



WORLD ADMINISTRATORS

SUMMIT

# World Administrators Summit

## ADVISORY COUNCIL

### Terms of Reference

#### Contents

INTRODUCTION .....	1
STATEMENT OF PURPOSE .....	2
STRUCTURE OF WORLD ADMINISTRATORS' SUMMITS .....	2
Delegates to attend WASummit from each country .....	2
WASUMMIT - ADVISORY COUNCIL .....	3
MEMBERSHIP .....	3
ADVISORY COUNCIL - TERMS OF REFERENCE .....	5
WASUMMIT ADVISORY COUNCIL ROLES .....	5
ADVISORY COUNCIL CHAIRMAN .....	5
ADVISORY COUNCIL REPRESENTATIVES .....	6
SUMMIT ORGANISING CO-CONVENORS (2) .....	6
WEBSITE AND SOCIAL MEDIA .....	6
REPORTING .....	7
CERTIFICATES OF ATTENDANCE .....	7

#### INTRODUCTION

The World Administrators Summit (WASummit) is a working meeting to be held over a one and a half (1.5) – two (2) day period. Its Agenda will cover topics of interest and value to administrative and office professionals around the world. These summits have been held since 1992 in the following countries: USA (twice), South Africa, New Zealand (twice), London, Australia, Trinidad & Tobago and Papua New Guinea.

The WASummit Advisory Council was originally established (2005) to encourage Associations to actively participate in setting an “agenda” and to promote the World Administrators Summit to their own Associations’ members and office/administrative professionals around the world.

The role of the Advisory Council was discussed at the 2006 International Secretarial Summit, and because the Advisory Council had been so successful, it was agreed by the delegates that the Advisory Council become a permanent committee and have overall responsibility for all future WASummits.

At the 2015 WASummit delegates requested that the Advisory Council be restructured to enable it to focus on completing actions/tasks from the summit as well as supporting and guiding the host country in the organisation of WASummits.



The Advisory Council representatives work in the between summits period on the list of actions/tasks that come from the previous summit, taking these to resolution or recommendation for the next WASummit. The Advisory Council will include the two (2) Co-Convenors of the WASummit Organising Team and will continue to provide support and guidance to the host country.

## STATEMENT OF PURPOSE

The World Administrators' Summit is a global meeting of administrative and office professionals and associations; to guide, influence, and positively develop the profession.

***NB:** Office and Administrative Professionals also cover secretaries, personal/executive/administrative assistants and management assistants; all administrative staff.*

## STRUCTURE OF WORLD ADMINISTRATORS' SUMMITS

### Delegates to attend WASummit from each country

- Up to three (3) delegates per country (e.g. Association at President, Vice-President and Executive level) but only one (1) vote, to be used by the Leader (National President, Chairman, etc.) or their nominee.
  - Individuals may apply to be a delegate of their country however their application must include appropriate support and note the number of administrative professionals they are representing. For example, in a country without a formal national association an administrative professional from a large employer might have the support of their company to attend and they may be representing 50+ administrative professionals.

Acceptance of an individual's application is at the discretion of the Advisory Council and will be based primarily on the number of administrative professionals they are representing.
  - However, do note that a country may only have three (3) delegates in total and they must work together to cast their one (1) single country vote.
- Members of WASummit Advisory Council can be appointed as a delegate but only as part of their country's three (3) member delegation and through nomination of their country.
- The Co-Convenors of the WASummit Organising Team may be included as delegates but only as part of the maximum number of three (3) delegates per country and through nomination of their own countries.



## WASUMMIT - ADVISORY COUNCIL

### MEMBERSHIP

Up to two (2) representatives from each REGION as listed below.

**NB:** current countries with the WASummit Chairman and the two (2) Co-Convenors of the WASummit Organising team shown in **bold blue** colour.

#### Africa

WHICH INCLUDES Morocco, Western Sahara, Mauritania, Senegal, The Gambia, Guinea-Bissau, Guinea, Sierra Leone, Liberia, Mali, Burkina Faso, Cote D'Ivoire, Ghana, Togo, Benin, Algeria, Niger, Libya, Chad, Nigeria, Equatorial Guinea, Cameroon, Central African Republic, Gabon, Egypt, Sudan, Eritrea, Ethiopia, Somalia, Uganda, Kenya, Tanzania, Dem Republic of the Congo, Republic of the Congo, Angola, Burundi, Rwanda, Zambia, Zimbabwe, Mozambique, Madagascar, Mauritius.

