



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

WA-Alliance Chair: Helen Monument

DAY 1: Saturday 15th October, 13.00 – 17.00 hrs CET

Timing*	Topic	Who
13.00-13.10	1. Opening, Introductions & Welcome to Day 1	Summit Chair, Eth Lloyd
13.10-13.25	2. World Administrators Alliance: Status report	Helen Monument
13.25-14.15	3. Reporting on 11 th WA-Summit Actions	
	<ul style="list-style-type: none"> <i>The Global Skills Matrix</i> <i>Awareness Campaign #TheCareerBehindTheJob #MyCareerOfChoice</i> <i>Workplace Harassment Report</i> <i>Diversity, Inclusion & Belonging Report</i> 	Helen Monument & Lucy Brazier Helen Monument TBA Eth Lloyd
14.15-14.20	4. Meet the WA-Summit Sponsor EMMRE	Don Harms, CEO
14.20-14.35	Comfort Break	
14.35-15.05	5. Selected Country Reports	Summit Chair
	<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>	The selection done in advance by the WA-A Council. 10 minutes each + 10 mins Q&A
15.05-16.45	6. Facilitated Group Discussions - in breakout rooms – including 10 minute break	Facilitators:
	<ul style="list-style-type: none"> The Career Behind The Job: <i>How can we mobilize the administrative profession to elevate itself once and for all?</i> 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> Future Proofing Technological Skills: <i>How can administrative professionals become technology ambassadors?</i> The Global Skills Matrix Reloaded: <i>How can we take the GSM forward to the future?</i> 	Liz van Vliet Juanita Mort & Amy McKeown Heather Baker Lucy Brazier
16.45-17.00	7. Round up of Day 1 and Close	Helen Monument



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

*Timing.	Topic	Who
13.00-13.10	8. Opening, Introduction & Welcome to Day 2	Summit Chair
13.10-14.40	9. Feedback Session	Introduction by Helen Monument
	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.	Facilitators or Spokesperson(s)
14.40-14.55	Comfort Break	
14.55-15.25	10. Presentation of paper, followed by Q&A	Introduction by Helen Monument
	“The Administrative Profession Defining A Role In Organizational Change” <i>Grounded in research from a journey in the academic organizational change arena, learning from administrative experts, and meaningful interactions with assistants across the globe - we discover ways the profession adds unique value in building foundations for change.</i>	Presented by Aliina Rowe Supported by Oliver Engels Chief Risk Officer, Deutsche Börse AG
15.25-15.30	11. Meet the new WA-Alliance Sponsor – Radisson Hotel Group	
15.30-16.00	12. Administra - World Action Plan	Eth Lloyd
	Q&A and agreement on latest updates. Voting if required, one vote per country	
16.00-16.10	Comfort Break	
16.10-16.40	13. Open Discussion & AOB	Helen Monument
	To discuss any other matters arising from the Summit	
16.40-17.00	14. 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. Call for hosts for 2026 and 2028 WA-Summit Closing remarks by the WA-Alliance Chair 	Joanne Gallop (AdmiNZ President) Helen Monument
2 hours	Total Time	



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