

# PROCEDURE FOR APPROVAL OF SERVICE MATERIALS

## INTRODUCTION

As the process for developing new NA literature has evolved, a distinction has long been made between recovery literature and service literature. Recovery literature, intended to assist members in applying the principles of the NA program to their personal recovery, has historically required a more rigorous development, review and approval process, and has been treated as more or less permanent once approved. Service literature, intended to provide members, service boards and committees with the benefit of the growing body of fellowship service experience, has been treated as generally less permanent, more subject to change or replacement over time, and requiring a different type of review and approval process. This document focuses specifically on service literature.

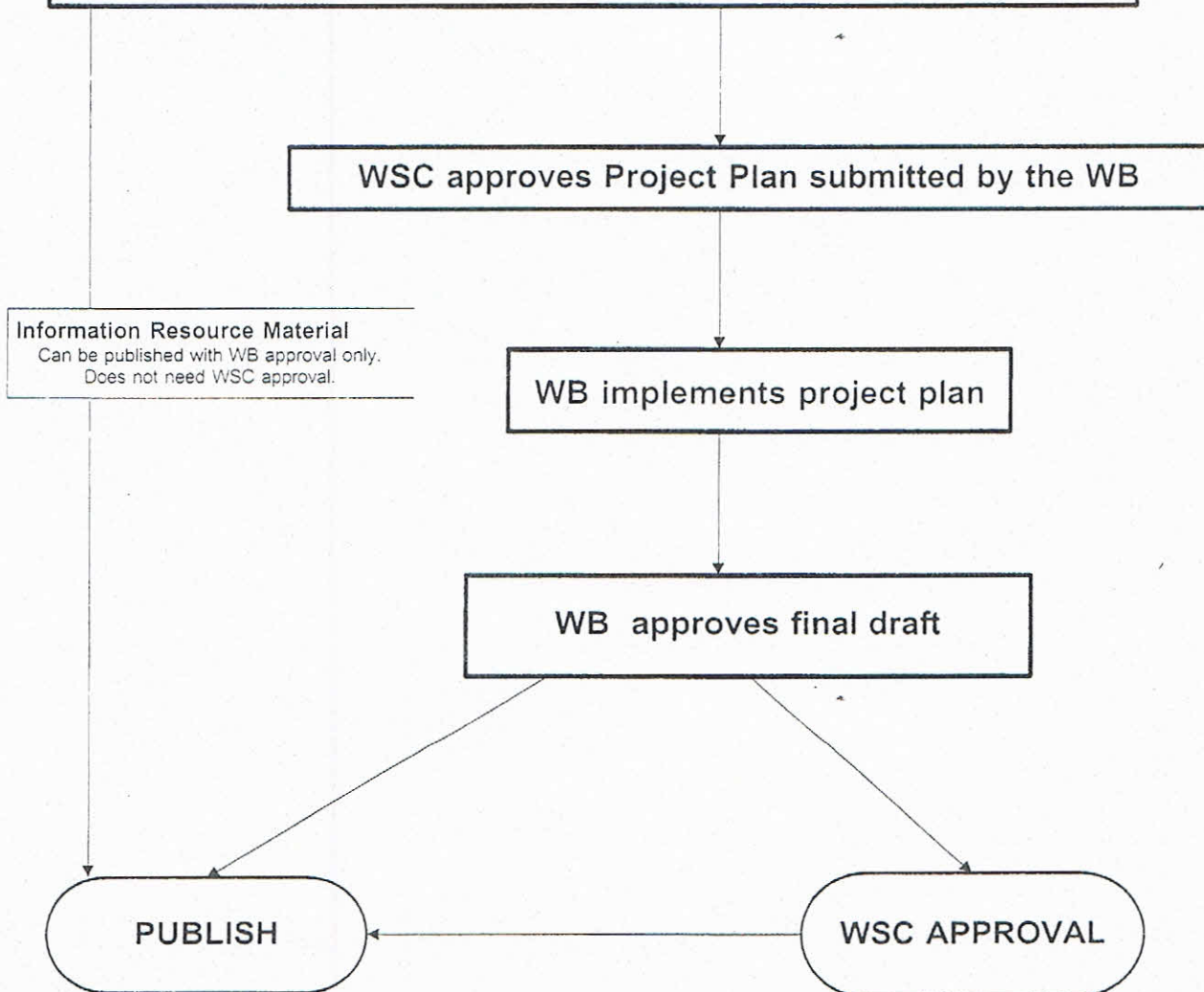
With the ongoing world services inventory and restructuring has come the necessity to rethink the development process for service literature, because the service units responsible for this development have changed significantly. The committees of the World Service Conference, for example, which were formerly responsible for service literature development, no longer exist. They have been replaced by the World Board. The two-year conference cycle, which begins next year, could have a significant impact on the timeliness of service material development. The introduction of the World Pool creates new possibilities for capturing grass-roots involvement in development of service material. The World Service Conference has called for an effort to create a more issues-driven bi-annual meeting and CAR process. All of these factors have been taken into consideration in the development of this proposal for approving service material.

