Conference Approval Track

OUR FREEDOM RESPONSIBILITY

WSC 2008

Contents:

To: **Conference Participants**

From: **World Board**

Date: **25 January 2008**

Re: **Conference Approval Track material**

Hello to all,

Enclosed is the 2008 Conference Approval Track mailing. You can also purchase copies from the WSO for $12 each or download this material from our website at http://www.na.org/conference. The page is password-protected to ensure that only NA members have access to our proposed budget material. You will need to log in with the user name cat and the password cat2008. Please feel free to share this password and the Conference Approval Track material with other interested NA members.

This material will be discussed and, in some cases, voted on at the 2008 World Service Conference. *A Guide to World Services in NA* explains that "Conference-approved materials are those items approved by the World Service Conference that are intended primarily for use by service boards or committees. This type of material is sent to conference participants at least ninety (90) days prior to the World Service Conference meeting, to be considered during a new-business session." This mailing is, in essence, those materials as well as the accompanying reports and the NAWS Strategic Plan.

Revisions to *A Guide to World Services in NA*: We are suggesting a host of revisions to *GWSNA*. Some consist of policy changes we are proposing, while others describe existing policies or procedures. We are including the existing policy along with the proposed revisions. In most cases, the changes to the policy are "tracked" using underlines and strike-throughs, unless the revisions are so substantial that tracking the changes is impractical in which case we are including a clean copy of the existing policy after the proposed revision. The changes are as follows:

- **HRP and World Pool policy**: We are offering a rewrite of these sections, forwarded to us by the HRP, so that they better reflect the actual practices of the HRP and use of the World Pool.

- **CBDM and revised WSC Rules**: We have been using a version of consensus-based decision-making at the conference for years, and we are now offering a description of that process to be included in *GWSNA*. We sent a draft of this section to conference participants in August, and this version has factored in the small amount of input we received. We have also revised the conference rules so that they reflect our current practices and are easier to understand and use. With participants' agreement, we would like to try using these new Rules at the upcoming conference before having to approve them in new business. That would give us a chance to "test drive" them before they become policy. We will discuss this possibility with you at the WSC.

- ***Annual Report* publication date, *Quarterly Report* elimination, and a revision to the *Conference Report***: We are suggesting several changes to reflect current practices with our publications. First, we are proposing a change to the publication date of the *NAWS Annual Report* (from September to the end of the year) so that we can include the figures from the end of the year audit as a regular practice. At the last two conferences, participants preferred delaying publication to include these figures. This revision would make an end of the year publication date standard practice. Second, we are eliminating the Quarterly Report since we

send out a financial snapshot in *NAWS News.* Financial information is always available upon request and is included in the *NAWS Annual Report.* Third, the language describing the *Conference Report* has been revised to reflect what has been our current practice the past four years.

- **Translations policy**: In anticipation of the publication of a collection of personal experience that more accurately reflects our membership today, we are suggesting changes to the translations policy for the personal stories in the Basic Text and Little White Book. We are recommending a policy that would allow communities to translate some or all of the stories in the Sixth Edition Basic Text. If a community wanted to publish an incomplete Basic Text, consisting of only Chapters One through Ten, or if they wished to collect local stories for potential inclusion in their version of the Little White Book, they would be asked to speak with the World Board before doing so.

- **Approval process for NA material**: WSC 2006 passed a motion to "allow the world board to develop and approve service-related information pamphlets and tools for distribution to the fellowship." We are offering revisions to policy to reflect this motion and, further, to describe the three tracks: Fellowship approved, conference approved, and board approved, in a way that seems to make the most sense.

- **WCNA zones**: We are recommending a change to the boundaries of the current WCNA zones so that Africa and the Middle East would be part of the zone that now includes Asia-Pacific. This would make it more likely that Africa and the Middle East might be considered as home to a future site for the convention. (At present they are part of a zone that includes Europe.) The current rotation of zones has been carried out until 2029.

WSC Seating Report and Regional Profiles: This report explains our recommendations about the regions that requested seating at this conference, and it contains the reports from each region that applied for seating consideration. It also touches on some larger issues related to our seating policy and our rationale for recommending a moratorium on seating regions resulting from regional splits for two more conferences.

2008–2010 NAWS Strategic Plan: The strategic plan is not voted on at the conference. However, the project plans included in the budget spring from the plan, and they are voted on. The plan sets the course for change at NAWS over the cycle ahead and forms the basis for much discussion at the conference and beyond.

2008–2010 NAWS Budget, Cover Memo, Project Plans, and Reimbursement Policy: This budget covers the 2008–2010 conference cycle. The project plans are coded according to the priority we've given them, and we will take a straw poll at the conference to get a sense of whether participants are in accord with those priorities. All project plans are separately approved by the WSC. We have included a project plan for Consensus-Based Decision-Making at the WSC in case our current recommendation for this process is not adopted. There are project plans for the Business Plan Workgroup, Fellowship Issue Discussions, and Workshops although all of these are actually considered essential services. That is, the budget line item for these categories is under essential services rather than as a variable project expense. However, all three of these are such an integral part of our work for a cycle that we include them here in the interest of full disclosure.

We look forward to seeing you all at WSC 2008 and discussing these items and others. The effectiveness of WSC 2008 will in large part depend on the information that you bring forth from your regions. Our mission statement describes the conference as an event at which "the fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole." That collective expression will effectively lead us into the future. Please feel free to contact us if we can be of any assistance in your efforts.

Proposed Language

Human Resource Panel External Guidelines

The Human Resource Panel uses these guidelines as well as a set of internal guidelines that provide more detail about the panel's internal procedures and practices and a process and criteria for the selection of nominees to forward to the World Service Conference. The internal guidelines and selection process are amendable by the Human Resource Panel. The External Guidelines are amendable only by action of the World Service Conference.

Accountability and Cooperation Statement

The Human Resource Panel is accountable to the World Service Conference. When the World Service Conference is not in session, the World Board oversees all activities of NA World Services. The Human Resource Panel strives to support a cooperative working relationship with the World Board.

Purpose of the Human Resource Panel

The purpose of the Human Resource Panel is to identify NA members whose skills, talents, and experience support their ability to be most qualified as NA World Service trusted servants. The panel is responsible for forwarding to the World Service Conference a list of those most qualified candidates (nominees) for consideration and selection by the WSC. The Human Resource Panel also administers the World Pool, a resource for identifying potential candidates for NA World Service trusted servant positions, and World Board projects, work groups, or other NAWS assignments.

General Duties

The duties of the Human Resource Panel are to develop, maintain, and implement a nominations process that results in the identification of the most qualified candidates for consideration for service by the World Service Conference. In support of this, the Human Resource Panel will cooperate with all of NA World Services to maintain current descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of WSC elected positions.

The Human Resource Panel utilizes various NAWS publications to communicate with NA members worldwide in an effort to keep members up to date on the panel's activity and any pending nominations process deadlines. The panel welcomes input from all interested members on any aspect of their work.

As a part of the nominations process the Human Resource Panel will:

- Screen information of eligible members of the World Pool to identify those most qualified to be considered for election to NA World Service trusted servant positions.

- Inform qualified members of the World Pool, and service bodies who can forward names for consideration to the Human Resource Panel (NA regions, NA zones, and the World Board) of the current descriptions of the skills, talents, and experience necessary to successfully fulfill the positions of World Board member, WSC Cofacilitator and Human Resource Panel member.

- Interview all potential candidates who meet the clean time requirement for each position and are forwarded for consideration by NA regions, NA zones, or the World Board, independent from and after any other initial screening process.

- Provide the World Service Conference with a list of nominees best qualified for election to the World Board, WSC Cofacilitator, and Human Resource Panel. These lists, for the purposes of election at the World Service Conference, will not be governed by any minimum candidate-to-open position ratio; the maximum ratio should be limited to no more than two (2) candidates to each open position.

- Facilitate the Elections Session of the World Service Conference.

- Be available throughout the meeting of the World Service Conference to answer participants' questions about the nominations process, without violating the confidentiality of World Pool members, potential candidates, nominees, or their references.

Membership and Participation

The Human Resource Panel will consist of up to four members elected by majority vote of the World Service Conference. While elected at the World Service Conference, panel members are not conference participants and do not have the ability to participate at the World Service Conference beyond their defined role. Human Resource Panel members are often invited to participate in discussion or presentation sessions at the World Service Conference.

Membership Qualifications

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, following are qualifications for nomination and election to the Human Resource Panel:

- Ability to protect confidential information held in the World Pool and revealed during the Human Resource Panel nominations process.
- History of both completing work independently and working well within a group.
- Familiarity with the Narcotics Anonymous service structure.
- Organizational and communication skills.
- Ability to donate sufficient time to attend meetings and to fulfill the additional commitments of Human Resource Panel membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.

Clean Time Requirement

All Human Resource Panel members must have a minimum of eight (8) years clean.

Terms

The term of office for the Human Resource Panel member will be two (2) conference cycles. Panel members cannot serve two consecutive terms. The Human Resource Panel cannot nominate an outgoing Human Resource Panel member to any NA World Service trusted servant position. Once off the panel, former members are eligible for nomination consideration.

Decision-Making, Panel Leadership, and Removal of Members

Decision-making: The Human Resource Panel should strive for consensus. When a vote is required, a minimum of a majority of seated Human Resource Panel members represents a decision of the Human Resource Panel.

Panel leadership: Approximately halfway through each conference cycle the Human Resource Panel will select a panel leader. The Panel Leader will act as a liaison from

the Human Resource Panel at the World Service Conference, and in interactions with the World Board and NAWS staff.

Removal of Members: Members may be removed from the Human Resource Panel by a two-thirds majority vote of the Human Resource Panel, and with concurrence of the World Board. Cause for removal includes, but is not limited to the following:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Misappropriation of Narcotics Anonymous World Services funds.

Once removed from the Human Resource Panel, former members may only be reinstated by an action of the World Service Conference.

The World Pool

The World Pool is a database or compilation of information about NA members willing and qualified to be considered for service. The World Pool will be utilized as a resource for identifying potential candidates for NA World Service trusted servant positions, and World Board projects, work groups, or other NAWS assignments.

Members of the World Pool who have expressed an interest in serving as an NA World Service trusted servant will be evaluated by the Human Resource Panel. Generally, evaluations will be based on:

1. Skills, talents, and experience necessary to successfully fulfill the tasks of the position.
2. NA World Service experience.
3. Overall NA recovery and service history.
4. The need for balance between rotation and continuity in NA World Service efforts.
5. The level of maturity, character, integrity and stability.
6. A history of commitment.
7. Diversity, when all other considerations are equal.

Members of the World Pool who have expressed an interest in serving on World Board projects, work groups, or other NAWS assignments are available for consideration by the World Board. The process for identifying those best qualified for these assignments may include a search of the World Pool using specific criteria applicable to the assignment. The World Board is not limited to using the World Pool for its projects and assignments and may ask for input from Regional Delegates regarding the identification of potential candidates.

Clean Time Requirement

World Pool members must have a minimum of five (5) years clean.

World Pool Membership

NA members must complete and submit a World Pool Information Form to the Human Resource Panel to enter the World Pool. In an effort to maintain the most accurate information, pool members will be required to update their World Pool information a minimum of once in a three (3) year period. Members who have not updated their World Pool information within that time period will be contacted and asked to confirm the accuracy of their World Pool information. Any World Pool member who does not respond

to this request within sixty (60) days will be removed from the World Pool. Anyone who has been removed from the World Pool may resubmit their information at any time.

World Pool Member Qualifications

Having the required clean time and submitting a completed World Pool Information Form are the most basic requirements for becoming a member of the World Pool. However, it is important to note that the NA Fellowship has long considered it a high priority that members of the World Pool posses the skills, talents, and experience necessary to most likely successfully complete world level positions and assignments. With this high priority in mind, following are recommendations that may be helpful when considering entering the World Pool.

