



WORLD ADMINISTRATORS
SUMMIT

AGENDA

11th World Administrators Summit

Saturday 8th May & Saturday 15th May, 2021

On line Platform: **ZOOM**

Delegates are expected to attend both days.

DAY 1 – Saturday 8th May, 13.00 – 17.00 hrs CET (UTC +2)

PLEASE CHECK YOUR OWN TIME ZONE

*Timing of agenda topics may be subject to change.

Timing*	Topic	Who
10 mins	1. Opening & Official Welcome to Day 1	Helen Monument, Chair WA-Alliance Interim Council
15 mins	2. Introduction to the Plenary Sessions	Helen Monument
45 mins	3. Interim Council Actions to date The Interim Council will give an update on the actions taken since the August 2020 Business Meeting. Followed by Q&A session	WA-Alliance Interim Council Vicki Faint, Barrett Shaw, Debra Chafe, Christine Stewart, Ursula Wartha, Jesse Egeonu
<i>10 mins</i>	<i>Comfort Break</i>	
60 mins	4. Plenary – Reporting on 2018 Summit Topics 1. The Skills Set Matrix 2. Harassment in The Workplace 3. Identity & Image of Administrative Professionals The reports have been distributed to Delegates. Voting = 1 vote per country	WA-Summit Task Force Leaders: Vicki Faint (New Zealand) Susan Engelbrecht (South Africa) Eleni Rizikianou (Greece)
90 mins	5. Facilitated Group Discussions in breakout rooms 1. Strategies to support the use of the Skills Set Matrix 2. How to attract & support the Next Generation of Administrative Professionals 3. Digital Technology & AI : what strategies and tools are needed to upskill ourselves & support others? 4. How do we protect and enhance The Future of the Profession .	Facilitators & Guests: Facilitator: Lucy Brazier Guest: Sarah Richson Facilitator: Heather Baker Guest: Skevi Constantinou Facilitator: Juanita Mort Guest: Michelle Bowditch Facilitator: Karen Nanninga Guest: Bonnie Low-Kramen
10 mins	6. Round up of Day 1 and Closure	Helen Monument



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DAY 2: Saturday 15th May, 13.00 – 17.00 hrs CET

Plenary Sessions

Timing	Topic	Who
15 mins	7. Opening & Official Welcome to Day 2	Eth Lloyd, former Chairman WA-Summit Advisory Council, AAPNZ Professional Development Advisor
90 mins	8. Feedback Session Each of the four discussion groups from Day 1 to report and give an overview of their outcomes and actions. Voting on actions if required = 1 vote per country.	Helen Monument 4 Facilitators or Spokesperson(s)
<i>10 mins</i>	<i>Comfort Break</i>	
45 mins	Presentation of paper: The Diversity, Inclusion & Belonging Report <i>"We represent a multiplicity of voices, creeds, races, disabilities, ages, genders, sexual orientations and beliefs that are bold, challenging and successful worldwide. Yet we do not reflect the diversity of those voices in our industry across the board. Our mission is to enable those rich diverse voices to participate at our table, establish inclusive networks, encourage actionable allyship, promote visibility, recognise the value of overlapping experiences of identity, to provide mentoring and sponsorship, encourage reverse mentorship and defeat unconscious bias, by nurturing a fully inclusive global community."</i>	Authors & Presenters: Melba Duncan, Sarah Richson, Paula Moio, Julia Schmidt, Simone White, Karen Johnson, (not attending), Emily Walker
30 mins	9. WA-Alliance Business Session To communicate the processes for the WA-Alliance Council Elections and on line General Meeting to be held on 4 th September, 2021.	Helen Monument, Chair & Vicki Faint, Secretary, WA-Alliance Interim Council
<i>05 mins</i>	<i>Comfort Break</i>	
10 mins	10. Administra – World Action Plan Q&A and agreement on latest updates. Administra was distributed to all Delegates before the Summit. Voting = 1 vote per country	Eth Lloyd
30 mins	11. Open Discussion & AOB To discuss any other matters arising from the Summit	Helen Monument
10 mins	12. Close of Summit Confirmation of hosting of 2022 WA-Summit by IAAP. Announcement of 2024 WA-Summit Hosts. Closing remarks by the Chair.	Helen Monument Phiandra Peck, IAAP Board of Directors, Chair.