



Future pathway for the World Administrators' Summit

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Introduction

As Co-Chairman of the 2015 World Administrators' Summit in PNG, I undertook to prepare this document, share it with the 2015 Advisory Council to seek feedback on what is proposed and then, when finalised, circulate to all the Associations around the world.

I have now completed consultation with Advisory Council members and provide here the results of those discussions.

At the 2015 World Administrators' Summit the Delegates who attended proposed that the summit be renamed Global Administrative Professionals' Summit (GAPS) and a new structure be developed for the Advisory Council. However, subsequent consultation with a wider group of Advisory Council representatives has determined that it is best to retain the name of World Administrators' Summit (WASummit) and therefore this name will be used from now on. The structure of the Advisory Council is outlined in this document.

I provide a brief history of the international summits and the Advisory Council and also a future pathway with a revised Advisory Council structure to better take the administrative profession forward.

There is a great deal of information in this document, so to help you I have provided a contents page so you can go to the parts that interest you the most.

World Administrators' Summit

History

The World Administrators' Summit (WASummit) is a working meeting to be held over a two-day period. Its Agenda will cover topics of interest and value to administrative and office professionals around the world.

The WASummit has its roots in 1992, when Professional Secretaries International (now International Association of Administrative Professionals - IAAP) hosted a meeting to bring together the leaders of the various secretarial/administrative/office professional associations throughout the world to participate in an international working summit to discuss global issues affecting secretarial staff.

The first two international secretarial summits were hosted in the United States (New York and Seattle). Since then they have been hosted, approximately three yearly, in South Africa, New Zealand, United Kingdom, Australia, Trinidad and Tobago, New Zealand again and most recently 2015 in Papua New Guinea. At each summit a bid has been received for hosting the following international summit.

At the 8th International Office Professionals Summit held in New Zealand in 2011, the delegates discussed and agreed the purpose of these summits was:

A global meeting of administrative and office professionals and associations; to guide, influence, and positively develop the profession.

Originally the summit was a working event intended only for delegates but from 2000 it was opened up to include participants. Participants were those who were not official delegates but wished to participate in the event. This continued until 2015.

At the 2015 PNG WASummit, the delegates present agreed that future WASummit events should again be for delegates only:

- to ensure the event did not become unwieldy and discussion groups were manageable
- to meet the purpose noted above and
- to make sure costs for delegates were affordable.

NB: The 2018 WASummit, which is to be in Germany, has the potential to have a very large number of delegates as each country in Europe is entitled to send three delegates and there are many other countries outside Europe who would also find attendance possible due to geographic location.

World Administrators' Summit - Advisory Council

History

To assist and support the host country an International Advisory Council was first discussed in 2003 in London. The Advisory Council was established (2005) to encourage Associations to actively participate in setting down an "agenda" and to promote the World Administrators' Summit to their own Associations' members and office/administrative professionals around the world. It had a further focus of providing continuity, guiding and supporting the next summit and with only a secondary role in taking actions forward.

The role of the Advisory Council was discussed at the 2006 International Secretarial Summit, and because it had been so successful, it was agreed by the delegates that the Advisory Council become a permanent committee and have overall responsibility for all future WASummits.

Taking actions forward has been ad hoc with occasionally either an interested person individually or the previous host country providing a report and from 2006 updating *Administra* (World Action Plan) immediately after the event. This often led to topics being discussed and then the same topics being re-discussed at the next summit, with no progress in actions during the intervening years between summits.

The Advisory Council was made up of representatives from various regions throughout the world, (set out in the Terms of Reference (ToR) held in Dropbox at the following link <http://www.worldadministratorssummit.com/important-forms.html>) and with two Co-Chairmen.

The Co-Chairmen were one from each of the immediate past and next summits to provide continuity in running the event. For the 2015 WASummit the Advisory Council Co-Chairmen were advised by their countries/organisations as: from the previous summit 2011 in New Zealand - Eth Lloyd and for the next summit 2015 in Papua New Guinea - Weka Avosa.

To keep the size of the Advisory Council manageable the world was divided into regions. However, the make-up of the regions is open to discussion at each summit as the world is a constantly changing place.

NB: The regional representatives for the Advisory Council will be an important discussion for the 2018 WASummit delegates.

However, this make-up of the Advisory Council meant it focussed on the next event and left little room for taking actions from the previous event forward in preparation for the next summit.

World Administrators' Summits - Future

Internet and Social Media

Internet and social media exposure is really important to inform people of the WASummit. In particular, social media provides the ability for administrative professionals internationally to participate in the consultations which result from the discussions at the previous summit.