NA members who wish to be considered a potential candidate by the Human Resource Panel for an NA World Service trusted servant position should first thoroughly review the above list and the applicable duties and qualifications listed in this guide as a form of self-evaluation. It is also recommended that members discuss their desire with members of the NA committee where they most recently served, in an attempt to further evaluate their interest in entering the World Pool.

NA members considering becoming a potential candidate for World Board projects, work groups, or other NAWS assignments may find it more challenging to self-evaluate, since each assignment may have unique duties and qualifications.

Administrative Policy for the World Pool

The World Pool is administered by the Human Resource Panel. All information in the World Pool is kept in the strictest of confidence. Increasing effective membership of those in the World Pool whose skills, talents, and experience are most applicable to the current needs of each world level position is a high priority. Maintaining accurate World Pool information is also a high priority.

As part of their planning for projects, work groups, and other NAWS assignments, the World Board has the ability to access the World Pool. The Human Resource Panel may, as a result of their nominations process, identify and forward to the World Board information about members whose skills, talents, and experience may qualify them for consideration for World Board projects, work groups, or other NAWS assignments.

Existing Language

External Guidelines for the World Pool and Human Resource Panel

Guidelines for General Eligibility and Implementation

1. World Pool Eligibility Requirements: World Pool members must have a minimum of five years clean.

2. Criteria for selection: HRP members will note the requirements and needs for the position and then evaluate the individuals being considered. The following circumstances and qualities will be considered in the discussion:

   a. The need for balance between rotation (new people and fresh experience) and continuity (service experience) in NA World Service efforts.

   b. Recovery experience.

   c. Service interests.

   d. Skills and talents applicable to the task/position.

   e. Maturity level, character, integrity, stability.

   f. History of commitment.

   g. Geographical diversity is an important factor only if all other considerations are equal.

3. Administrative Policy for the World Pool:

   a. The HRP administers the World Pool.

   b. All information in the World Pool is kept in strictest confidence.

   c. Increasing the membership of the World Pool is a high priority.

   d. In order to maintain accurate information, each member of the World Pool whose information is three years old will be sent a request to renew their interest and update their information.

   e. Any World Pool member who does not respond to the renewal request within 60 days will be deemed inactive.

   f. The HRP is responsible for creating and maintaining the information forms for the World Pool.

   g. The HRP provides a current list of all pool members and current region of residence to the World Board on a quarterly basis.

Purpose of the World Pool

The purpose of the World Pool is to constitute a pool of trusted servants willing and qualified to serve on the World Board, the WSC Cofacilitator positions, the Human Resource Panel, and the World Board's committee and workgroup projects. The pool consists of a compilation of information about members, demonstrating a variety of recovery and service-related experience, as well as any skills necessary for the successful completion of world level assignments.

Clean Time Requirement for the World Pool

All prospective pool candidates must have a minimum of five (5) years clean.

Purpose of the Human Resource Panel (HRP)

The purpose of the Human Resource Panel is to:

♦ Facilitate an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience.

♦ Allow members to be nominated from around the world without having to be present at the conference to receive due consideration.

♦ Create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.

Duties of the HRP

The Human Resource Panel provides a list of qualified candidates to serve the fellowship by:

1. Developing a description of the desired skills and experience necessary to complete the upcoming conference cycle's projects and services based upon the World Board's formal request.

2. Utilizing all available resources to solicit candidates' service information worldwide.

3. Screening applicants' information to identify qualifications and skills.

4. Informing potential candidates as to the qualifications necessary to serve on the World Board, the terms of office, and the general duties of the World Board, its committees, and the World Service Office.

5. Informing potential candidates as to the qualifications necessary to serve as the WSC Cofacilitator or as a member of the Human Resource Panel.

6. Providing the World Service Conference with a list of individual nominees best qualified for election to the World Board, the WSC Cofacilitator, and Human Resource Panel positions. These lists, for the purposes of elections at the WSC, will not be governed by any minimum ratio, though the HRP should always strive to offer the conference a choice in candidates. Further, the maximum candidate-to-open-position ratio should also have a limit of no more than three (3) candidates for each open position up for election.

7. Providing the World Board with a list of individuals' information (addicts and non-addicts) for appointment to serve on committee projects. (Clean time requirements are not applicable for non-addicts.)

8. Reviewing candidates' information for the World Board, WSC Cofacilitator, and Human Resource Panel positions, to determine the need for interviews of prospective candidates.

9. Being available during the conference election process to answer participants' questions. However, all information about the panel's internal discussion about specific candidates will be kept strictly confidential by members of the Human Resource Panel.

Nominations

All World Pool Information Forms that are submitted and meet the clean time requirements are asked by the HRP if they wish to be considered for nomination to a WSC position. Members who submit the new short form for the World Pool are indicating that they are interested in being in the pool but do not wish to be considered for nomination to a WSC position. All members who meet the minimum requirements will be included in the World Pool. All members are encouraged, but not required to have the support of their local service board or committee for inclusion in the World Pool.

The Human Resource Panel will make nominations to the World Service Conference for election to the positions of World Board member, Conference Cofacilitator, and Human Resource Panel. Regional Service Committees, Zonal Forums, and/or the World Board may forward potential candidates to the HRP separately from and after the HRP's initial blind screening process. Conference participants may also nominate individuals for each of these positions, but it is recommended that all prospective candidates go through the World Pool/Human Resource process. The Human Resource Panel cannot nominate current HRP members to any World Service position.

Accountability
The Human Resource Panel is accountable to the World Service Conference.

Composition
The Human Resource Panel consists of four (4) individuals elected by a simple majority of the World Service Conference.

Term
The term of office for the Human Resource Panel member will be two (2) conference cycles. Panel members cannot serve two consecutive terms.

In order to maintain the ideal of one-half of the seats rotating every two years, if a vacancy exists and the conference is asked to elect more than two members at one time, the term lengths will be determined by volunteers and then by random drawing at the first HRP meeting following the WSC.

Membership Requirements
As well as holding no other world-level service commitments by the time they assume their duties on the Human Resource Panel, all prospective Human Resource Panel members should demonstrate the following:

♦ Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).

♦ Discretion—the ability to fulfill their responsibilities with the conference's confidence that confidential information will be protected.

♦ Experience—members should possess previous world service experience and should demonstrate some personnel/human resources experience.

♦ Ability to read English.

♦ A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

Clean Time
Human Resource Panel members must have a minimum of eight (8) years clean.

Participation by WSO Staff
WSO staff is responsible for ensuring that communication is forwarded through all available channels regarding the needs of the World Board. The communication identifies the types of skills and experience needed to participate on the board and its committees. The staff also has administrative and clerical responsibilities for the HRP, as well as facilitates the meetings of the HRP.

PROPOSED LANGUAGE FOR *A GUIDE TO WORLD SERVICES IN NA*

WORLD SERVICE CONFERENCE MISSION STATEMENT [*]

The World Service Conference brings all elements of NA World Services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the NA World Services vision;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA World Services;
- Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service and the knowledge that our efforts make a difference.

THE WORLD SERVICE CONFERENCE

"Our common welfare should come first; personal recovery depends on NA unity." Nowhere in our service structure is this tradition more evident than at the meeting of the World Service Conference. Guided by our Twelve Traditions and Concepts, it is the one point in our structure where the voice of NA as a whole is brought to view and expressed on issues and concerns affecting our worldwide fellowship. The World Service Conference is not just a collection of regions; its concerns are greater than just the sum of its parts. The conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting.

Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.

Narcotics Anonymous is a life-saving program. Our founders envisioned a worldwide fellowship of addicts when there was only one group and one meeting in the world. Our founders established a world service structure to help carry the message to addicts everywhere, at a time when Narcotics Anonymous existed in only one country unified by a single language and culture. With an unshakable faith and belief in Narcotics Anonymous, born out of personal experiences of recovery, the creation of the World Service Conference followed in 1976. Those members—dreaming of a better day for addicts everywhere—embarked on a mission to bring together those few NA groups, which existed at that time, into a unified fellowship. Knowing from personal experience that the old lie, "once an addict, always an addict," was dead, that *we do recover*, our predecessors labored to ensure the continuation and growth of NA everywhere.

That vision continues. In each biennial meeting of the World Service Conference, our fellowship comes together in one place at one time to share experience, strength, and hope with each other. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life and—more

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[*] Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report.*

importantly—to redouble our efforts to further our primary purpose: to carry the NA message to the addict who still suffers.

The Meeting of the World Service Conference

The World Service Conference is held every two years. It typically takes place the last week in April within seventy-five miles of the World Service Office. Regional delegates, together with members of the World Board and the executive director of the World Service Office, meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. In addition, the conference meeting includes members of the Human Resource Panel and up to two WSC Cofacilitators. All are fully funded to attend the weeklong meeting.

For the purposes of decision-making, conference participants are defined as regional delegates and World Board members. Regional delegates vote and make motions in all business sessions at the conference. World Board members vote only in election and new business sessions but may make motions in all sessions. The executive director of the World Service Office does not have a vote or the ability to make motions at the conference meeting.

The key to the effectiveness of each conference meeting depends on the preparation of all conference participants. The amount of information that must be read and understood is quite daunting as the meeting is the culmination of a two-year process that begins at the prior conference. Months in advance the *Conference Agenda Report* is published and distributed, containing issues and proposals to be considered at the meeting. Other essential information is also provided in advance. It is the responsibility of all conference participants to arrive at the World Service Conference familiar with the provided information.

Although the actual agenda may vary from conference to conference, certain sessions occur at every conference. The conference week begins with an orientation. One purpose of this orientation is to familiarize participants with the goals and objectives of each session scheduled for the week and the procedures utilized by the conference. This session is purposely informal to allow participants to become comfortable with what to expect throughout the upcoming week and to identify resources available to assist them. The second purpose of this session is to help establish a sense of community among the members gathered from around the worldwide fellowship.

During the opening session, regions seated at the prior conference are welcomed and afforded the opportunity to address the meeting about their activities and growth. Brief reports are then heard from the different entities of world services providing information to assist participants in their discussions during the week.

At each conference, there are sessions devoted to old business and new business. The old business session begins with the adoption of the minutes from the previous meeting. Presentation and discussion sessions about fellowship issues and new project ideas precede the new business session. Elections, zonal forum reports, and World Board meetings are also scheduled during the week.

During all business sessions, the World Service Conference utilizes an adapted and simplified form of *Robert's Rules of Order* which we call the *WSC Rules of Order*. These rules can be found in Addendum D of this guide.

Consensus-Based Decision Making

While the *WSC Rules of Order* helps us to structure the voting process during the business sessions, the decision-making process of the conference is based on consensus. Consensus refers to the consent of the group or in other words, the willingness to move forward with a decision on the part of all members of a group, rather than a majority or a select group of representatives. Rather than a strict consensus process, which typically allows a lone dissenter to block a proposal, the WSC uses a form of consensus-based decision making (CBDM), which is based on a respect for all persons involved in the decision being considered, but does not necessarily mean the final decision is unanimous. (The word "consensus" derives from the Latin *cum* meaning "with" or "together with," and *sentire* meaning to "think" or "feel." The root of "consensus," therefore, means to think or feel together.) Consensus is based on the belief that each person has some part of the truth and no one person has all of it (no matter how tempting it is to believe that we ourselves *really* know best!). The consensus process is what a group goes through to reach an agreement. It is how we manifest the idea "together we can do what we cannot do alone" in a service setting.

This foundation is the very essence of what the conference is about. As stated above "the conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting." In order for the conference to make decisions that serve a worldwide fellowship, it is critical that all points of view are heard, even if they are not all what we might individually prefer. Our Ninth Concept reminds us all that *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes*. Our commitment to a consensus-based process before a formal decision often means the conference comes to a higher-quality decision. What's more, participants are more likely to implement decisions they accept, and consensus makes acceptance more likely. The history of the conference reflects that only decisions that serve the fellowship are actually embraced, accepted, and used by the fellowship.

