

## 11<sup>th</sup> World Administrators Summit COUNTRY REPORT

**COUNTRY:** REPUBLIC OF TRINIDAD AND TOBAGO

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**ASSOCIATION / NETWORK / ORGANISATION:** NATIONAL ASSOCIATION OF ADMINISTRATIVE PROFESSIONALS OF TRINIDAD & TOBAGO (NAAP)

As stated in [Administra](#), monitoring and evaluating the World Action Plan is as important as identifying the objectives and strategies of your Association/Network. A major advantage of monitoring and evaluation is that Associations/Networks can learn a great deal about themselves, and how to lead, manage and improve their own activities and status by implementing this Action Plan. Another advantage is to ensure that the World Action Plan is helpful to Associations/Networks throughout the world in developing their own strategic or business plans.

Each country sending delegates to a World Administrators Summit is asked to report against a selected Goal in [Administra](#).

The Country Reports will be shared on the WA-Summit website as pre-read for the 11<sup>th</sup> WA-Summit.

***Please explain how your Association/Network/Organisation is using Goal 1 to develop your activities:***

### Goal 1: Managing Administrative Skills

**Objective 1.1: Enhancing the perceived value of administrative/office professionals:**

NAAP engages in continuous learning and developmental techniques for the proper conduct of meetings. We also encourage planning and management/execution of Events.

**Objective 1.2: Increase awareness of the value of administrative skills in business:**

We partner with Government Agencies and other Business Entities, to educate and inform them of the changing roles of the profession. During APW, Business Studies Students (Future Administrative Professionals) are also kept abreast of the changing in the profession.

**Objective 1.3: Have globally recognised credentialing/accreditation:**

NAAP is presently engaged in discussions with Trinidad and Tobago's National Training Agency (NTA), aimed at acquiring Members' Certification and Trainers' Certification. NTA Certification is recognised throughout the CARICOM region. This would also provide validation of Programmes offered by NAAP.



Objective 1.4: To encourage businesses and the global community to view the administrative/office professionals' role as a career:

We envisage that our parent body, the Caribbean Association of Administrative Professionals (CAAP), would play a significant role in respect of global community awareness.

Notwithstanding, within Trinidad and Tobago, NAAP maintains a close relationship with the Ministry of Public Administration & Digital Transformation. We are presently in discussions with the Public Service Training Academy with a view to offering training/developmental programmes for administrative/office professionals within the Public Service.

Objective 1.5: Achieve common understanding between training providers, administrative/office professionals associations and employers about the value of a required qualification and/or credentialing/accreditation:

Our focus is to continue collaboration and consultation with authorised agencies in respect of accreditation and certification.

Objective 1.6: Associations contribute to recognise the professional and personal development of their administrative/office professional members:

Recognition is announced during the Meeting Agenda Item 'Good-Of-The-Order' and recorded in the Minutes. Additionally, an official article is published in NAAP's Quarterly Newsletter and on Facebook, with consent from the respective member.

Objective 1.7: Investigate the logistics of forming an international body to look at developing a global framework in which qualifications, accreditation, certification and professional development could be recognized internationally.

At the regional level, NAAP is a Founding Member of the Caribbean Association of Administrative Professionals (CAAP), the umbrella body for Associations in the Caribbean region.

Internationally, NAAP communicates information received from WA-Alliance to its members, via email. While we have not investigated the logistics of forming an international body, we are aware of WA-Alliance's plans in that direction, and we continue to provide support for their efforts.

