

# World Administrators Summit

## ADVISORY COUNCIL

### Terms of Reference

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#### INTRODUCTION

The World Administrators Summit (WASummit) is a working meeting to be held over a one and a half (1.5) – two (2) day period. The Agenda will cover topics of interest, importance and value to administrative and office professionals around the world. These summits have been held since 1992 in the following countries: USA (twice), South Africa, New Zealand (twice), London, Australia, Trinidad & Tobago, Papua New Guinea and Germany.

The WASummit Advisory Council was originally established (2005) to encourage all Associations to actively participate in setting the Agenda and to promote the WASummit to their own membership and office/administrative professionals around the world.

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

At the 2015 the Advisory Council was restructured to enable it to also focus on completing actions/tasks from the summit as well as supporting and guiding the host country in the organisation of WASummits.

The Advisory Council representatives work in the between summits period on the list of actions/tasks that come from the previous summit, taking these to resolution or recommendation for the next WASummit. The Advisory Council will include the two (2) Co-Convenors of the WASummit Host Organising Team and will continue to provide support and guidance to the host country.

## STATEMENT OF PURPOSE

The World Administrators Summit is: *“A global meeting of administrative and office professionals and associations; to guide, influence, and positively develop the profession”.*

**NB:** Office and Administrative Professionals also cover secretaries, personal/executive/ administrative assistants and management assistants; all administrative staff.

## STRUCTURE OF WASUMMITS

### Delegates to attend WASummit from each country

- Each country may send up to three (3) delegates per country (e.g. Association often at President/Chairman, Vice-President and executive level) but each one has only one (1) vote, to be used by the Delegation Leader or their nominee. Where there are more than three delegates proposed, the decision will be primarily for each country to resolve, in the event of no decision the Advisory Council will make the final decision which will be based on the number of administrative professionals being represented collectively.
  - Individuals may apply to be a delegate of their country however their application must include appropriate support and note the number of administrative professionals they are representing. For example, in a country without a formal national association an administrative professional from a large employer might have the support of their company to attend and they may be representing perhaps 10 or more administrative professionals.
  - Acceptance of an individual’s application is at the discretion of the Advisory Council and will be based primarily on the number of administrative professionals they are representing.
  - Where an Individual is in addition to Delegates from an Association initially the decision will be offered to the country to make. However, if there is no response or a disagreement then the decision will be at the discretion of the Advisory Council and will be based on the number of administrative professionals they are collectively representing. However, do note that a country may only have three (3) delegates in total and they must work together to select a Delegation leader and to cast their one (1) single country vote.
- Members of WASummit Advisory Council are not automatically Delegates for their country. They can be appointed as a delegate but only as part of their country’s three (3) member delegation.
- The Co-Convenors of the WASummit Host Organising Team may be included as delegates but only as part of the maximum number of three (3) delegates per country.

## WASUMMIT - ADVISORY COUNCIL

### MEMBERSHIP

Representatives from each REGION as listed below. Regional Representatives need to be committed to working hard and to meeting the outcomes of the previous WASummit. They do not have to be an association executive member, but they need to have a passion to achieve the purpose of the WASummit: “... to guide, influence, and positively develop the profession.”

**NB:** current countries with the WASummit Chairman and the two (2) Co-Convenors of the WASummit Host Organising team shown in **bold blue** colour. The Chairman, the Co-Convenors and Social Media/website roles are not regional representatives.

#### AFRICA (4 REGIONS, NORTH, SOUTH, EAST AND WEST, EACH WITH 1 REPRESENTATIVE)

WHICH INCLUDES Morocco, Western Sahara, Mauritania, Senegal, The Gambia, Guinea-Bissau, Guinea, Sierra Leone, Liberia, Mali, Burkina Faso, Cote D’Ivoire, Ghana, Togo, Benin, Algeria, Niger, Libya, Chad, Nigeria, Equatorial Guinea, Cameroon, Central African Republic, Gabon, Egypt, Sudan, Eritrea, Ethiopia, Somalia, Uganda, Kenya, Tanzania, Democratic Republic of the Congo, Angola, Burundi, Rwanda, Zambia, Zimbabwe, Mozambique, Madagascar, Mauritius, South Africa, Botswana, Malawi, Namibia, Swaziland, Lesotho,.

#### Asia (ASA) (2 representatives)

WHICH INCLUDES Philippines, Thailand, Indonesia, Hong Kong, Singapore, Malaysia, Taiwan, Japan, Sri Lanka, Brunei, Darussalam, Maldives, Cambodia, Laos, Vietnam, China, North Korea, South Korea.