Much of the time spent at the conference is focused on building consensus on important agenda issues from the fellowship and world services. While consensus-building requires hearing and respecting all points of view, it does not necessarily mean that the discussion phase of decision-making becomes a kind of "sharing session" where all participants speak about how they feel. It is about finding the common ground that every participant can support, even when that common ground is not exactly as every participant may desire. Adequate discussion takes time and may occur in the conference meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand as well as skilled facilitation to encourage that focus and lead the group toward consensus. The benefits or results of this process are a greater understanding of the proposals, agreement among participants to move forward and if needed, the modification of the proposals being considered to reflect the will of the body which has been clarified from the discussions. As the group moves into a decision, a facilitator can ask if there are any objections. If there are, the group can discuss those objections by topic and then move to a decision. Only after adequate discussion and consensus-building has occurred, does the conference enter a business session in order to formalize its decisions. Ideally, a decision can be reached by asking if there are any objections. If there are objections a more formal process is used to determine the conferences decision.

The purpose of the old business session at the conference is to consider the issues and proposals contained in the *Conference Agenda Report*. Items from NAWS that appear in the *Conference Agenda Report* are usually the result of lengthy discussion and input at

the previous conference and throughout the conference cycle. Once arriving at the conference, the body is usually ready to make a decision. The old business session occurs early in the conference week. The items contained in the *CAR* are the culmination of the work from the previous cycle and finalizing them allows the conference to spend the rest of the week having discussions and sessions that will frame much of the work for the next conference cycle.

Each item is first reviewed by the conference to assess how much, if any, discussion needs to take place before the body is prepared to make a decision. If it appears that there is not a need for discussion, the conference will move on to other items. An opportunity is provided for anyone who has something that they wish to say before the conference moves on. If the conference needs more discussion, then these discussions may take place by dividing the conference into smaller groups or focusing the discussions to see what the will of the body is on the underlying issues. Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways. A straw poll can help to determine if any or further discussion is indeed necessary, to frame issues while discussion is occurring, and to determine if the body is ready to make a decision. These are not binding decisions and are simply a tool to aid in the consensus-based process. If a proposal has already received adequate discussion during the week, the conference may choose to have no further discussion at this time. When the discussions are finished, the conference comes together in a formal business session, using the *WSC Rules of Order*, in order to record the decision of the body.

Formal business sessions are an important part of the process for the conference. As a body that only meets every two years, it is important that the conference be able to make decisions. *Robert's Rules* and formal voting can often be an adversarial process where there is a "winner" and "loser" or a "right" and a "wrong." This is why the CBDM process that precedes voting at the conference is so important. It honors the importance we place on our common welfare and the value of all viewpoints—even when we agree to disagree.

New business sessions usually take a bit more work. They are scheduled late in the conference week to allow the discussions and ideas of the week to come to bear on the discussions and decisions. The new business session focuses on items contained in the *Conference Approval Track*—including the budget and project plans for the next cycle, seating of new regions, and approval of service material—as well as the ideas that conference participants have come to during the week. The discussion on these items typically requires a much more fluid process than items in old business. Ideas are discussed and are often adapted and changed as the discussion begins to frame the will of the body. This is especially true for items being considered for the future or still in some stage of development. This can seem uncomfortable or strange to those of us only familiar with more formal processes. Straw polls and questions are used frequently to try to mold and frame the ideas being considered. Often the conference chooses not to hold any discussion on those items it does not wish to entertain.

CBDM can be a very creative process that captures the ideas present in such a way that the result is something different and better than the original proposal. It is more time-consuming but ultimately a more effective process than simply voting.

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Throughout the week, each participant is challenged to really listen to what is being said, to consider with an open mind what will best serve the fellowship worldwide, and often to surrender to what seems to serve the greater good. With over a hundred participants, respect, patience, and trust are required. But we think the effort is worth the investment, and our experience from over twenty five conferences has taught us a lot about what works and what does not. The commitment to consensus-based decision making is a part of the spiritual means by which we invite a loving God to influence our decisions.

The Work Cycle between Conferences

The foundation of the conference work cycle is communication, in order to create an effective dialogue between world service's components, including delegates, and the fellowship. Communications that encourage new ideas, open participation, and the opportunity for dialogue helps to build consensus and promote unity. To be successful, information must move smoothly and openly, back and forth. The responsibility for good communication falls on everyone.

Communication in between meetings of the conference prepares conference participants to act as fully informed conference members at the next meeting. It becomes as important, if not more so, than the time spent at each conference meeting. The cycle between conferences is when most of the work, approved at the previous conference meeting, is accomplished by world services. Communication during the cycle takes three basic forms: reports, input into the process for new projects, and participation in the worldwide workshop system and other events.

The *Conference Report*, *NAWS News*, the *Conference Agenda Report,* and the *NA World Services Annual Report* are all periodic service publications published by world services. These are designed to provide information about ongoing activities of world services, updates on projects approved by the WSC, financial accountability, and upcoming issues and concerns of interest to conference participants and the fellowship. (The specifics of these publications are described at the end of this section. NA World Services also publishes numerous periodicals that are more fellowship-focused such as *The NA Way Magazine, Reaching Out,* and *Meeting by Mail.*)

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In addition to the conversation consisting of written reports and feedback, world services also works hard to make face-to-face contact possible with service bodies and NA communities around the world. World services plans and coordinates worldwide and fellowship development workshops in various locations throughout the conference cycle, as well as attending zonal forums meetings, *CAR* workshops, and other fellowship events. These workshops and trips help world services learn first-hand about fellowship

issues and concerns and, in turn, help local communities learn more about the work of world services. In this way, they allow for genuine dialogue and exchange of ideas. They also provide an opportunity for training, for hands-on experience with new tools, for modeling issue discussion workshops, and more. Actual agendas vary and ideally are developed in concert with the appropriate delegates and/or zones involved to identify the goals, objectives, and issues to be addressed at each workshop.

Delegates should not delay submitting their ideas until the deadline for the *Conference Agenda Report*. Using a regional motion to forward an idea is not the most effective way to have an idea discussed and will likely postpone full consideration of their ideas as projects for at least two years. The conference has repeatedly voted to not have production issues related to literature, keytags, and medallions decided through the *CAR*. These types of issues should be sent directly to the World Board. A regional motion should only be used when all other avenues have been tried and exhausted. As described above, the conference is able to reach its best decisions only when adequate discussion of an idea has taken place. This takes place throughout a conference cycle.

There are a number of more effective ways to communicate your ideas: We have an Issue Discussion Board as well as a Conference Participant Bulletin Board; the World Board attends many forums and fellowship events; and the World Board members can be contacted individually or you can put your issue in front of the entire board. NAWS staff can also be contacted with questions at any time. Consensus-building takes communication and is only as effective as each participant makes it by their participation. It takes the ongoing involvement and participation of all conference participants in the two years between conferences to make this system successful. Ideas can build and grow and develop through ongoing discussion, and the board will help participants in any way they can.

PROPOSED LANGUAGE SHOWING CHANGES TO THE 2006 VERSION OF
A GUIDE TO WORLD SERVICES IN NA

WORLD SERVICE CONFERENCE MISSION STATEMENT *

The World Service Conference brings all elements of NA World Services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the NA World Services vision;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA World Services;
- Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service and the knowledge that our efforts make a difference.

THE WORLD SERVICE CONFERENCE

"Our common welfare shouldmust come first: personal. Personal recovery depends on NA unity." Nowhere in our service structure is this tradition more evident than at the meeting of the World Service Conference. Guided by our Twelve Traditions and Concepts, it is the one point in our structure where the voice of NA as a whole is brought to view and expressed on issues and concerns affecting our worldwide fellowship. The World Service Conference is not just a collection of regions; its concerns are greater than just the sum of its parts. The conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting.

Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.

Narcotics Anonymous is a life-saving program. Our founders envisioned a worldwide fellowship of addicts when there was only one group and one meeting in the world. Our founders established a world service structure to help carry the message to addicts everywhere, at a time when Narcotics Anonymous existed in only one country unified by a single language and culture. With an unshakable faith and belief in Narcotics Anonymous, born out of personal experiences of recovery, the creation of the World Service Conference followed in 1976. Those members—dreaming of a better day for addicts everywhere—embarked on a mission to bring together those few NA groups, which existed at that time, into a unified fellowship. Knowing from personal experience that the old lie, "once an addict, always an addict," was dead, that *we do recover*, our predecessors labored to ensure the continuation and growth of NA everywhere.

That vision continues. In each biennial meeting of the World Service Conference, our fellowship comes together in one place at one time to share experience, strength, and hope with each other. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life and—more

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* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report.*

importantly—to redouble our efforts to further our primary purpose: to carry the NA message to the addict who still suffers.

The Meeting of the World Service Conference

The World Service Conference is held every two years. It typically takes place the last week in April within seventy-five miles of the World Service Office. Regional delegates, together with members of the World Board and the executive director of the World Service Office, meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. In addition, the conference meeting includes members of the Human Resource Panel and up to the two WSC Cofacilitators. All are fully funded to attend the weeklong meeting.

For the purposes of decision-making, conference participants are defined as regional delegates and World Board members. Regional delegates vote and make motions in all business sessions at the conference. World Board members vote only in election and new business sessions but may make motions in all sessions. The executive director of the World Service Office does not have a vote or the ability to make motions at the conference meeting.

The key to the effectiveness of each conference meeting depends on the preparation of all conference participants. The amount of information that must be read and understood is quite daunting as the meeting is the culmination of a two-year process that begins at the prior conference. Months in advance the *Conference Agenda Report* is published and distributed, containing issues and proposals to be considered at the meeting. Other essential information is also provided in advance. It is the responsibility of all conference participants to arrive at the World Service Conference familiar with the provided information.

Although the actual agenda may vary from conference to conference, certain sessions occur at every conference. The conference week begins with an orientation. One purpose of this orientation is to familiarize participants with the goals and objectives of each session scheduled for the week and the procedures utilized by the conference. This session is purposely informal to allow participants to become comfortable with what to expect throughout the upcoming week and to identify resources available to assist them. The second purpose of this session is to help establish a sense of community among the members gathered from around the worldwide fellowship.

During the The opening session, regions begins with the adoption of the minutes from the previous meeting. Regions newly seated at the prior conference are welcomed and afforded the opportunity to address the meeting about their activities and growth. Brief reports are then heard from the different entities of world services providing information to assist participants in their discussions during the week.

At each conference, there are sessions devoted to old business and new business. The old business session begins with the adoption of the minutes from the previous meeting. Presentation and discussion sessions about fellowship issues and new project ideas precede the new business session. Elections, zonal forum reports, and World Board meetings are also scheduled during the week.

During all business sessions, the World Service Conference utilizes an adapted and simplified form of *Robert's Rules of Order* which we call the *WSC Rules of Order*. These rules can be found in Addendum D of this guide.

Much of the time spent at the conference is focused on building consensus on important agenda issues from the fellowship and world services.

Consensus-**Based Decision Making**

While the *WSC Rules of Order* helps us to structure the voting process during the business sessions, the~~building requires hearing all points of view, mutual respect, and finding the common ground that every participant can support, even when the eventual~~ decision-making process of the conference is based on consensus. Consensus refers to the consent of the group or in other words, the willingness to move forward with a decision on the part of all members of a group, rather than a majority or a select group of representatives. Rather than a strict consensus process, which typically allows a lone dissenter to block a proposal, the WSC uses a form of consensus-based decision making (CBDM), which is based on a respect for all persons involved in the decision being considered, but does not necessarily mean the final decision is unanimous. (The word "consensus" derives from the Latin *cum* meaning "with" or "together with," and *sentire* meaning to "think" or "feel." The root of "consensus," therefore, means to think or feel together.) Consensus is based on the belief that each person has some part of the truth and no one person has all of it (no matter how tempting it is to believe that we ourselves *really* know best!). The consensus process is what a group goes through to reach an agreement. It is how we manifest the idea "together we can do what we cannot do alone" in a service setting ~~is not exactly as every participant may desire. Adequate discussion takes time and may occur in the conference meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand. Only after adequate discussion and consensus-building has occurred, does the conference enter a business session in order to formalize its decisions~~.

