



WORLD ADMINISTRATORS

SUMMIT

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

The World Administrators Summit (WA-Summit) is a global meeting of administrative and office professionals and their associations, committed to its purpose of *guiding, influencing and positively developing the profession*. The WA-Summit has convened ten times since 1992. It provides the international platform for peer-to-peer discussion regarding relevant topics that potentially impact those working in the administrative profession.

**NB:** for further information check out our website: <http://wa-summit.com/>

### The Advisory Council:

- Provides continuity, guidance and support to the next summit.
- Produces Outcomes post each summit and updates *Administra*<sup>1</sup> (World Action Plan)
- Is working on the following topics for completion or further discussion at the 2020 summit:
  1. International Credentialing final report and to directly feed into the Skills Set Matrix.
  2. International Position Titles/Position Descriptions contributes to the Skills Set Matrix.
  3. International Networking Task Force is developing our own closed LinkedIn group.
  4. Digitalisation – wording in *Administra* is to be updated and will result in further discussion.
  5. Identity and Image of the Profession Task Force is developing a white paper and templates.
  6. Workplace Harassment Task Force is working on information and tools for managing this issue.
  7. A Task Force working on a new structure for the Advisory Council called the World Administrators Alliance (WA-Alliance) to provide continuity, resilience and proactivity on issues affecting the administrative profession.
  8. The above groups are also developing Codes of Conduct relating to the various topics which will be held on the WA-Summit website.

### World Administrators Summit 2020:

- Is being held in Wellington, New Zealand on 30,31 Aug-1 September, hosted by the Association of Administrative Professionals New Zealand Inc. (AAPNZ).
- Agenda is to be based on the above topics and new topics to be gathered from an international survey of administrative professionals to be held later in 2019.
- There will be an Open Forum for more general discussion points.
- The Opening, Welcome Reception, Final Discussion and Gala Dinner may be opened to all (social events at own cost), Delegates will be accepted first.
- Whole event may be attended by nominated Delegates only (no more than three per country).
- Individual delegates may apply to attend but the total for each country remains at three.
- Acceptance is based on authority to represent and the number of administrative professionals being represented by applicants.
- Delegates (either their association, their employer or personally) cover all their own costs.

### What Value to Administrative/Office Professionals?

- Administrative work is a profession; this is your chance to be heard and contribute to the international recognition of your work as a profession.
- Individually participate in and share research surveys.
- Ensure your country participates in the peer-to-peer discussions at the WA-Summit.
- Hear others and be sure to have your voice heard.

### Keep in touch with the WA-Summit 2020 through:

- Website – <http://wa-summit.com/>
- Facebook - <https://www.facebook.com/World-Administrators-Summit-836994436377014>
- Twitter - [#WASummit2020](https://twitter.com/WASummit2020)

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<sup>1</sup> At the 2006 International Secretarial Summit (now WA-Summit) in Australia, the host country association AIOP, recommended we use *Administra* as the name of our newly developed World Action Plan. This was approved by all countries present. *Administra* is a set of guidelines, not a set of rules, it is for use by every professional association or individual administrative/office professional in the world on our website: <http://wa-summit.com/>