#### Asia/India

WHICH INCLUDES India, Philippines, Thailand, Indonesia, Hong Kong, Singapore, Malaysia, Taiwan, Pakistan, Japan, Sri Lanka, Brunei Darussalam, Bangladesh, Nepal, Bhutan, Burma, Maldives, Cambodia, Laos, Vietnam, China, North Korea, South Korea.

#### Australia & **New Zealand**

WHICH INCLUDES Australia, New Zealand

#### Canada

WHICH INCLUDES Canada

#### Caribbean

WHICH INCLUDES Anguilla, Aruba, Barbados, Belize, Curacao, Dominica, Grenada, Guyana, Jamaica, St Kitts and Nevis, St Lucia, St Maarten, St Vincent and The Grenadines, Trinidad and Tobago, Turks and Caicos, Bermuda, Guadeloupe.

#### **Europe (EUMA)**

WHICH INCLUDES Portugal, Spain, Andorra, France, Switzerland, Liechtenstein, Luxembourg, Monaco, Belgium, Netherlands, Germany, Denmark, Iceland, Norway, Sweden, Finland, Russia, Estonia, Lithuania, Latvia, Belarus, Ukraine, Moldova, Montenegro, Malta, Romania, Bulgaria, Greece, Cyprus, Albania, Macedonia, Serbia, Bosnia and Herzegovina, Croatia, Slovenia, Italy, Hungary, Austria, Slovakia, Czech Republic, Poland.

#### Middle East

WHICH INCLUDES Turkey, Iran, Afghanistan, Oman, Yemen, Israel, Iraq, Syria, Jordan, Saudi Arabia, Qatar, Kuwait, Azerbaijan, United Arab Emirates, Turkmenistan, Uzbekistan, Kazakhstan, Kyrgyzstan, Tajikistan, Mongolia.

#### **Papua New Guinea** and the Pacific

WHICH INCLUDES Federated States of Micronesia, Papua New Guinea, Solomon Islands, Bougainville, Vanuatu, Fiji, Tuvalu, Kiribati, Marshall Islands, Nauru, Samoa, Tonga.

#### South America

WHICH INCLUDES Costa Rica, Panama, Colombia, Venezuela, Guyana, Suriname, French Guiana, Ecuador, Brazil, Peru, Bolivia, Paraguay, Chile, Argentina, Uruguay.

#### South Africa

WHICH INCLUDES South Africa, Botswana, Malawi, Namibia, Swaziland, Lesotho.

#### United Kingdom

WHICH INCLUDES England, Scotland, Wales, Ireland.

United States of America

WHICH INCLUDES United States of America, Mexico, Guatemala, Honduras, El Salvador, Nicaragua, Cuba.

***NB:** The make-up of the Regions and representations can be raised for discussion at each summit as the world is a dynamic place and changes may better reflect current make-up.*

**Membership 2015-2018** - WASummit Advisory Council (up to two (2) representatives per region only, as noted above):

<b>Chairman</b>	Eth Lloyd, AAPNZ (approved 2015)
<b>Co-Convenors</b>	Ursula Wartha, EUMA (nominated) Weka Avosa, PNGAAP (nominated)
<b>Africa</b>	Florence Kotembo (invited)
<b>Asia</b>	no representative
<b>Australia &amp; New Zealand</b>	Australia – Sue McComasky (nominated) New Zealand - Wendy Rapana (nominated)
<b>Caribbean</b>	no representative
<b>Canada</b>	no representative
<b>Europe (EUMA)</b>	Else-Britt Lundgren (nominated)
<b>Middle East</b>	no representative
<b>Papua New Guinea</b>	Mea Lou-Isaac (nominated)
<b>South Africa</b>	Anel Martin (invited – website & social media) Kathy Harris (invited)
<b>South America</b>	no representative
<b>United Kingdom</b>	Marion Lowrence (invited)
<b>United States of America</b>	no representative

It would be truly valuable to have representatives from all regions.

There are leaders and trainers within the administrative professionals who will be asked to participate in the Advisory Council to provide specific skills and knowledge who are not regional representatives. Additionally, there are others with international influence who will be asked to be WASummit Ambassadors for the period up to and including the next WASummit event. They will all bring specific skills and/or knowledge and international reach to the Advisory Council to enhance the skill base we already have.