This foundation is the very essence of what the conference is about. As stated above "the conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting." In order for the conference to make decisions that serve a worldwide fellowship, it is critical that all points of view are heard, even if they are not all what we might individually prefer. Our Ninth Concept reminds us all that *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes*. Our commitment to a consensus-based process before a formal decision often means the conference comes to a higher-quality decision. What's more, participants are more likely to implement decisions they accept, and consensus makes acceptance more likely. The history of the conference reflects that only decisions that serve the fellowship are actually embraced, accepted, and used by the fellowship.

Much of the time spent at the conference is focused on building consensus on important agenda issues from the fellowship and world services. While consensus-building requires hearing and respecting all points of view, it does not necessarily mean that the discussion phase of decision-making becomes a kind of "sharing session" where all participants speak about how they feel. It is about finding the common ground that every participant can support, even when that common ground is not exactly as every participant may desire. Adequate discussion takes time and may occur in the conference meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand as well as ~~strong~~skilled facilitation to encourage that focus and lead the group toward consensus. The benefits or results of this process are a greater understanding of the proposals, agreement among participants to move forward and if needed, the modification of the proposals being considered to reflect the will of the body which has been clarified from the discussions. As the group moves into a decision, a facilitator can ask if there are any objections. If there are, the group can discuss those objections by topic and then move to a decision. Only after adequate discussion and consensus-

building has occurred, does the conference enter a business session in order to formalize its decisions. Ideally, a decision can be reached by asking if there are any objections. If there are objections a more formal process is used to determine the conferences decision.

The purpose of the old business session at the conference is to consider the issues and proposals contained in the *Conference Agenda Report*. Items from NAWS that appear in the *Conference Agenda Report* are usually the result of lengthy discussion and input at the previous conference and throughout the conference cycle. Once arriving at the conference, the body is usually ready to make a decision. The old business session occurs early in the conference week. The items contained in the *CAR* are the culmination of the work from the previous cycle and finalizing them allows the conference to spend the rest of the week having discussions and sessions that will frame much of the work for the next conference cycle.

Each item is first reviewed by the conference to assess how much, if any, discussion needs to take place before the body is prepared to make a decision. If it appears that there is not a need for discussion, the conference will move on to other items. An opportunity is provided for anyone who has something that they wish to say before the conference moves on. If the conference needs more discussion, then these discussions may take place by dividing the conference into smaller groups or focusing the discussions to see what the will of the body is on the underlying issues. Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways. A straw poll can help to determine if any or further discussion is indeed necessary, to frame issues while discussion is occurring, and to determine if the body is ready to make a decision. These are not binding decisions and are simply a tool to aid in the consensus-based process. If a proposal has already received adequate discussion during the week, the conference may choose to have no further discussion at this time. When the discussions are finished, the conference comes together in a formal business session, using the *WSC Rules of Order*, in order to record the decision of the body.

Formal business sessions are an important part of the process for the conference. As a body that only meets every two years, it is important that the conference be able to make decisions. *Robert's Rules* and formal voting can often be an adversarial process where there is a "winner" and "loser" or a "right" and a "wrong." This is why the CBDM process that precedes voting at the conference is so important. It honors the importance we place on our common welfare and the value of all viewpoints—even when we agree to disagree.

New business sessions usually take a bit more work. They are scheduled late in the conference week to allow the discussions and ideas of the week to come to bear on the discussions and decisions. The new business session focuses on items contained in the *Conference Approval Track*—including the budget and project plans for the next cycle, seating of new regions, and approval of service material—as well as the ideas that conference participants have come to during the week. The discussion on these items typically requires a much more fluid process than items in old business. Ideas are discussed and are often adapted and changed as the discussion begins to frame the will of the body. This is especially true for items being considered for the future or still in some stage of development. This can seem uncomfortable or strange to those of us only familiar with more formal processes. Straw polls and questions are used frequently to try to mold and frame the ideas being considered. Often the conference chooses not to hold any discussion on those items it does not wish to entertain.

CBDM can be a very creative process that captures the ideas present in such a way that the result is something different and better than the original proposal. It is more time-consuming but ultimately a more effective process than simply voting. The old business session of the meeting is to consider the issues and proposals contained in the *Conference Agenda Report*. Each item is first reviewed by the conference to assess how much, if any, discussion needs to take place before the body is prepared to make a decision. If it appears that there is not a need for much discussion, only brief discussion will take place in the conference as a whole. If the conference needs more discussion prior to making a decision, then these discussions may take place by dividing the conference into smaller groups. When the discussions are finished, the conference is brought back together as a whole.

Although the actual agenda may vary from conference to conference, certain sessions occur at every conference. Presentation and discussion sessions about fellowship issues and new project ideas precede the new business session. In this section of the week, the conference approves the budget for the next two years, provides ideas and direction to world services, approves service material that was not contained in the *CAR*, and considers the seating of new regions. Elections, zonal forum reports, and World Board meetings are also scheduled during the week.

During all business sessions, the World Service Conference utilizes an adapted form of *Robert's Rules of Order*. These rules can be found in Addendum D of this guide.

The closing day of the conference is an opportunity for the conference to review its decisions of the week and their impact over the upcoming conference cycle. This session allows the conference participants to leave with a common understanding of the work ahead, the challenges of the next two years, and what may be expected at the next WSC meeting.

Throughout the week, each participant is challenged to really listen to what is being said, to consider with an open mind what will best serve the fellowship worldwide, and often to surrender to what seems to serve the greater good. With over a hundred participants, respect, patience, and trust are required. But we think the effort is worth the investment, and our experience from over twenty five conferences has taught us a lot about what works and what does not. The commitment to consensus-based decision making is a part of the spiritual means by which we invite a loving God to influence our decisions.

[This description of the conference meeting outlines many new ideas. They should be implemented on a trial basis, and if ineffective, they should be changed based on the experience over the next several years.][*]

The Work Cycle between Conferences

The foundation of the conference work cycle is communication, in order to create an effective dialogue between world service's components, including delegates, and the fellowship. Communications that encourage new ideas, open participation, and the opportunity for dialogue helps to build consensus and promote unity. To be successful, information must move smoothly and openly, back and forth. The responsibility for good communication falls on everyone.

Communication in between meetings of the conference prepares conference participants to act as fully informed conference members at the next meeting. It becomes as

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[*] All bracketed items [ ] throughout this document indicate terms and conditions that are temporary for a designated period of time. They are presented as "guidelines," and will expire or roll off as the implementation of each of the system's components takes effect.

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The *Conference Report*, *NAWS News*, the *Conference Agenda Report,* and the *NA World Services Annual Report, and the Quarterly Financial Report* are all periodic service publications published by world services. These are designed to provide information about ongoing activities of world services, updates on projects approved by the WSC, financial accountability, and upcoming issues and concerns of interest to conference participants and the fellowship. (The specifics of these publications are described at the end of this section. NA World Services also publishes numerous periodicals that are more fellowship-focused such as *The NA Way Magazine, Reaching Out,* and *Meeting by Mail.*)

What makes these publications successful is not only the information they convey, but also the feedback received from delegates and other members of the fellowship about the information. Ideas and suggestions—both positive and negative— are strongly encouraged and welcomed.

The ideas the World Board hears while traveling or in feedback from the fellowship help to shape what happens at their meetings. The World Board discusses, evaluates, and refines ideas suggested to it between conference meetings. The "Process for New Projects" described later in this manual is one way of communicating depends on ideas from individuals, groups, service committees, and the World Board throughout the two-year cycle. An email to the World Board at worldboard@na.org can accomplish the same thing. The World Board considers all submitted ideas, proposals, and suggestions, and reports its recommendations to conference participants as soon as possible. Many ideas that are received that fall under routine services or don't require conference action may be acted on without developing a conference project; others may require the board to submit a proposal to the WSC before proceeding.

In addition to the conversation consisting of written reports and feedback, world services also works hard to make face-to-face contact possible with service bodies and NA communities around the world. World services plans and coordinates worldwide Delegates should not delay submitting their ideas until the deadline for the *Conference Agenda Report*. This most likely will postpone full consideration of their ideas as projects for at least two years.

In addition to the above-described written communication and process for projects, world services also plans and coordinates a worldwide workshop system in conjunction with delegates and zonal forums. These workshops will be rotated throughout the fellowship and fellowship development workshops in various locations throughout the conference cycle, as well as attending zonal forums meetings, *CAR* workshops, and other fellowship events. These workshops and trips are intended to help world services learn first-hand about fellowship issues and concerns and, in turn, help local communities learn more about the work of world services. In this way, they allow for genuine to create an opportunity for dialogue and exchange of ideas. They also provide an opportunity for, service training, for hands-on and workshops, and exchanging experience with new tools, for modeling issue discussion workshops, and more. Actualour principles. Members and trusted servants from all service levels are encouraged to participate. The actual agendas vary and ideally are for the workshops will be developed in concert with the appropriate delegates and/or zones involved to identify the goals, objectives, and issues to be addressed at each workshop.

Delegates should not delay submitting their ideas until the deadline for the *Conference Agenda Report*. Using a regional motion to forward an idea is not the most effective way to have an idea discussed and will likely postpone full consideration of their ideas as projects for at least two years. The conference has repeatedly voted to not have production issues ~~of~~related to literature, keytags, and medallions decided through the *CAR.* These types of issues should be sent directly to the World Board. A regional motion should only be used when all other avenues have been tried and exhausted. As described above, the conference is able to reach its best decisions only when adequate discussion of an idea has taken place. This takes place throughout a conference cycle.

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~~World services also participates in other events around the fellowship during the two-year cycle. World Service Meetings are scheduled for conference participants as necessary to provide progress reports and invite input on current projects and activities. World services also attends a number of zonal forum meetings, *CAR* workshops, and other fellowship events.~~

~~[This description of the conference cycle outlines many new ideas. They should be implemented on a trial basis, and, if ineffective, they should be changed based on the experience over the next several years.]~~

WSC RULES OF ORDER

When meeting in a business session, the World Service Conference uses the following *WSC Rules of Order.* Discussion sessions are typically held before each business session. The time for dialogue and debate is in these discussion sessions. Once the conference enters into a formal business session discussion and debate are very limited. Mutual trust and respect should be the basis for all decisions. In keeping with that spirit, the World Service Conference strives to base its decisions on consensus. These rules of order should be utilized in concert with the previous discussion on consensus-based decision making.

In cases that are not adequately covered by these rules, the latest edition of *Robert's Rules of Order, Newly Revised* will be used. If there is a conflict or discrepancy, WSC Rules take precedence over Robert's. The conference uses a parliamentarian to guide us in our efforts and to help us avoid getting into debates over process. The guiding principles of NA, including the *Twelve Concepts for NA Service*, are foundational in all our service efforts.

WSC Rules

1. Each conference participant has only one vote. RD alternates are considered to be the same "member" as their respective RD when acting as a participant.

2. No member may speak on a motion more than once until others who wish to speak have had a chance to do so.

3. Members may speak for a maximum of three minutes each time they are recognized by the facilitator. The facilitator may extend the time limit when they believe such action is warranted. Otherwise, a motion to extend debate must be adopted in order to extend time limits.

4. Debate is limited to no more than three speakers in favor of and no more than three speakers opposed to any motion. Debate only occurs if necessary. The discussions about a motion should have occurred before entering into the formal business session. The facilitator may extend that number if they believe such action is warranted.

