



WORLD ADMINISTRATORS

SUMMIT

World Administrators Summit

The World Administrators Summit (WASummit) 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 WASummit has convened nine 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 <http://www.worldadministratorssummit.com/>

The Advisory Council:

- was formed in 2003 to provide continuity, guidance and support to the next summit,
- produces reports post each summit and updates **Administra**¹ (World Action Plan)
- is working on researching the following topics for further discussion at the 2018 summit:
 1. a Team is working to progress discussions on International Credentialing
 2. a Team is seeking data on the possibility and validity of International Position Titles
 3. a Team is working on “Speaking with one voice” – the value of International Networking
 4. is gathering Codes of Conduct to be held on the WASummit website.

World Administrators Summit 2018:

- is being held in Frankfurt, Germany on 24/25 October, hosted by IMA - International Management Assistants; adjacent to IMA’s annual conference
- Agenda is based on the above three topics and four new topics gathered from a November 2017 international survey of administrative professionals.
- new topics are:
 - Workplace Bullying – how do we manage this?
 - How is the Administrative Profession perceived – respected or undervalued?
 - Unclear or no position description leading to limited/no career progression or growth
 - Digital Technology advances – the future of the role
- may be attended by nominated Delegates (3 per country only). 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 contribute to the international recognition of your profession
- individually participate in research surveys and ensure your country participates in the peer-to-peer discussions at the WASummit - hear others and be sure to have your voice heard.

Keep in touch with the WASummit 2018 through:

- Website - <http://www.worldadministratorssummit.com/>
- Facebook - <https://www.facebook.com/pages/9th-World-Administrators-Summit/836994436377014>
- Twitter - #WASummit2018

¹ For the 2006 international Summit in Australia host association, Australia’s AIOP, purchased the naming rights to a new star in the heavens. AIOP named the star “**Administra**” in honour of all Administrative/Office Professionals throughout the world which was voted as the name for our World Action Plan. *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. *Administra* is available on the World Administrators Summit website <http://www.worldadministratorssummit.com/>