyfield Society. Trustee/Treasurer for a number of organisations as well as carrying out pro bono overseas consultancy work.

Education: Qualified as a Chartered Accountant in 1980. Fellow of the ICAEW. Diploma in Charity Accounting. BSc (Open) in Environmental Management and Third World Development.



Ms Emily Davies
Head of Strategy and Engagement
Email: emily.davies@cpahq.org

Career Summary: 2021 to present: Head of Strategy and Engagement, CPA Headquarters; 2019-2021: Head of Secretary-General's Private Office, CPA Headquarters; 2015-2019: International Project Manager, British Group Inter-Parliamentary Union; 2014-2015: Political Consultant, Dods Parliamentary Communications; 2013-2014: Business Development Manager, Business Link Japan.

Education: BA (Hons.) in Politics with Proficiency in French, University of Exeter.



Ms Sharon Moses
Head of Human Resources
Email: sharon.moses@cpahq.org

Career Summary: Extensive skills and knowledge with Private, Public and Voluntary sectors of industry as well as Central and Local Government. Held HR strategic positions within a variety of organisations including CPA UK, HM Treasury, Police IT Organisation, Royal Mail, British Gas, Tetley, Barnardos as well as various local authorities and Housing Associations. Sharon joined the CPA Headquarters in 2018.

Education: Masters in Human Resources Management, specialising in Employment Law, Diploma in Personnel Management, Chartered Member of the Institute of Personnel & Development.

Interests: Travel, Theatre, Reading, Cooking, Social Housing voluntary work.

CPA HEADQUARTERS SECRETARIAT



Mr Matthew Salik
Head of Programmes
Email: matthew.salik@cpahq.org

Career Summary: Head of Programmes, CPA Headquarters Secretariat, 2019-present; Deputy Head of International Partnerships, CPA UK, 2017-2019; Senior Election Coordinator and Election Analyst, CPA BIMR, 2015-2019; Deputy Head of Multilateral Projects, CPA UK, 2015-2017; Americas, Caribbean and Europe (ACE) Programme Manager, CPA UK, 2013-2015; Private Secretary to the CPA International Chairperson, CPA

UK, 2011-2013; CPC 2011 Project - Office Manager, UK Parliament and CPA UK, 2010 – 2011, Communications Administrator, UK Parliament 2009-2010; Senior Officer Clerk, UK Parliament, 2005-2009.

Education: MSc International Security and Global Governance, Birkbeck University of London, 2008; BA (Hons) History, University of Westminster, 2003; PRINCE2 Practitioner, 2013; Project Management for Development (PMD Pro) certification, 2018; UK Parliament Continuous Improvement Practitioner, 2018.

Interests: Painting, sculpturing, reading, traveling, cinema, cooking.



Mr Chinonso Orekie
Head of IT and Digital Transformation
Email: chinonso.orekie@cpahq.org

Career Summary: Head of IT and Digital Transformation, CPA Headquarters Secretariat, London, November 2017 to date; Chief Technology Officer, The UK Supreme Court, London, 2016 – 2018, IT Manager, The UK Supreme Court, London, 2009 – 2016; IT Manager, The Ministry of Justice, London, 2004 - 2009.

Education: University College London, Master of Science in Technology Entrepreneurship; University of Kent, B.Eng in Computer Systems Engineering.

Interests: Traveling, Fashion, Reading, Photography and Technology.



Mr Tuck Choo
Financial Accountant
Email: tuck.choo@cpahq.org

Career Summary: Started career as an auditor for 12 years. Then worked in finance in the hedge fund industry for 14 years before moving to the 3rd sector.

Education: Qualified Accountant with the Chartered Institute of Management Accountants (ACMA).

Interests: Food and movies.

CPA HEADQUARTERS SECRETARIAT



Mr Jeffrey Hyland
Editor, *The Parliamentarian* and Communications Manager
Email: jh@cpahq.org

Career Summary: Editor, *The Parliamentarian* and CPA Communications Manager, May 2015 to date; PR & Marketing Manager, Westminster Kingsway College, London, 2005–2015; Travelling and working at Vodafone Australia/GE Money in Australia and New Zealand, 2004; PR & Marketing Executive, JVC (UK) Ltd, London, 2001–2003; Project Coordinator, UBS Warburg, London, 2000–2001; Tournament Executive, Lawn Tennis Association, Nottingham and London, 2000.