#### AUSTRALIA & NEW ZEALAND (2 REPRESENTATIVES)

WHICH INCLUDES Australia, New Zealand

#### Canada (1 representative)

WHICH INCLUDES Canada

#### CARIBBEAN (CAAP) (2 REPRESENTATIVES)

WHICH INCLUDES Anguilla, Aruba, Barbados, Belize, Curacao, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Maarten, St Vincent and The Grenadines, Trinidad and Tobago, Turks and Caicos, Bermuda, Guadeloupe.

#### EUROPE (IMA) (2 REPRESENTATIVES)

WHICH INCLUDES Portugal, Spain, Andorra, France, Switzerland, Liechtenstein, Luxembourg, Monaco, Belgium, Netherlands, Germany, Denmark, Iceland, Norway, Sweden, Finland, Estonia, Lithuania, Latvia, Belarus, Moldova, Montenegro, Malta, Romania, Bulgaria, Greece, Cyprus, Albania, Macedonia, Serbia, Bosnia and Herzegovina, Croatia, Slovenia, Italy, Hungary, Austria, Slovakia, Czech Republic, Poland.

#### INDIA (2 REPRESENTATIVES)

WHICH INCLUDES INDIA, NEPAL, BHUTAN, BURMA, PAKISTAN AND BANGLADESH

#### Mexico, Central & South America (2 representatives)

WHICH INCLUDES Costa Rica, Panama, Colombia, Venezuela, Guyana, Suriname, French Guiana, Ecuador, Brazil, Peru, Bolivia, Paraguay, Chile, Argentina, Uruguay, Mexico, Guatemala, Honduras, El Salvador, Nicaragua, Cuba.

#### MIDDLE EAST (2 REPRESENTATIVES)

WHICH INCLUDES Turkey, Iran, Afghanistan, Israel, Iraq, Syria, Jordan, Saudi Arabia, Qatar, Kuwait, Oman, Yemen, Azerbaijan, United Arab Emirates, Turkmenistan, Uzbekistan, Kazakhstan, Kyrgyzstan, Tajikistan, Mongolia.

Papua New Guinea & Pacific (2 representatives)

WHICH INCLUDES Federated States of Micronesia, Papua New Guinea, Solomon Islands, Bougainville, Vanuatu, Fiji, Tuvalu, Kiribati, Marshall Islands, Nauru, Samoa, Tonga.

Russia & Ukraine (2)

WHICH INCLUDES Russia, Ukraine

UNITED KINGDOM (1 REPRESENTATIVE)

WHICH INCLUDES England, Scotland, Wales, Northern Ireland and Ireland.

UNITED STATES OF AMERICA (1 REPRESENTATIVE)

WHICH INCLUDES United States of America.

**NB:** *The make-up of the Regions and representations can be raised for discussion at each summit as the world is a dynamic place and changes may better reflect the current situation.*

**WASummit Advisory Council Membership 2018-2020:**

|                                     |  |
|-------------------------------------|--|
| <b>Chairman</b>                     | Eth Lloyd MNZM, New Zealand, AAPNZ   |
| <b>Co-Convenors</b>                 | Alison McKessar, New Zealand, AAPNZ<br>Ursula Wartha, Germany, IMA                       |
| <b>Social Media</b>                 | Rebecca Adamson, New Zealand, AAPNZ  |
| <b>Website</b>                      | Jack Bradley, Twenty2 Creations, Spain   |
| East Africa (1)                     | Florence Katano, Uganda  |
| North Africa (1)                    | tbc -  |
| South Africa (1)                    | Cathy Harris, South Africa   |
| West Africa (1)                     | Nasiru Yaro, Nigeria   |
| Asia (2)                            | tbc -  |
| Australia & New Zealand (2)         | Vickie Faint, New Zealand, AAPNZ<br>Christine Stewart, Australia, AIOP (to be confirmed) |
| Canada (1)                          | Rhonda Scarf (invited)   |
| Caribbean (2)                       | tbc -  |
| Europe (2)                          | Else-Britt Lundgren, Sweden, IMA<br>Chantal Sneijkers, Belgium, IMA                      |
| India (2)                           | Nita Rebello, India<br>tbc -   |
| Middle East (2)                     | tbc -  |
| Papua New Guinea & Pacific (2)      | Eleanor Gebone – PNGAAP<br>Weka Avosa - PNGAAP   |
| Mexico, Central & South America (2) | tbc -  |
| Ukraine & Russia (2)                | Tanya Tesnovets, Ukraine<br>tbc -  |
| United Kingdom (1)                  | Elizabeth Wakeling, UK, IMA  |
| United States of America (1)        | Megan Hall, USA, ASAP  |

It would be truly valuable to have at least one representative from all regions.