5. Every main motion must be presented in writing on a WSC Motion Form. Motions and their intents should be stated in a clear and concise manner. The names of the members proposing and seconding the motion must be listed on the form. Motions presented by the World Board do not require a second. Motions must be submitted before the member speaks to the motion. When the motion has been introduced and seconded it will be displayed so that it is visible to all members. At that point, the motion belongs to the conference and must be disposed of in some manner.

6. Once a motion belongs to the conference, debate follows only if necessary and if the motion is debatable. Other motions, as appropriate, may be applied to the main motion and must be disposed of in some manner. Debate should focus on the merits of the motion and bring up points that were not made in the earlier discussion session. Members should speak to a motion only after being recognized by the facilitator.

7. The conference may decide to replace or amend motions that have been presented based on prior discussions. When the motion is presented, the facilitator may recognize any participant offering a replacement or amendment, or offer a suggestion to the conference. If supported by a majority of the conference, the replacement/amendment will be accepted. The facilitator may interrupt this simplified process at any time they believe such action is warranted.

8. Adoption of Motions

   a. Unless otherwise stated in these rules, a majority present and voting in the affirmative is required to pass a motion.

   b. To pass a motion on matters of policy, such as approval, removal or change of previously-adopted literature, or change to *A Guide to World Services in NA* (or subsequent service document), affirmative votes are required of two-thirds of the registered members present and voting.

   c. Regarding the addition of property to the *Fellowship Intellectual Property Trust*, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional Delegates may vote. To adopt, affirmative votes are required of two-thirds of the Regional Delegates recorded as present at the most recent roll call.

9. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.

Voting

After debate on a motion has ended, the conference decides the issue by a vote. The following rules apply to voting at World Service Conference business sessions:

1. Voting occurs in one of the following three ways:

   a. Voice vote - The facilitator first asks if there are any objections to the motion. If none are voiced, the facilitator declares that the motion passes by unanimous consent. If there is any objection, the facilitator asks those in favor of the motion to respond by saying "aye", then asks those opposed to the motion to respond by saying "no", and then asks those abstaining to respond by saying "abstain." The facilitator then announces if the motion was approved or rejected. When the result is announced, any member can challenge the accuracy of the facilitator's determination and request a standing or roll call vote. The facilitator will ask the body if that is what they wish and then announce a decision.

   b. Standing vote - The facilitator asks those in favor of the motion to stand and remain standing while their numbers are counted. Those in favor are then asked to be seated and the process is repeated for those in opposition, and then for those abstaining. Upon completion of the vote, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.

   c. Roll call vote - The facilitator calls the name of each participant registered at the most recent roll call. When called, the participant responds by stating either "yes", "no", or "abstain." Participants who do not wish to participate in the vote may answer as present to be reflected in the record but to not affect the vote. After all responses are tabulated, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and then if the motion was approved or rejected.

2. Voting generally takes place by voice, unless a request is made and approved by the conference for a standing or roll call vote. A majority of those present and voting is required to adopt a motion ordering a standing or roll call vote. The facilitator may ask for a standing vote if a voice vote is unclear.

3. In a standing or roll call vote, participants may choose to not affect the decision at all by being present but not participating in the vote. This means that they will not be counted in the total of the vote for that motion and do not impact the decision. This differs from an abstention. An abstention does impact the outcome of a vote because it is effectively counted as not being in support of the motion.

4. A majority vote is more than half of the total voting body, and a two-thirds vote is at least two-thirds of the total voting body.

5. An adopted motion takes effect at the conclusion of the conference, unless otherwise stated in the motion.

6. Motions included in the *Conference Agenda Report*, and any amendments to those motions, are considered in the Old Business session. All other items are considered in the New Business session. An adopted amendment that significantly alters an Old Business motion could move the amended motion to the New Business session.

7. Only Regional Delegates are eligible to vote on Old Business motions.

8. Regional Delegates and World Board members are eligible to vote on New Business motions.

Motions Commonly Used by the WSC

The following is an alphabetized list of the most commonly used motions and some of their characteristics, along with an alphabetized chart of those motions further describing their use and characteristics. In order to allow Consensus Based Decision Making to be used as the basis for conference decisions, it is important to remember that these motions and rules are here only to help the body. The facilitator should be allowed to help the conference get through its business without the conference trying to use the following motions to complicate the proceedings.

A. *Adjourn* - The motion to adjourn ends the conference immediately upon approval. The motion would only be appropriate when the body is ready to end the conference.

B. *Amend* - This motion modifies the wording of a pending motion before that motion is acted upon. The motion to amend is not amendable and must be resolved before another amendment can be considered. In the spirit of consensus building, the facilitator may choose to allow other ideas to be discussed before the conference decides what they wish to act on.

C. *Appeal the Facilitator* – A motion to appeal, when seconded, directs the conference to make a decision regarding a ruling made by the facilitator. When this motion is seconded, the facilitator explains the rationale of the ruling and the maker of the motion explains the reason for the appeal. No further discussion is allowed. The motion is then stated so those voting in the affirmative uphold the facilitator's ruling and those voting in the negative uphold the appeal.

D. *Commit or Refer to Committee* - The motion to refer to committee allows the conference to ask for further study of a motion in lieu of a decision. Such matters would be referred to the World Board unless otherwise directed. Any further instructions, such as a deadline date for reporting back to the conference, must be included in the motion to commit.

E. *Division of Question* - Motions sometimes contain more than one part, and members may wish to vote separately on the various parts of a motion. A motion to divide the question should state how the original motion should be divided. If approved by majority vote, the various parts of the original motion are then acted upon individually.

F. *Limit* or *Extend Debate* - This motion means the conference can exercise special control over the total time of debate, the time each member will be allowed to speak, or the number of speakers allowed on any pending motion. This motion must indicate the manner in which debate is limited or extended.

G. *Main Motion* - This motion brings new business before the conference. Main motions may only be introduced when no other motions are pending.

H. *Parliamentary Inquiry* - This motion allows a member to ask the facilitator a question about parliamentary procedure or the rules of order. The facilitator's answer disposes of the motion.

I. *Point of Information* - A member may ask the facilitator, or another member through the facilitator, for information about the business under consideration. The information sought should be unrelated to parliamentary procedure or rules of order, but should be necessary or helpful to reaching a decision regarding the topic under consideration.

J. *Point of Order* – When a member believes the rules of the conference are being violated, a point of order can be raised. Normally, this is to call the facilitator's attention to an error that has occurred, usually inadvertently, and the matter is resolved by the facilitator's response. If the member disagrees with the facilitator's response, they may move to appeal the facilitator.

K. *Postpone* - If a member wishes to delay the decision of a motion before the conference to a later time, they may offer this motion. Reasons may include, for example: the motion needs more study before a vote, the conference is tired after a long day, or many concerned members are currently absent. The motion should specify a time to take the motion up again.

L. *Previous Question or Close Debate* - This motion is used to close debate and bring the pending motion to an immediate vote. If this motion is approved by a two-thirds vote, the motion before the conference must be put to an immediate vote without further discussion.

M. *Point of Privilege* - This motion is used to gain the facilitator's attention if, for example, a member cannot hear the speakers, or if the room is uncomfortably warm or cold, or for any other reason unrelated to the merits of the motion. The issue is usually resolved by a response from the facilitator. If not, members may move to appeal the facilitator.

N. *Recess* - This motion allows for a short intermission in the conference's proceedings. This does not close the session. After the recess, business will be resumed where it was interrupted.

O. *Reconsider* - Sometimes information becomes available after a motion has been decided and a member believes that the new information would have affected their vote. The motion to reconsider permits the reintroduction of a motion previously disposed of, but only under certain circumstances. The person making the motion must have voted on the prevailing side, any action indicated in the approved motion must not have been implemented, and the motion must be introduced on the same or the next day as the original vote. If the motion is approved by a two-thirds majority, the original motion comes before the conference in the same form as before the original vote and is handled as though the vote had never been taken.

P. *Suspend the Rules* - When the conference wishes to do something during a meeting that would violate one or more of its own regular rules, it can adopt a motion to suspend the rules. The proposed action cannot be in conflict with any of NA's guiding principles. Any suspension of the rules requires a two-thirds vote for approval.

	IN ORDER WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED TO ADOPT
Adjourn	No	Yes	No	No	Majority
Amend	No	Yes	Yes	Yes	Majority
Appeal the Facilitator	Yes	Yes	1 Pro/1Con; Con is facilitator	No	Majority in negative
Commit or Refer to Committee	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Limit or Extend Debate	No	Yes	No	No	Majority
Main Motion	No	Yes	Yes	Yes	Majority
Parliamentary Inquiry	Yes	No	No	No	No vote
Point of Information	Yes	No	No	No	No vote
Point of Order	Yes	No	No	No	No vote
Postpone	No	Yes	Yes	Yes	Majority
Previous Question or Close Debate	No	Yes	No	No	Two-thirds
Point of Privilege	Yes	No	No	No	No vote
Recess	No	Yes	Yes	Yes	Majority
Reconsider	No	Yes	Yes	No	Two-thirds
Suspend the Rules	No	Yes	No	No	Two-thirds

WSC RULES OF ORDER

Although the conference strives to be an issue and discussion based event, there are times when business sessions are necessary. After adequate discussions have occurred, the conference formalizes its consensus by taking a vote in a business session. The consensus of the World Service Conference is determined by a majority vote except for those decisions that require a different majority as spelled out in these Rules of Order. All activity of the World Service Conference strives to achieve the spirit of consensus-based decision making.

When conducting business, the World Service Conference utilizes the following *WSC Rules of Order*, adapted from the latest edition of *Robert's Rules of Order* (hereinafter referred to as "Robert's"). These WSC Rules of Order have been found to meet the general needs of the conference in the process of conducting business of the biennial meeting when they are not in conflict with other conference policies or the principles of NA, including the Twelve Concepts for NA Service.

In cases where the WSC Rules of Order are not comprehensive enough, the latest edition of Robert's is used. This use is solely in cases where we have not written our own rules of order. If there is a conflict or discrepancy, WSC procedures take precedence over Robert's.

The intent of using rules of order is to provide an orderly way to conduct business, to protect each member's rights, to protect the WSC's rights, and to protect the free exercise of debate. If we understand the principles and use the procedures appropriately, the use of parliamentary procedure will enhance, not hinder, the accomplishment of the business of the WSC.

Within the WSC Rules of Order, *assembly* means the WSC, and *member* means conference participant. The term *facilitator* refers to the person facilitating a particular session of the WSC, which for business sessions is typically the presiding Cofacilitator. The term *committee* means the World Board unless some extraordinary circumstance and action occurs.

I. Standing Rules

A. Each conference participant has only one vote and may only present one motion at the same time.

B. No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. RD alternates are considered to be the same "member" as their respective RDs when acting as a participant.

C. There is a time limit on debate by any member. No member may speak longer than three minutes on a motion for each time they are recognized by the facilitator to speak.

 However, the facilitator may exercise discretion to extend the time limit when in the facilitator's opinion such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

D. There is a limit on the number of speakers on any motion. No more than three members may speak in favor (pro) of any motion, and no more than three members may speak in opposition (con) to any motion.

 However, the facilitator may exercise discretion to extend the number of speakers when, in the facilitator's opinion, such action is warranted. To otherwise extend debate, a motion to extend debate must be adopted.

E. Every main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the motion and the name and position of the member seconding the motion. Motions must be turned in to the motions table

before the maker approaches the microphone. Motions presented by the World Board do not require a second. Motions should be worded in the positive to provide clarity on the effect of the motion. A motion should be clear, concise, comprehensive, and have the intent visibly reflected, as the assembly will be voting on the actual wording of the motion, not the maker's intent of its effects. All motions are displayed in writing before debate or voting.

