

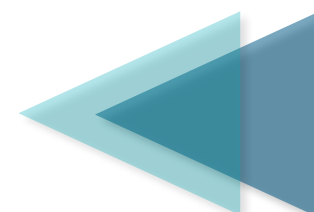


12th World Administrators Summit – Saturday 15th & Saturday 22nd October, 2022

Online Platform: Zoom
Delegates are expected to attend both days.
*Timing of agenda topics may be subject to change.
Summit Chair: Eth Lloyd

DAY 1: Saturday 15 th October, 13.00 – 17.00 hrs CET		
*Mins	Topic	Who
10	1. Opening, Introductions & Welcome to Day 1	Summit Chair, Eth Lloyd
20	2. World Administrators Alliance: Status report	WA-Alliance Chair, Helen Monument
60	3. Reporting on 11th WA-Summit Actions <i>The Global Skills Matrix</i> <i>Awareness Campaign #TheCareerBehindTheJob #MyCareerOfChoice</i> <i>Workplace Harassment Report</i> <i>Image of the profession Report</i>	Helen Monument & Lucy Brazier Matthew Want TBA TBA
10	Comfort Break	
30	4. Selected Country Reports <i>Delegates will be selected from 2 countries to give a summary of their Country report on their strategies for Administra Goal 4: Market association membership to encourage active participation of younger people</i>	Summit Chair The selection will be done in advance by the WAA Council. 10 minutes each country + 10 mins Q&A
100	5. Facilitated Group Discussions - in breakout rooms – including 10 minute break 1. The Career Behind The Job: <i>How can we mobilize the administrative profession to elevate itself once and for all?</i> 2. Fit For The Future: <i>How can we ensure the mental and physical wellbeing of administrative professionals in the post-Covid world of hybrid working?</i> 3. Future Proofing Technological Skills <i>How can administrative professionals become technology ambassadors?</i> 4. The Global Skills Matrix Reloaded <i>How can we take the GSM forward to the future?</i>	Facilitators: Liz van Vliet Juanita Mort & Amy McKeown Heather Baker Lucy Brazier
10	6. Round up of Day 1 and Close	Helen Monument
240	Total Time	

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DAY 2: Saturday 22nd October, 13.00 – 17.00 hrs CET

*Mins.	Topic	Who
15	7. Opening, Introduction & Welcome to Day 2	Summit Chair
90	8. Feedback Session Each of the four discussion groups from Day 1 to report and give an overview of their outcomes, recommendations and actions (20 mins each). Voting if required = 1 vote per country.	Introduction by Helen Monument 4 Facilitators or Spokesperson(s)
20	Comfort Break	
20	9. Presentation of paper To be announced.	TBA
10	Meet the WA-Summit Sponsor - Emmre	
30	10. Administra - World Action Plan Q&A and agreement on latest updates.	Eth Lloyd
15	Comfort break	
20	11. Open Discussion & AOB To discuss any other matters arising from the Summit	Helen Monument
10	12. Close of Summit	Eth Lloyd
	<ul style="list-style-type: none"> Confirmation of hosting of 13th WA-Summit 6 & 7 March 2024, Wellington, New Zealand by AdmiNZ. Announcement of 2026 WA-Summit Hosts Call for hosts for 2028 Summit 	AdmiNZ Representative TBA
10	<ul style="list-style-type: none"> Closing remarks by the WA-Alliance Chair 	Helen Monument
240	Total Time	

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