## ADVISORY COUNCIL - TERMS OF REFERENCE

**NB:** *The Terms of Reference describes the duties that will normally be performed by the WASummit Advisory Council. It should be noted that no description of any item of duty is in itself exhaustive and the use of initiative and discretion should always be a guiding factor.*

- (1) To follow through on actions agreed at the previous WASummit and to keep up the impetus between associations from summit to summit.
- (2) To seek input from administrative professionals internationally through surveys to add data to the discussion and debate by the delegates and through social media.
- (3) To assist in the review of *Administra* the Word Action Plan, updating and adjusting as requested at each WASummit.
- (4) Continue to gather Codes of Conduct internationally to be a resource on the website.
- (5) To provide the host country with the Agenda for the WASummit discussions
- (6) Provide guidance and support to the WASummit Host Organising Team for:
  - (i) Selecting facilitator(s) taking account of recommendations from the Host Country.
  - (ii) Seek a budget from the Host Organising Team and provide oversight to ensure costs are kept down.
  - (iii) Management of the process of calling for topics for the Agenda.
  - (iv) Management of the process of calling for abstracts of papers for the Agenda.
  - (iv) Management of the process of submission of Bids to host the next WASummit.

## ADVISORY COUNCIL ROLES

### CHAIRMAN

The Chairman has specific responsibilities. The Chairman is not a representative of their country. The Chairman:

- Is expected to provide leadership to the Advisory Council.
- Is expected to guide and support the two Co-Convenors of the WASummit Host Organising Team.
- Will co-ordinate and support the teams undertaking the various actions that arise from a summit and ensure continuity between summits including post the 10th 2018 WASummit the Advisory Council plans to action the following tasks:
  1. Update *Administra*.
  2. Progress all agreed outcomes from all topics discussed.

These actions (1 and 2 above) all need to be worked through by task forces formed at the WASummit and with members of this Advisory Council each focusing on a specific task, consulting and discussing with administrative professionals around the world as required, through various communication strategies, including social media. The focus of each task force will be to bring to the 2020 WASummit outcomes/recommendations from those discussions and consultations, developed throughout the between summits period.

## REPRESENTATIVES

These are nominated or, if no nomination received, invited from within the regions as outlined above. Numbers of representatives have been set per region. Their term is expected to be two (2) years (between summits) with one roll-over of a further two (2) years accepted.

**NB:** *these representatives are per defined region not per country.*

All representatives are expected to nominate a task force from the previous summit to which they wish to contribute, taking forward to the next summit. This will involve them participating in a small task force, gathering information, conducting research and/or formulating a document to inform administrative and office professionals around the world and delegates at the next summit. The Advisory Council members will provide the direct link from the task forces to the Advisory Council and Chairman.

## SUMMIT CO-CONVENORS (2)

There are two (2) Co-Convenors; the first Co-Convenor is nominated by the new host country in their country bid, the second Co-Convenor is from the previous host country. This is to provide continuity from one Summit to the next.

A Co-Convenor is expected to serve a 4-year term; the first two years as the new host country nominated person and the second two years as the past host country nominated person. While the same person during this time is ideal, it is acknowledged that a variety of circumstances may lead to this individual changing. They do not have a role of representing their region, their role is focused on managing the on-the-ground arrangements of the WASummit, their region will still have available their stated number of representatives on the Advisory Council.

The Co-Convenors are both members of the Advisory Council. The Host Country is responsible for the on-the-ground organisation of the WASummit. They may do this in whatever manner they would normally use to arrange a conference (i.e. their own committee, through using a Professional Conference Organiser (PCO), etc.).

A terms of reference (ToR) has been developed to guide the Host Country Organising Team and/or PCO.

## WEBSITE AND SOCIAL MEDIA

From February 2019 Rebecca Adamson, New Zealand will take on this role.

Links for these are:

Website: <https://www.wa-summit.com/>

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

Twitter: #WAS2020

## REPORTING

All Advisory Council Task Forces will report regularly to the Chairman through their Advisory Council member. This will enable the Chairman to present reports on a regular basis on its activities to Associations and individuals who have attended and/or expressed an interest in the international summits. These reports will go out through the website, social media and through email to our database of email addresses.



WORLD ADMINISTRATORS

# SUMMIT

*Administra* provides the basis of a final report after each Summit. However, an initial report, “What Happened at the WASummit 20XX” on decisions made, results of actions taken and new actions to be taken will be provided by the Advisory Council Chairman initially to the Host Council. It will then be shared with all delegates who attended and the wider administrative profession, through the WASummit website, and social media. Other reports will be provided through the “Consolidated Outcomes of the WASummit 20XX” and as actions are completed throughout the “between WASummits” period.

## **CERTIFICATES OF ATTENDANCE**

On request from a Delegate, the Advisory Council will present a Certificate of Attendance for attending a WASummit. A standardised certificate will be used.