All presentations, motions, statements, etc. are made from the microphone(s) to facilitate an accurate record of the proceedings. The facilitator restates the motion clearly. The motion is now pending and before the assembly; it is only at this point that the motion belongs to the assembly and must be disposed of in some manner.

F. Every amendment to a main motion must be presented in writing on a WSC Motion Form and contain the name and position of the member proposing the amendment and the name and position of the member seconding the amendment. Amendments must be turned in to the motions table before the maker approaches the microphone. Amendments presented by the World Board do not require a second. All amendments are displayed in writing before debate or voting.

A second merely indicates that another member wishes the matter to come before the assembly; it does not necessarily mean that the seconder is in favor of the motion.

G. Debate follows (if the motion is debatable), and/or the making of subsidiary or incidental motions (if the motion is amendable or if other incidental motions are in order).

Debate addresses the motion, not the member making it. Motives should never be questioned.

Members should address each other through the presiding facilitator and should use titles or descriptions of duties, not names (for instance, "Mr./Ms. Facilitator, not "John"). The facilitator addresses members by name. Discussion (debate) is not between two members but through the facilitator.

Any conference participant has the right to ask the conference to consider if an item is conference business or if it should be returned to each group for a "group conscience" vote. The conference then has to decide if the issue requires the efforts of the NA groups.

H. Adoption of Motions

1. On matters of procedure, such as *Lay on the Table, Recess, Amend, Commit*, etc., the number voting in the affirmative required for adoption (regardless of type of majority required, whether simple or two-thirds) shall be determined by the number of members present and voting yes or no. (Abstentions have no effect.)

2. On matters of policy, such as policy of the Conference, approval, removal or change of previously-adopted literature, or change to the *Guide to World Services in NA* (or subsequent service document), two-thirds of the registered members present at the most recent roll call are required to vote in the affirmative for adoption to occur.

A simple majority of those present and voting may adopt a motion ordering a roll call be taken prior to the vote.

3. Regarding the addition of property to the Fellowship Intellectual Property Trust, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional Delegates may vote. For any such action to be approved, two-thirds of the Regional Delegates recorded as

present in the WSC roll call immediately prior to the vote must vote "yes" to the proposal.

4. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.

I. Voting

1. When ready, the assembly votes to adopt (carry) or reject (fail) the motion. This is also known as the facilitator putting the question. A person facilitating the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.

2. Voting generally takes place by voice, unless otherwise described in a standing rule or unless a motion is adopted for a standing or roll call vote.

3. If the outcome is unclear, or if any member challenges the validity of the vote in any way, then a standing vote is called. All in favor of the item are asked by the facilitator to stand and remain standing. The number of members standing are counted by three independent counters. Those in favor will be asked to sit, and the procedure will be repeated for those opposed and in abstention to the item in question. The tally of those in favor, those opposed, and those abstaining will be compared, and the position will be declared by the facilitator.

4. In cases where there seems to be little or no opposition in routine business, adoption of a motion or action without a motion can be by unanimous consent. The facilitator calls for any objections; if there are none, the matter/action is adopted. In the case of an amendment to a pending motion, this is known as a "friendly amendment." It must be "friendly" to the entire assembly. In other words, a "friendly amendment" requires unanimous consent to be adopted to become part of the main motion.

5. There are no fractions of votes. Each conference participant shall have one and only one vote.

6. In case of a close vote, the facilitator will accept a motion for one recount, or for disregarding the vote in favor of sending the item to the group level.

7. A majority vote (simple majority) is more than half.

   For example, since 37 is half of 74, 38 would be more than half and is a majority of 74; since 37.5 is half of 75, 38 would be more than half and is a majority of 75.

8. Two-thirds vote (2/3 majority) means at least two-thirds.

   For example, of 74, 49.33 is two-thirds; thus 50 would be at least two-thirds of 74. Of 75, 50 is exactly two-thirds; thus 50 would be at least two-thirds of 75.

9. There are several ways to determine the set of members to which the majority proportion (whether simple or two-thirds) applies. Some of these ways are:

   A. those present and voting
   B. those registered as attending
   C. those present at the most recent roll call or the roll call adjusted for late arrivals as announced by the facilitator
   D. all those eligible to vote whether registered as attending or not, from the entire membership
   E. those present voting YES or NO

When the standing procedures do not specify which set of members is to be used then the first interpretation, those present and voting, is used.

10. The facilitator announces the result of the vote, and its adoption or rejection. The motion is considered to be disposed of after this announcement.

J. An adopted motion shall take effect at the close of the Conference, unless otherwise stated in the motion.

K. Old Business sessions address motions that were sent out in the *Conference Agenda Report* and any amendments to those motions. All other items are considered New Business. Any amendment that significantly alters an old business motion could actually move the entire motion to become a new business item.

L. Only Regional Delegates vote in old business sessions on old business motions.

M. Regional Delegates and World Board members vote on items in new business.

II. Standing Rules–Differences from Robert's

A. WSC limits debate to three minutes per speaker. (Robert's is ten minutes)

B. WSC limits the number of speakers on each pending motion to three pro and three con. (Robert's is unlimited)

C. WSC limits debate on the motion to appeal to one pro and one con with the facilitator always the con. (Robert's is unlimited)

D. WSC does not limit the number of times the same member may speak on a motion, except no member may speak on a motion more than once unless all others wanting to speak have done so. (Robert's = a member can only speak twice on a motion and cannot speak for the second time until all others have exercised their rights of debate. If a motion is pending or brought up again the next day, rights of the debate begin over again.)

E. WSC requires a two-thirds majority to adopt the motions *Lay on the Table* and *Reconsider*. (Robert's is majority)

F. WSC will allow no amendments on the motion *Limit* or *Extend Debate*. (Robert's allows)

G. WSC requires a simple majority to adopt the motion *Limit* or *Extend Debate*. (Robert's is two-thirds)

H. WSC requires a two-thirds majority to adopt main motions that: amend the service structure; change the operating procedures of the WSC; change the policy of the WSC; approve literature; remove or change previously-adopted literature; or change the *Guide to World Services in NA* (or subsequent service document). (Robert's is a majority on main motions)

III. Class (Type), Precedence, and Order of Motions

A. Since there may be several motions pending at any given time, the highest-ranking motion is disposed of first. Motions of higher rank than the pending motion are in order. The class, and the order of precedence within a class, of a motion determines when it is in or out of order, and what it takes precedence over.

B. *M = Main motion*. Brings business before the assembly. Can only be made when no other motion is pending and ranks lowest in the order of precedence.

1. No main motion is in order if it conflicts with United States, state, or local law, or with the rules (principles) of the assembly. If such a motion is adopted, even by a unanimous vote, it is null and void.

2. No main motion is in order that presents substantially the same question as a motion previously rejected during the same conference. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.G. Redress.

3. No main motion is in order that conflicts with a motion previously adopted at any time during the conference and which is still in force. Other motions (reconsider, renew, amend something previously adopted) can be in order and are described in section III.C. Redress.

4. No main motion is in order that would conflict with or that presents substantially the same question as one which has been temporarily disposed of and which remains within the control of the assembly (for example, *Committed, Postponed, or Tabled*). If a question has been laid on the table and the same question is brought before the assembly during the current conference, it would be more appropriate to take the original motion from the table and dispose of it than to address the new motion.

C. *S = Subsidiary motion*. Assists the assembly in handling a pending motion. Always applies to the pending motion and does something to it without expressly adopting or rejecting it. Subsidiary motions also have an order of precedence, and several may be pending at one time. See table in section III F below for order of precedence.

D. *P = Privileged motion.* Does not relate to pending business, but is so important that it should be allowed to interrupt the consideration of anything else. In general, the highest ranking motion. Privileged motions also have an order of precedence, and there may be several pending at the same time. See table in section III F below for order of precedence.

E. *I = Incidental motion.* Deals with questions of procedure arising out of a pending motion or another item of business. Although it may resemble a subsidiary motion, it doesn't generally alter the pending motion but the procedure. With few exceptions, it relates to the pending question and must be taken care of before business proceeds. It is difficult to set their order of precedence, since precedence depends on the particular set of circumstances each time.

F. Following is an example of the order of precedence of privileged and subsidiary motions, listed with highest ranking at top. Each motion takes precedence (and therefore is in order even if the others below are pending) over the ones listed below it.

(P) Privileged Motions (not debatable):

- Adjourn
- Recess
- Raise a Question of Privilege
- Call for Order of the Day

(S) Subsidiary Motions (debatable)

- Lay on the Table
- Previous Question
- Limit or Extend Debate
- Postpone to Definite Time
- Commit (or Refer)
- Amend
- Postpone Indefinitely

(M) Main Motion

G. Redress

If a member believes that a motion is not being handled well, or has not been handled correctly (whether adopted, rejected, temporarily disposed of, etc.), or should be changed due to new information, a change in circumstances, etc., there are certain situations to consider and many options available.

1. Matters left undone or tabled at adjournment die. However, they can be brought up at a later conference as new questions.

2. Matters rejected:

    During the same conference, the motion *Reconsider* would be in order. If the question is substantially different, due to a change in circumstances or new information or other significant changes in intent, a new motion might be in order.

    At a later conference, a motion can be "renewed"—that is, the same question can be introduced again as if new.

3. Matter adopted:

    During the same conference, the motions *Reconsider* or *Amend Something Previously Adopted* would be in order. The motion to *Reconsider* is in order if the original motion was voted on yesterday or today. The motion to reconsider must be made by a member who voted on the prevailing side of the original vote. If the reconsider time limit has passed, the appropriate motion would be *Amend Something Previously Adopted*. During the same conference, *Reconsider* is the preferred motion; however, *Amend Something Previously Adopted* is in order at any time before or after it is too late to reconsider.

    At a later conference, the appropriate motion would be *Amend Something Previously Adopted*. Any member may make that motion, and there is no time limit.

4. Matters temporarily disposed of:

    Suspend the Rules, Discharge a Committee, or *Take from the Table* would be appropriate depending on the circumstances, or to *Reconsider a Motion* (if reconsiderable) that temporarily disposed of a motion, e.g., *Commit* or *Postpone*.

5. Matters on the floor:

    Appeal the Facilitator, Point of Order, Call for the Order of the Day, Division of the Question, etc., and other parliamentary tools may be appropriate.

H. To Remove a Pending Motion from the Floor

There are several options, some of which are:

1. *Lay on the Table*: if the intent is to set a pending motion aside temporarily, because an urgent matter has arisen. As soon as the interrupting business has been taken care of, a motion to *Take from the Table* is appropriate.

2. *Postpone Definitely*: if the intent is to put off consideration to a more convenient time or pending more information.

3. *Postpone Indefinitely*: if the intent is to kill the motion for that conference.

4. *Objection to Consideration*: if the intent is to avoid consideration of the motion for that conference. This objection must be made before debate begins.

5. *Commit to Committee*: if the intent is to refer the matter to a specialized group to collect input, research, and make recommendations.

6. *Extend* or *Limit Debate*: if the intent is to limit or extend the number of speakers, the amount of time each may speak, or the total time for debate, or to set the time that debate will close.

7. *Previous Question*: if the intent is to stop debate immediately and put the question to vote.

8. Vote against the motion: if the intent is to defeat the pending motion.

9. Vote for the motion: if the intent is to adopt the pending motion.

10. *Recess*: if the intent is for the assembly to take a brief time out before continuing.

11. *Adjourn*: if the intent is let the matter die. However, no more business of any kind will be taken up until the next biennial conference.

I. Recess or Adjourn

The differences between *Recess* and *Adjourn* are:

Recess means to take a short intermission within a session. After the recess, proceedings are immediately resumed at the point where they were interrupted.

Adjourn means to terminate the conference, i.e., the biennial meeting.

A *conference* is a series of sessions wherein each succeeding session is scheduled with the view to continuing business at the point where it was left off at the previous session.

