

World Administrators Summit

What is it?

The World Administrators Summit (WA-Summit) is a global working meeting of administrative and office professionals and their associations, committed to its purpose to guide, develop, influence and elevate the administrative profession. The WA-Summit was first convened in 1992 and has been held in countries around the world. It provides the international platform for peer-to-peer discussion regarding relevant topics that impact those working in the administrative profession. During the COVID pandemic, the WA-Summit was held as a virtual event.

For further information see the WA-Summit [website](#).

The WA-Alliance Council

Responsible for the execution, continuity, guidance and support for the WA-Summit, producing and sharing outcomes from with Summit and updating Administra, a world action plan for Administrative Associations, Networks and individuals.

Delegates at the WA-Summit have worked on or produced topics for completion or further discussion including:

- International Credentialing Report
- The Skills Set Matrix
- International Position Titles/Position Descriptions Report
- International Networking Report
- Identity and Image of the Profession Report
- Workplace Harassment Report

What's on the agenda?

As well as status reports on ongoing projects, the agenda includes four discussion topics gathered from an international survey of administrative professionals on the issues that currently concern or challenge them.

Who can attend?

The two-day event may be attended by nominated Delegates only (five per country). Individual delegates may apply to attend but the total for each country remains at five. Non-Delegates may also join the Summit, but they may not speak unless the agenda allows for it and they have no voting rights. Acceptance of the Delegates is based on authority to represent and the number of administrative professionals being represented by them. A fee is charged per delegate, with WA-Alliance Members paying a reduced fee. You don't have to be a member of the WA-Alliance to attend the WA-Summit.

What's the value of the WA-Summit

Administrative work is a profession; the Summit gives the opportunity for the voice of the profession in your country to be heard and for you to contribute to the international recognition of your role. You can participate in and share research surveys, Summit reports and papers. You can ensure your country participates in the peer-to-peer discussions, so that you hear others and be sure to have your say. You can join task forces and project teams for the benefit of your peers as well as your own professional growth. Associations and Networks can share our reports for the benefit of the development of their members and network with other organisations to share best practices and collaborate on initiatives for the promotion and elevation of our profession.

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