This proposal is specifically designed to establish a process for approving service material that will be responsive to needs of the NA fellowship during a two-year conference cycle. Project development and production/publication are not described here, since these processes are defined by the World Board according to the specific requirements of the project.

## Process for Approval of Service Support Materials Draft

WB determines the type of and the approval process for service material according to the following criteria:

- **INFORMATION RESOURCE MATERIAL** - a communication resource/statement/opinion from NAWS created for NA members or for use with the general public. (Position papers written by WB/WSO Executive Management, PSAs, videos, etc.) This is non-adaptable only. Can be published with WB approval only.
- **SERVICE SUPPORT MATERIAL** - "how to" material that gives guidance in the form of purpose and function. This can be adaptable or non-adaptable. Approval depends on type of material--either adaptable or non-adaptable.
- **ADAPTABLE Service Support Material**, i.e., wording can be adjusted or modified to fit the area/region/etc. (Service IPs, Committee Handbooks, etc.). Can be published with WB approval only; does not need conference approval.
- **NON-ADAPTABLE Service Support Material**, i.e., wording cannot be adjusted or modified to fit the area/region/etc. (TWGWSS, Group Booklet, etc.) Needs to have conference approval for publication.





### Beginning the Process

- ♦ Ideas are received and presented to the World Board from individuals, groups, service committees, the WSC and from within the board as shown in the already approved process for New Projects on page 19 of A Temporary Working Guide to our World Service Structure, 1998 edition.
- ♦ The board determines a relative priority for the project and defines the scope, nature, approval process, timeline, and budget of the project. When appropriate, a project plan will be presented to WSC for prioritization and approval with the Budget. The following criteria are used by the World Board:
  - ✓ If material is **Information Resource Material**, it will need only World Board approval. This kind of service material is created for NA members or for use with the general public. Examples of this kind of service material are: bulletins; resource papers; presentation papers; PSAs; PI video; history projects. Because these things cannot be altered for local use, they are **non-adaptable**. This kind of service material may or may not require a project plan, depending on the requirements for time, money, and human resources.
  - ✓ Handbooks, service guides, and service IPs are examples of **Service Support Material**. These things give guidance in the form of purpose, function, and "how-to" instruction. A project plan may or may not be required.
    - **Service Support Material** that is **Adaptable** needs World Board approval only, and parts can be modified by service committees to fit the needs of the local fellowship. Specific examples would be public information/phoneline handbooks, H&I handbooks, outreach handbooks, regional office guidelines, fund flow pamphlet, etc.
    - **Non-adaptable Service Support Material** is reserved mostly for major works that describe the basic nature of NA services, such as guides to local and world service, and the document describing the Twelve Concepts. Examples are the Twelve Concepts, The Group Booklet, parts of A Guide to Local Service in Narcotics Anonymous, or a service manual for world service. These cannot be modified for local use and require approval by the World Service Conference, or in the case of the Twelve Concepts, by the registered groups.

### Development and Review

- ♦ Projects not needing an approved project plan are developed by the board as prioritized.
- ♦ Work begins for the project plans that are approved by conference participants.
- ♦ The World Board will utilize a development process that results in development of a final draft that is ready for approval. Elements of the process such as a work group, writer, WSO staff, and reviewers, will be included at a level as determined by the World Board for each project. World pool members will always be utilized when practical.

### Approval of Service Material

- ♦ The World Board reviews and approves the final draft of the project.
- ♦ Material needing only World Board approval is published as soon as practical.
- ♦ Material needing WSC action is published if approved.
- ♦ Availability of new or revised service material will be reported to conference participants when a project is completed and published.