Education: BA Honours Degree French and Politics, University of Nottingham, 2000. Teaching English in Paris, France, 1998–1999. PRINCE2 Project Management, 2016.

Interests: Theatre, freelance writing, royalty, photography and languages.



Mr James Pinnell
Deputy Head of Programmes - Multilateral Engagement
Email: james.pinnell@cpahq.org

Career Summary: 2021 to present: Deputy Head of Programmes, CPA; 2019-2021: Programmes Manager, CPA; January 2017: Programmes Assistant, CPA; September 2016 – January 2017: Researcher and Student Fellow, Hague Centre for Innovation; October 2015-January 2017: Secretary/Co-Founder, Pax Initiative: Global Youth for Peace and Justice.

Education: Universiteit Leiden, LL.M in European Law (2014-2016); Universiteit Leiden, MA in International Relations (2014-2016); University of Liverpool, Law LLB (2010-2013).

Interests: Sport and carpentry.



Ms Lydia Buchanan
Deputy Head of Programmes - Bilateral Engagement
Email: lydia.buchanan@cpahq.org

Career Summary: Joined the CPA Headquarters Secretariat in 2020 as a Programmes Manager, working on parliamentary strengthening on a bilateral basis. Spent two years previously at CPA UK as a Programmes Officer working on the UK Overseas Territories Project on public financial scrutiny, a special project funded by the UK Government. Prior

to this, worked as the Clerk of Council for the Legislative Council of St Helena, which is where keen interest for CPA Small Branches and parliamentary strengthening primarily began.

Education: BA Politics; Masters in Public Policy and Practice, University of Greenwich; Project Management for Development (PMD Pro) certification.

Interests: Rugby, Football and socialising with friends and family.

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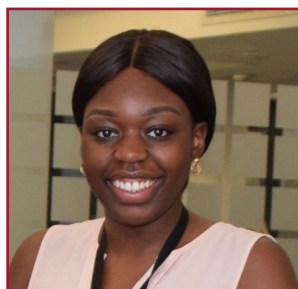


Mr Jack Hardcastle
Programmes Manager and CPA Small Branches Coordinator
Email: jack.hardcastle@cpahq.org

Career Summary: Programmes Officer, CPA Headquarters Secretariat, 2019 to 2021; Administrative Coordinator, AximoMD, 2018-2019; Intern, Institute for Integrated Transitions, 2018; Administrative Assistant, Aximo Design, 2015-2016; Hospitality Assistant, Fullers, 2014-2015; Sales Assistant, Brimelows, 2009-2011

Education: MA International Security, Universitat de Barcelona, 2016-2018. BA Hons. History, University of Westminster, 2011-2015. University Post-Soviet and Eastern European Society, Founder, 2016-2017. University Golf Society, Founder, 2011-2014.

Interests: History, guitar, books, golf, languages, international affairs



Ms Bénite Dibateza
Programmes Manager and CWP Coordinator
Email: benite.dibateza@cpahq.org

Career Summary: Joined the CPA as a Programmes Administrator in December 2017. Prior to this, worked as a receptionist at Imperial College London and volunteered as a French translator and interpreter for the members of the francophone community at her university in Coventry and her home borough in London.

Education: French and International Relations at Coventry University, 2017; Erasmus Certificate, Applied Foreign Languages at La Sorbonne Nouvelle Paris 3, 2016.

Interests: Singing, music, reading, films and inter-cultural exchanges.



Mr Clive Barker
Programmes Manager and CPwD/Youth Coordinator
Email: clive.barker@cpahq.org

Career Summary: Clive joined the CPA in March 2018 and is the Coordinator of the Commonwealth Parliamentarians with Disabilities (CPwD) network and Youth Engagement programmes.