We had a website for the 2015 WASummit due to the support of Lucy Brazier, CEO and Publisher from Executive Secretary magazine. This was a significant contribution and the 2015 Advisory Council would like to acknowledge how much we appreciated Lucy's involvement in enabling us to very quickly share information internationally. We are in discussions about the future of this website and how it might best be managed.

NB: The ongoing hosting of the website will be an important discussion for the 2018 WASummit Delegates.

The website address: <http://www.worldadministratorssummit.com/>.

The Facebook link: <https://www.facebook.com/World-Administrators-Summit-836994436377014/>

The Twitter hash tag: #WAS2018

WASummit - Delegates

Each country may send up to three delegates and all delegates have to formally apply and be accepted by the Advisory Council (application form currently held in Dropbox <http://www.worldadministratorssummit.com/important-forms.html>). Delegates generally represent a national professional association from each country but for the 2015 WASummit it was agreed that a delegate could also be an individual from a country where they represented a significant number of administrative professionals. Encouraging individuals to apply to be delegates allows representation of administrative professionals in those countries that do not have a national administrative professional association or where there are several different forms of representation.

The Advisory Council is responsible for the final acceptance of delegates with criteria for selection being based primarily on the numbers of administrative professionals being represented by each delegate in any country.

The aim of the WASummit is to ensure that as many administrative professionals as possible are represented in these global discussions, and the experience gained should add value to them and their roles/careers.

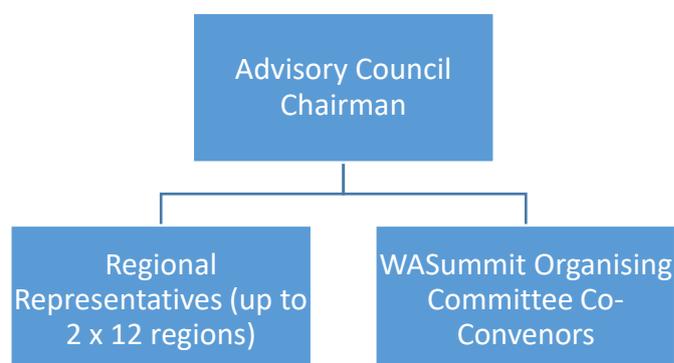
WASummit - Advisory Council

The Advisory Council is an informal international guiding body to advise and support the country and/or organisation who is hosting the WASummit and provide guidance in taking actions forward. Its responsibilities lie in these three main areas:

1. Taking actions from each WASummit forward and ensuring work is undertaken where required for reporting back at the next WASummit
2. Updating *Administra* as and how directed by the WASummit delegates
3. Guiding and supporting the host country for the next WASummit.

The Advisory Council has a primary focus of working on the actions from the WASummit and to take the administrative profession forward internationally, something that has been lacking in the past. This involves having the members of the Advisory Council working in two teams, one of those teams is tasked with organising the next WASummit and is co-led by both the past and future host country nominees and a Council Chairman to co-ordinate.

The structure for the Advisory Council is shown in the diagram below:



NB: Under the current Terms of Reference (ToR) for the Advisory Council the regional representatives are not necessarily the country delegates who attend the WASummit. Each region may have up to 2 representatives on the Advisory Council and these are the people who do the preparatory work for the WASummit. A country may choose to put their

representative(s) forward as a delegate(s) as well, however, that is not assumed and is solely the business of each individual country.

The tasks that the Advisory Council works on and some of those who make up the Advisory Council may change after each summit. Representatives of a region must be nominated within their region. In addition, there may be people with an international focus and expertise who will be invited to participate in the Advisory Council for their knowledge and expertise.

The host country/region will also change, e.g. EUMA in Frankfurt, Germany for 2018 and AAPNZ in Wellington, New Zealand in 2021 (bids to host were put forward and accepted by the 2015 WASummit Advisory Council). The new host country will nominate a Co-Convenor for the WASummit Organising Committee at the time of making their bid. The previous Co-Convenor for the immediate past summit is expected to continue on, in support of the new nominee, until the next event.

NB: The Advisory Council is responsible for the agenda of the WASummit, provides documentation (delegate forms, host country bids, paper presentation, etc.), the publicity through social media and to guide and support the host country in arranging the logistics of the next WASummit.

NB: The WASummit is a working event for delegates only (3 per country).

If the host country wishes to run their own event with more participants/attendees, it must be quite separate from the WASummit, e.g. the EUMA Conference will be immediately after the 2018 WASummit. Where a separate event is held immediately post the WASummit, time at that event should be requested by the Advisory Council to present findings from the WASummit discussions.

The Advisory Council is seeking world-wide participation in discussions and decisions through representation at the WASummit and through data gathered in surveys between summits using relevant social media.

Through marketing and social media, the Advisory Council for the next event in 2018 Frankfurt Germany will have information from a much wider representation than we have had in the past. This depth of information will enable more informed decisions to be made for the profession and for the future pathway of these important and valuable global working events for administrative professionals.