J. Since the WSC Rules of Order are fairly formal, following is a list of some of the more commonly known terms:

Formal Name	**Common Name**
Adopted	Carried
Amend by Substitution	Substitute
Amend Something Previously Adopted	Includes *Rescind*
Entertain a motion	the facilitator sensing the assembly's intent, mentions the motion that would be in order that might accomplish the assembly's goal
Previous Question	call the pending motion to a vote; call for the question; call for the vote
Put the Question	Vote
Question of Privilege	point of personal privilege
Rejected	Failed
Suspend the Rules	Includes *Change the Order of the Day*
Unanimous Consent	"friendly" (particularly in the case of amendments) "acclamation" (particularly in elections)
Unfinished Business	old business (although this term is misleading, since addressing previously-handled, i.e., old business is different than addressing business yet undone.)

IV. Description of Motions

Following is a text description in alphabetical order of the most commonly used motions and some of their characteristics. Following that is a chart, also in alphabetical order, of those motions, further describing their use and characteristics.

A. *Adjourn* means to close the conference immediately.

B. *Amend* (a pending motion) means to modify the wording and possibly the effect of a pending motion and is considered a primary amendment--that is, it applies directly to the main question. The amendment is voted on by itself, before the pending motion. If the amendment is adopted, the main motion is pending in its amended form; if the amendment is not adopted, the main motion is pending in its original form.

   1. An amendment is generally amendable. This amendment is considered a secondary amendment because it applies to the amendment and not the main question. The secondary amendment is disposed of by itself, before the primary amendment. If the secondary amendment is adopted, the primary amendment is pending in its amended form; if the secondary amendment is not adopted, the primary amendment is pending in its original form.

   2. A pending motion may be amended many times before final disposition; however, no more than one primary and one secondary amendment can be pending at any one time.

   3. A member's vote on an amendment does not obligate him to vote in a particular way on the main motion. Because primary amendments, secondary amendments, and pending motions are voted on separately, each member is allowed the freedom to oppose the amendments(s), but vote in favor of the motion, or vice versa.

   4. The motion to *Substitute*, a form of the motion *Amend*, proposes that a substitution shall come before the assembly in place of the pending resolution. During consideration of the motion to substitute, debate may consider the merits of the pending resolution and its proposed substitute, and both may be perfected by amendment, but any amendments to the original pending resolution will be taken up first. Once all amendments have been made and disposed of, the motion to substitute is voted on. If carried, the substitution comes to the assembly for vote. If the motion to substitute fails, the original pending resolution comes to the assembly for vote.

C. *Amend Something Previously Adopted* means to change a part of a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made if done during the current business session.

   1. *Rescind, Repeal, Annul,* a form of the motion to *Amend Something Previously Adopted*, means to cancel out totally a motion already adopted. This motion can be moved by any member, regardless of how he voted on the original question. There is also no time limit on when this motion can be made.

   2. *Amend the Bylaws* (for WSC, Amend the *Guide to World Services in NA* etc.) is a form of the motion *Amend Something Previously Adopted*. Generally, the

document to be amended should have a provision within it stating how it can be amended. If the document does not state how it can be amended, then *Amend the Bylaws* is in order as a motion. It is suggested that notice be given to the membership regarding an upcoming motion to amend the bylaws to give the membership adequate time for review.

D. *Appeal the Facilitator* means that the ruling is taken from the facilitator and decided by the assembly. By electing a facilitator, the assembly delegates the authority and duty to make necessary rulings on questions of parliamentary procedure. However, members do have the right to appeal and have no right to criticize a ruling of the facilitator unless they appeal the decision. A member who does not choose to appeal a ruling may speak directly to the facilitator at a later time or bring the issue up in an open forum.

E. *Commit or Refer to Committee* means to send the pending question or other issues to a committee so that the question or issue may be carefully investigated and put into better condition for the assembly to consider. For the WSC, this committee would be the World Board unless some extraordinary action had taken place to create an ad-hoc committee.

F. *Discharge a Committee* means to discharge the committee from further consideration of a question or subject. This is generally only advisable when the committee has failed to report with appropriate promptness, or when the assembly desires for some urgent reason to proceed without aid from the committee, or when the assembly wishes to drop the matter. There is no need for this motion when the committee has made its final report, since that, in effect, discharges the committee. So long as the question is in the hands of a committee, the assembly cannot consider another motion involving practically the same question.

G. *Division of Question* means the pending motion is divided into distinct and separate parts to be considered individually. The motion should state where the division(s) should be.

H. *Lay on the Table* means to set the pending motion aside temporarily when something else of immediate urgency has arisen. The proper form of the motion does not state when the matter will be taken from the table. The matter must be taken from the table before adjournment or the matter dies for that conference. However, the matter may be introduced at another conference as a new motion.

I. *Limit* or *Extend Debate* means the assembly can exercise special control over the total time of debate, the time each member has to debate, or the number of members who can speak on a pending motion or series of pending motions, or the time that debate will cease. This motion cannot impose an immediate closing of debate; the appropriate motion then would be *Previous Question.*

J. *Main Motion* is the introduction of new business or, in some cases, the reconsideration or amendment of previously adopted business.

K. *Objection to Consideration of the Question* means the mover believes that the issue is so sensitive it should not even come before the assembly for consideration or discussion. This must be moved prior to any debate or the making of any subsidiary motions. The motion when stated by the facilitator is phrased so that members are asked to vote for or against consideration. Therefore, those who wish to prevent

consideration of the question vote in the negative. If the mover merely disagrees with the motion, the proper action is to vote against the original pending motion.

If the objection is sustained, the main motion cannot be renewed during the same conference except by unanimous consent or by reconsideration of the vote on the objection; however, the same main motion can be introduced at any succeeding conference.

L. *Order of the Day,* (to call for) means any member can require the assembly to conform to its own agenda, unless the assembly then *Suspends the Rules* or *Changes the Order of the Day*.

M. *Parliamentary Inquiry* is a question to the facilitator to obtain information on a matter of parliamentary procedure, or the guidelines of the assembly, bearing on the business being considered. It is the duty of the facilitator to answer such questions when it may assist a member to make an appropriate motion, raise a proper point of order, understand the parliamentary situation, or understand the effect of a motion. The facilitator is not obligated to answer hypothetical questions.

   The facilitator's reply is not subject to appeal, since it is an opinion, not a ruling. However, a member has the right to act contrary to this opinion and, if ruled out of order, to appeal such a ruling.

N. *Point of Information* is a request directed to the facilitator, or through the facilitator to another member, for information relevant to the business being considered but is not a matter related to parliamentary procedure and requires no vote. A point of information is not properly used to create a discussion between two members.

   If the point of information is a question to a member who is speaking, the facilitator will ask the member who correctly has the floor if he will yield to a point of information. The member has the right not to yield, since the time consumed for the point of information will be taken out of the speaker's allowed time. If the member yielding is strictly responding to a question, however, the time is not deducted from the speaker's time.

O. *Point of Order* means a member believes the rules of the assembly are being violated and is asking the facilitator to make a determination whether the procedure in question is being violated. A point of order is not a method or procedure to dispute the accuracy of something that another member has stated but a way to keep the assembly working on the business that it is supposed to be working on, in accordance with its guidelines and other rules of order.

P. *Postpone to a Definite Time (Definitely)* means to put off action on a pending motion until a definite day, session, or hour, or until after a certain event. This motion can be moved regardless of how much debate there has been on the pending motion. A question may be postponed to a more convenient time, or because debate has shown reasons for holding off a decision until later. The question may not be postponed beyond the end of the present conference.

Q. *Postpone Indefinitely* means that the assembly declines to take a position on the main question. Its adoption kills the main motion for the duration of the conference and avoids a direct vote on the question. It is useful in disposing of a badly chosen main motion that cannot be either adopted or expressly rejected without possibly undesirable consequences.

R. *Previous Question* means to immediately close debate and the making of any subsidiary motions, except *Lay on the Table*, of a pending motion. If *Previous Question* is not adopted, debate continues. If adopted, the pending motion goes immediately to vote.

S. *Question (Point) of Privilege*, (to raise) permits a request or main motion relating to the rights and privileges of the assembly or any of its members to be brought up for possible immediate consideration because of its urgency, while business is pending and the request or motion would otherwise be out of order.

The facilitator rules (subject to appeal) only on whether this matter should interrupt pending business. If the facilitator rules yes, then the question is handled depending on its original form. If originally phrased as a request, it is handled as such; if phrased as a main motion, the question then requires a second; is debatable, amendable, etc.; and is handled by the assembly.

T. *Recess* means a short intermission in the assembly's proceedings, which does not close the session, and after which business will be resumed immediately, at exactly the point at which it was interrupted.

U. *Reconsider* enables a motion or amendment to be reconsidered if a member believes it was a hasty or ill-advised action or if new information or a changed situation has developed. However, it must be moved by a member who voted on the prevailing side (the seconder may have voted on either side), and it must be moved either on the same or next day as the original vote. If the reconsider is adopted, the motion is brought before the assembly in the exact form as before the original vote was taken and is handled as if it had never been voted on, that is, it follows whatever parliamentary rules are appropriate to that motion, whether it is debatable, amendable, etc.

V. *Suspend the Rules* enables the assembly to do something without violating one or more of its own regular rules, for instance, to bring up a matter at a different time than originally scheduled. The facilitator cannot move this but can entertain a motion from another member to do so.

W. *Take from the Table* enables the assembly to make pending again a motion that had previously been laid on the table. If a matter is not taken from the table within the same conference as the motion to lay on the table, the matter dies although the matter can be reintroduced later as a new question.

X. *Voting,* (motions about) enables the assembly to obtain a vote on a question in some form other than by voice or other than as described in the assembly's standing rules, or to close or reopen the polls.

Y. *Withdraw/Modify a Motion*, (to grant the maker permission) means the assembly gives permission to the maker to alter or withdraw his motion. This permission is required only after the motion has been stated by the facilitator. After the question is stated by the facilitator, the motion becomes a pending motion and the property of the assembly, which must dispose of it in some way. A pending motion can be amended only by vote or unanimous consent, even if the maker of the motion accepts the amendment.

	IN ORDER WHEN ANOTHER HAS FLOOR	SECOND REQUIRED	DEBATABLE	AMENDABLE	VOTE REQUIRED TO ADOPT
Adjourn	No	Yes	No	No	Majority
Amend a pending motion	No	Yes	If motion to be amended is	Yes	Majority for amendment
Amend Something Previously Adopted (Includes Rescind)	No	Yes	Yes	Yes	Two-thirds
Appeal the Facilitator (must be made immedi-ately following decision)	Yes, at time of appealed ruling	Yes	1 Pro/1Con Con is always facilitator	No	Majority in negative to reverse facilitator
Commit or Refer to Committee – of a pending question	No	Yes	Yes	Yes	Majority
Commit or Refer to Committee –of a matter not pending	No	Yes	Yes	Yes	Majority
Division of Question	No	Yes	No	Yes	Majority
Lay on the Table	No	Yes	No	Yes	Two-thirds
Limit or Extend Debate – pending question	No	Yes	No	No	Majority
Limit or Extend Debate – for duration of session	No	Yes	Yes	No	Majority
Main Motion	No	Yes	Yes	Yes	See Standing Rules
Objection to Consideration of the Question – prior to debate	Yes	No	No	No	Two-thirds against consideration sustains objection
Order of the Day	Yes	No	No	No	On demand of member unless set aside by two-thirds
Parliamentary Inquiry	Yes	No	No	No	Facilitator response only
Point of Information	Yes	No	No	No	Response only
Point of Order	Yes	No	No unless submitted to body by facilitator	No	Facilitator ruling or majority of body

	IN ORDER WHEN ANOTHER HAS FLOOR	**SECOND REQUIRED**	**DEBATABLE**	**AMENDABLE**	**VOTE REQUIRED TO ADOPT**
Postpone to Definite Time	No	Yes	Yes	Yes	Majority
Postpone Indefinitely	No	Yes	Yes	No	Majority
Previous Question	No	Yes	No	No	Two-thirds
Question of Privilege – main motion not in order	Yes but not to interrupt	No	No	No	Facilitator ruling subject to appeal
Question of Privilege – main motion in order	No	Yes	Yes	Yes	Majority
Recess-pending question	No	Yes	No	Yes, to time	Majority
Recess–no pending question	No	Yes	Yes	Yes	Majority
Reconsider	Yes, before person has spoken	Yes	If original motion is	No	Two-thirds
Suspend the Rules	No	Yes	No	No	Two-thirds
Take from the Table	No	Yes	No	No	Majority
Voting – motion about while question is pending	No	Yes	No	Yes	Majority, if not to open or reopen polls
Voting – motion about while question is not pending	No	Yes	Yes	Yes	Majority
Withdraw or Modify a motion after stated by facilitator	Yes, if needs immediate attention	Yes, if made by maker. No, if by another	No	No	Majority

Proposed Language

NA World Services, Inc. Annual Report

The *NA World Services Annual Report* provides a summary of the activity of world services for the prior fiscal year and includes the audited financial statement and all contributions received for that fiscal year. It is released around the end of the calendar year, as soon as possible after the audit is finalized. It is distributed to regions and conference participants.