## ADVISORY COUNCIL - TERMS OF REFERENCE

**NB:** *The Terms of Reference describes the duties that will normally be performed by the WASummit Advisory Council. It should be noted that no description of any item of duty is in itself exhaustive and the use of initiative and discretion should always be a guiding factor.*

- (1) To follow through on actions agreed at the previous WASummit and to keep up the impetus between associations from summit to summit.
- (2) To seek input from administrative professionals internationally through surveys on social media to add data to the discussion and debate by the delegates.
- (3) To assist in the review of *Administra* the Word Action Plan, updating was requested at the 2015 World Administrators' Summit to change the focus from primarily administrative associations to administrative professionals.
- (4) Continue to gather Codes of Conduct internationally to be a resource on the website.
- (5) To provide the host country with the Agenda for the WASummit discussions
- (6) Provide guidance and support to the WASummit Organising Team for:
  - (i) Selecting facilitator(s) taking account of recommendations from the Host Country.
  - (ii) Seek a budget from the Organising Team and provide oversight to ensure costs are kept down.
  - (iii) Management of the process of calling for topics and abstracts for the Agenda.
  - (iv) Management of the process of submission of Bids to host the next World Administrators Summit.

## WASUMMIT ADVISORY COUNCIL ROLES

### ADVISORY COUNCIL CHAIRMAN

The Chairman has specific responsibilities. The Chairman:

- Is expected to provide leadership to the Advisory Council.
- Is expected to guide and support the two Co-Convenors of the WASummit Organising Team.
- Will co-ordinate and support the teams undertaking the various actions that arise from a summit and ensure continuity between summits.

Post the 2015 WASummit the Advisory Council plans to action the following tasks:

1. Update *Administra*.
2. Progress discussions on International Certification/Qualifications.
3. Progress discussions on universal position titles.
4. Progress discussions on "Speaking as one voice" – the value of international networking.
5. Gathering Codes of Conduct to place on the website as a resource for all.

These actions (1-5 above) all need to be worked through by teams each focusing on a task, consulting and discussing with administrative professionals around the world through a



myriad of communication strategies, including social media. The focus of each team will be to bring the results/conclusions/recommendations of those discussions and consultations, gathered throughout the between summits period, to the 2018 WASummit.

### ADVISORY COUNCIL REPRESENTATIVES

These are nominated or, if no nomination received, invited from within the regions as outlined above. A maximum of two (2) per region. Their term is expected to be three (3) years (between summits) with one roll-over of a further three (3) years accepted.

***NB:** these representatives are regional not per country.*

All representatives are expected to nominate an action/task from the previous summit that they wish to contribute to taking forward to the next summit. This will involve them participating in a small team, gathering information, conducting research and/or formulating a document to inform administrative and office professionals around the world and delegates at the next summit.

### SUMMIT ORGANISING CO-CONVENORS (2)

There are two (2) Co-Convenors; the new host country appoints a named Co-Convenor in their country bid as the first, the second is the Co-Convenor (formerly Co-Chairman of the Advisory Council) from the previous host country to provide continuity from one Summit to the next.

A Co-Convenor is expected to serve a 6-year term; the first three years as the new host country nominated person and the second three years as the past host country nominated person. While the same person for this period of time is ideal, it is acknowledged that a variety of circumstances may lead to this individual changing during that time. They do not have a role of representing their region, their role is focused on managing the logistical arrangements of the WASummit, their region may still have up to two further representatives on the Advisory Council.

The Co-Convenors are both members of the Advisory Council. The Host Country is responsible for the logistical organisation of the WASummit. They may do this in whatever manner they would normally use to arrange a conference (i.e. their own committee, through using a Professional Conference Organiser (PCO), etc.).

A terms of reference (ToR) has been developed to guide the Host Country Organising Team and/or PCO.

### WEBSITE AND SOCIAL MEDIA

The International Secretarial Summit's website was developed several years ago and was intended to be transferred over to the next host country within three (3) months after each international summit, who would then be responsible for updating etc. This has not been successful; Papua New Guinea did not have the ability to sustain the website.

For the 2015 WASummit Lucy Brazier, the CEO and Publisher of the Executive Secretary magazine provided website facilities and this is ongoing until some other arrangement is reached. The current website is being re-built and will be maintained by an appropriately skilled member of the Advisory Council.

Website: <http://www.worldadministratorssummit.com/>

Facebook: <https://www.facebook.com/World-Administrators-Summit-836994436377014/>

Twitter: #WAS2018



## **REPORTING**

All Advisory Council Teams will report regularly to the Chairman who will present reports on a regular basis on its activities to Associations and individuals who have attended and/or expressed an interest in the international summits. These reports will go out through the website, social media and where we have email addresses, through email.

*Administra* provides the basis of a final report after each Summit. However, a report on decisions made, results of actions taken and new actions to be taken will be provided by the Advisory Council Chairman to all delegates who attend, through the website, Facebook and Twitter.

## **CERTIFICATES OF ATTENDANCE**

The Advisory Council will present a Certificate of Attendance to delegates attending a WASummit. A standardised certificate will be used.