The following headings set out the basic expectations for each of the roles on the Advisory Council per the structure above:

Advisory Council - Chairman

- The Chairman is expected to provide leadership to the Advisory Council.
- The Chairman is expected to guide and support the two Co-Convenors of the WASummit Organising Committee.
- The Chairman is to co-ordinate and support the teams undertaking the various actions that come out of a summit and ensure continuity between summits.

For example, the Advisory Council must action the following tasks from the 2015 WASummit (see "What's Happened at the Summit" currently held in Dropbox <http://www.worldadministratorssummit.com/important-forms.html>):

1. Update *Administra*.

2. Progress discussions on International Certification/Qualifications.
3. Progress discussions on universal position titles.
4. Progress discussions on “Speaking as one voice” – the value of international networking.
5. Gathering Codes of Conduct to place on the website as a resource for all.

These actions (1-5 above) all need to be worked through by teams each focusing on a task, consulting and discussing with administrative professionals around the world through a myriad of communication strategies, including social media. The focus of each team will be to bring the results/conclusions of those discussions and consultations, gathered through the between summits period (2015-2018), to the 2018 WASummit.

Advisory Council - Regional Representatives

Two representatives are allocated from each region across the world (set out in the current ToR held in Dropbox <http://www.worldadministratorssummit.com/important-forms.html>) and are generally nominated from within their region. These representatives are nominated for at least one term (i.e. three years between each summit). However, it is acknowledged that circumstances may change and some are likely to be replaced by someone else during that term.

The regional representatives are expected to participate in at least one of the task teams/groups from the WASummit (for 2015 see list above) to provide input and assist with gathering and collating information to present at the 2018 WASummit. Each representative should nominate a task(s) they wish to contribute to. Each task team/group will be expected to regularly report back to the Advisory Council on progress.

Advisory Council - WASummit Organising Committee, Co-Convenors (2)

The two Co-Convenors are nominated by their country from the immediate past summit event and the next immediate summit event in each country's bid to host. The two Co-Convenors provide support for each other and also continuity between summits.

The focus of these two roles is to manage documentation, marketing and social media information and liaise closely with the host country Local Organising Committee/PCO on all logistical matters involved with running the summit.

Currently the Co-Convenors for the WASummit in 2018 are: from EUMA, Ursula Wartha (Host Country for 2018) and from PNGAAP (WASummit Co-Chairman 2015), Weka Avosa.

Conclusion

The above information is to provide background and context for the WASummit and the Advisory Council so associations and individuals can see the value of this movement, what it means for administrative professionals worldwide, how they can contribute from their perspective, and what the next steps might be.

The 2015 Advisory Council has confirmed me in the role of Chairman of the Advisory Council through to 2018, which I have accepted. I really look forward to working with Ursula and Weka to support them in arranging the 2018 WASummit in Frankfurt, Germany. I especially look forward to building a fully functioning Advisory Council to arrange the 2018 WASummit, to work on the actions from the 2015 WASummit and to see the administrative profession move forward.

The administrative profession, no matter what your role/title is, needs to urgently move from being “work that women do” and “I am *just* a” to a recognised profession alongside teachers, accountants, lawyers, etc. There are various steps that individuals can take to make this change – ensure you have a relevant qualification, belong to your professional association and especially to value yourself and your role.

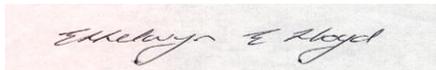
There are also steps that can be taken within your country – lobbying to get better recognition of the work that administrative professionals do at government, local government, educational and employer levels.

There are steps that can be taken internationally and these are gathering momentum through information sharing around the world by Lucy Brazier and Executive Secretary Magazine, Executive Secretary LIVE and through attendance at a World Administrators' Summit.

The WASummit will have a huge impact if you individually participate in the surveys on Twitter and Facebook when they come out, if you inform your peers and encourage them to participate and talk with your employers and your government whenever you can. There are enormous numbers of administrative professionals throughout the world and if each of us takes a small personal stand – valuing yourself and your role – the rest of the world will have to take notice and start to change their attitudes because our work is vital.

I am very excited about the next couple of years until the WASummit in Frankfurt, Germany. I am excited that we are going to not only hear your views through representation at the summit but also from you personally throughout this time.

This is your chance to have your voice heard internationally and I so look forward to and want to hear it.

A handwritten signature in black ink on a light-colored background. The signature is cursive and appears to read 'Eth Lloyd'.

Eth Lloyd M.Ed., NDBA, AAPNZ (Life, Fellow, Certificated)

Chairman, Advisory Council, World Administrators' Summit
(Former Co-Chairman, 9th World Administrators' Summit 2015)