Education: Project Management for Development (PMD Pro) Certification; BA Sociology & Global Development, Derby University

Interests: UK politics, films, music

CPA HEADQUARTERS SECRETARIAT



Mr Tom Davies
Communications and Monitoring & Evaluation Officer
Email: tom.davies@cpahq.org

Career Summary: Supporting the Communications team to run the various communications channels used by the CPA and helping the Programmes team with the administration of M&E processes. Joined the CPA in November 2020. Previously, a Media and Communications Intern at REDRESS, an international human rights organisation focussed on the prevention of torture.

Education: International History and Politics BA, University of Leeds, 2020 with a year abroad at McGill University in Montréal, Canada.

Interests: Playing and watching sport (particularly the Welsh rugby team and the England cricket team), listening to podcasts and visiting new cities.



Ms Avni Kondhia
Strategy, Engagement and Governance Officer
Email: avni.kondhia@cpahq.org

Career Summary: Joined CPA in April 2020; previous roles include Project Coordinator on the Global Forum for Women Political Leaders, Reykjavik, Iceland; Departmental Assistant/Paralegal, Winckworth Sherwood LLP, London.

Education: Global Diplomacy – Diplomacy in the Modern World, Coursera - School of Oriental and African Studies, 2020; The Modern Commonwealth, Institute of Commonwealth Studies, 2020; International Politics MSc, School of Oriental and African Studies, 2018 – 2019; Law and Sociology BA, Keele University, 2012 – 2015.

Interests: International affairs, volunteering, reading, movies and TV shows



Ms Colette Blair-Buchanan
Finance Officer
Email: colette.blair-buchanan@cpahq.org

Career Summary: Joined the CPA Headquarters Secretariat as a Temporary Finance Assistant in March 2018 and was offered the permanent role in December 2018. Prior to this, I worked as a Purchase Ledger Clerk for Posterscope Ltd. I have always worked in Finance as it offers a great variety of opportunities.

Education: Currently studying the Chartered Institution of Management Accounts degree. I completed my final Association of Accounting Technicians Qualification in 2013.

Interests: Dancing, music, reading, films and my children.

CPA HEADQUARTERS SECRETARIAT



Ms Aqsa Latif
Programmes Officer
Email: aqsa.latif@cpahq.org

Career Summary: Programmes Administrator, CPA Headquarters Secretariat, 2019 to 2021; PA to Director, Gardezi Jay & Co, London, 2018-2019; Membership Assistant, Work Life Hammersmith, London, 2017- 2018; Greenpeace UK, London, 2017; Research Assistant, Active Change Foundation, London, 2016.

Education: Bachelor of Arts Degree History and Politics, School of Oriental and African Studies (SOAS University of London) 2013 - 2016.

Interests: Volunteering, reading, blogging.



Ms Zothile Zondi
Programmes Officer (secondment from Parliament of South Africa). Email: zothile.zondi@cpahq.org

Career Summary: Seconded from the Parliament of South Africa in October 2022 where she holds the position of Senior Liaison Officer in the National Council of Provinces (NCOP). Her responsibilities included coordinating programmes and managing internal and external stakeholders. She previously worked as a Liaison Officer where her responsibilities included

management of communication systems and liaison and also as an Editing Assistant in the Bills Office responsible for editing parliamentary papers and facilitating the processing of legislation.

Education: BTech: Public Relations Management and Management Development Programme (MDP) certification.

Interests: Visual art, dining, reading and travelling.



Mrs Luseane Chesham
Office Administrator (part-time)
Email: lochesham@cpahq.org

Career Summary: CPA roles - Office Administrator, 2019 to present; Executive Assistant to the Secretary-General, CPA, 2008 to 2018; Personal Assistant to the Secretary-General, CPA, 2007; Secretary, Information Services, CPA, 1991-2006. Previous roles - Regional Sales, Finance & Accounting; Travis Perkins Plc., Timber & Builders Merchants, London, 1978-90.

Education: NZ University Ent. NZ Higher National Cert., Diploma & HNC in Business and Management Studies, Paddington College, London, UK.

Interests: Reading, Sports and Films.

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