The *Conference Report*

The *Conference Report* is released immediately before each World Service Conference. It contains information to conference participants about the activities of world services in order to help them prepare for the biennial meeting. These reports contain information on the status of major projects, suggestions for new work, and problems and successes that have been encountered. Regional delegates may also write articles to be included, subject to editorial review by the World Board. The report is distributed to all conference participants and is posted on www.na.org.

Regional reports are distributed in the *Conference Report*. These reports are submitted by delegates and contain information about their regions such as number of meetings and groups, types of PR efforts, and number of H&I panels; service activities being conducted by the region and/or the areas; challenges that the region is facing; and any specific experiences that may benefit another region and/or world services. This information is important to the overall purpose and mission of the World Service Conference, and all delegates are encouraged to submit their reports before the published deadline. Zonal forums are also welcome to submit written reports for distribution.

Existing Language with Changes Noted

NA World Services, Inc. Annual Report

The *NA World Services Annual Report* provides a summary of the activity of world services for the prior fiscal year and includes the audited financial statement and all contributions received for that fiscal year. It is released around the end of the calendar year, as soon as possible after the audit is finalizedby the end of September. It is distributed to regions and conference participants.

Quarterly Report

This report is distributed to conference participants and contains financial and travel information.

The *Conference Report*

The *Conference Report* is released immediately before each World Service Conference. It contains a periodic publication of the World Service Conference that has evolved as a means of providing continuing information to conference participants about the activities of world services in order to help them prepare for the bieannuial meeting. These reports contain information on the status of major projects, suggestions for new work, and problems and successes that have been encountered. Through the periodic publication of the *Conference Report*, the World Board may keep conference participants informed of the progress on items that may eventually be contained in the *Conference Agenda Report.* Regional delegates may also provide reportswrite articles to be included, subject to editorial review by the World Board. The frequency of publication may change from

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~~year to year. The schedule for each year is provided to conference participants ahead of time.~~ The report is distributed to all conference participants _and is posted on www.na.org_.

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Proposed Language

World Services Translations Policy

Purpose

The purpose of this policy is to assure the development and production of quality translations of NA Fellowship-approved literature.

Objectives

1. Provide assistance for translation of NA Fellowship-approved literature.

2. Ensure that translations of NA Fellowship-approved literature maintain the spirit of the NA message as well as the integrity of the Twelve Steps and Twelve Traditions.

3. Assure that all legal documentation, copyright releases, etc. needed to protect the translation of NA material are collected.

4. Ensure that the final approval of the translations be done by the local communities.

Approval of Translations

The World Service Conference does not actually approve translations of literature. It delegates that responsibility to the World Board. All literature that has been translated and approved for printing will have, as part of the publishing legend, the wording, "This is a translation of NA Fellowship-approved literature." This wording indicates that the translation itself has not been approved by the World Service Conference, but that it is a translation of NA Fellowship-approved literature.

Service Material

The development and approval process for translated versions of existing service manuals may differ from that outlined for fellowship-approved recovery literature. Some NA communities may decide to translate only those parts that are most helpful or applicable to them. Local communities are encouraged to develop sections for these manuals that reflect local practices. Copies of these drafts should be sent to the World Board so that they can be shared as a resource with others. Condensed versions of several manuals are available through the World Service Office.

Basic Text and Little White Book Personal Stories

Our experience has shown that creating, collecting, and approving personal stories is a difficult task. With the adoption of the Sixth Edition Basic Text, we now have a collection of personal stories that reflects the global nature of the Narcotics Anonymous fellowship. The personal stories in the Basic Text communicate the NA message to those who are looking for help, to NA members, and to anyone who picks up a Basic Text. Because of the difficulty we have seen with local development of personal stories, we believe that only the stories approved by the fellowship in the Sixth Edition, either in their entirety or a selection of them, should appear in translated versions of the Basic Text.

If a local NA community with a history of successful translation efforts wishes to develop local stories, they may do so for the Little White Book. We ask that these communities contact NA World Services before they begin this process so that we can work together in the process of creation and approval. We hope that this communication will help to minimize some of the issues we have had with approving personal stories sent to us in the past.

Existing translations of the Basic Text are not affected by this change. We will continue to publish translated Fifth Edition versions of the Basic Text until the local community has translated and signed-off on the new material in the Sixth Edition for publishing. These versions now include a variety of material from no personal stories, to some

selection of Fifth Edition personal stories, to locally developed and World Board approved local stories. These versions will continue to be published as Fifth Edition Basic Texts. NA communities who wish to have the first ten chapters now titled "Our Program" published while they work on translating some or all of the Sixth Edition personal stories will continue to be able to do so. These partial translations would also be published as Fifth Edition Basic Texts.

Other Original Material

Other original material is referred to the World Board for recommendation and/or consideration.

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Objectives

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2. Ensure that translations of NA Fellowship-approved literature maintain the spirit of the NA message as well as the integrity of the Twelve Steps and Twelve Traditions.

3. Assure that all legal documentation, copyright releases, etc. needed to protect the translation of NA material are collected.

4. Provide for an annual translation priority schedule.

5. Facilitate the approval of the Basic Text personal stories.

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The original English-language Narcotics Anonymous Basic Text and Little White Booklet were developed with two distinct sections. The first section, Book One in the text, describes recovery in a very general manner and imparts the experiences common to most, if not all, members. The purpose of this section is to reveal to the reader the common threads of identification from the many diverse backgrounds of our members. The personal stories contained in Book Two and the Little White Booklet, on the other hand, are meant to give readers a very personal identification with the specific experiences and circumstances shared in story form by individual author(s).

The NA Basic Text is translated from English into other languages, including the Queen's English, in such a way as to achieve the same purposes. In order to fulfill the purpose of Book Two, new, original personal stories may be developed. Personal stories will be approved by each language group and evaluated by the World Board. When new stories are approved for printing, notification will be sent to the World Service Conference.

Book Two of the Basic Text can be composed of either:

    A. All new indigenous stories;

    B. A combination of indigenous and original English-language stories; or

    C. All original English-language stories.

Guidelines for the creation and development of new personal stories are available through the World Service Office.

Other Original Material

Other original material is referred to the World Board for recommendation and/or consideration.

<center>**Proposed Language**</center>

Approval Processes for NA Material

There are three types of approval processes for NA World Services and they are noted on each piece when it is published. Those three processes are called Fellowship Approved, Conference Approved, and World Board Approved. The conference typically establishes the approval process to be used when it approves the project plan at the WSC.

Fellowship Approved

As covered in the following section on the approval process for recovery literature, all NA recovery material is Fellowship Approved. This means that it is developed by NA World Services, sent out to the fellowship for review and input, and ultimately sent out for approval by the fellowship in the *Conference Agenda Report*. The specifics for each piece of Fellowship Approved recovery literature are covered in the project plan for each piece that is presented and approved by the World Service Conference before work is begun. This applies to all recovery books, recovery booklets, and recovery pamphlets as well as material that establishes or changes philosophical position or NA principles. NA Fellowship Approved recovery material is typically the only thing that is read in NA meetings.

Conference Approved

NA Handbooks and service booklets are Conference Approved. This means they may or may not have been sent out for review and input according to the specifics of the project plan presented to the WSC and are always included in the Conference Approval Track material for approval at the upcoming WSC. These pieces tend to convey NA's fundamental ideas about certain areas of service. Both Conference Approved and World Board Approved material is intended to show how to implement or put into practice the principles established by core NA philosophy and Fellowship Approved material. The World Board may decide that some change in Conference Approved service material is so significant that it should be included in the *Conference Agenda Report* but the piece will still be designated as Conference Approved. This has happened in the past with both *A Guide to World Services in NA, The Group Booklet*, and *A Guide to Local Services in NA*.

Adopted at WSC 2000, this designation came about partly as the result of years of input from members and groups regarding the types of issues they were being asked to review in the *CAR*. Establishing Conference Approved material as a separate approval track means that materials intended for committees and boards, such as handbooks or service manuals, are distributed directly to conference participants 90 days before the WSC allowing time for the regional delegates to workshop it in a manner that fits within their local community. Each local community can determine for itself how the material will be reviewed and how to direct their regional delegate. As the 2000 *CAR* explains, "This frees up our members and groups to devote their attention to holding meetings and carrying the message of recovery, without having to ratify every decision made on their behalf at every level of service."

World Board Approved

At WSC 2006, the conference decided that the World Board could approve and publish a number of informational pieces. This included revisions to Chapters 10-13 of the *PR Handbook* and the Area Planning Tool*,* as well as development and approval of service

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related informational pamphlets and tools. These service related informational pamphlets and tools contain practical experience gathered from the fellowship about how to apply some of the principles contained in NA Fellowship and Conference Approved material. They are usually the result of the Fellowship Issue Discussions or contain a compilation of material already being distributed to the fellowship upon request, which was the case with the Area Planning Tool.

All service related informational pamphlets, whether Conference Approved or World Board Approved, are easily distinguishable from recovery pamphlets by their appearance and should be used by members, groups, and service committees as a resource rather than being read in an NA Meeting. The World Board has long been able to approve bulletins but these bulletins only had limited distribution to those who knew that they were available. The advantage of this approval process for informational pamphlets is that material is made readily available, and can be easily changed or pulled from inventory if there are concerns.

Existing Language with Tracked Changes Noted

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World Board Approved

At WSC 2006, the conference decided that the World Board could approve and publish a number of informational pieces. This included revisions to Chapters 10-13 of the *PR Handbook* and the Area Planning Tool, as well as development and approval of service related informational pamphlets and tools. These service related informational pamphlets and tools contain practical experience gathered from the fellowship about how to apply some of the principles contained in NA Fellowship and Conference Approved material. They are usually the result of the Fellowship Issue Discussions or contain a compilation of material already being distributed to the fellowship upon request, which was the case with the Area Planning Tool.

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Approval Process for Recovery Literature

Note: Policies regarding recovery literature are also contained in the Fellowship Intellectual Property Trust (FIPT).

A. Review-form Literature
   1. Literature developed by the World Board is sent out for a review period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the World Board based on the needs of the fellowship and the piece in development.
   2. Review-form literature is not for use or display in NA meetings.
B. Approval-form Literature
   1. Approval-form literature is prepared by the World Board and is distributed for a period of time, considering translations, determined by the World Board of not less than one hundred fifty (150) days. The length of this approval period is determined by the World Board based on the needs of the fellowship and the piece being considered for approval. The approval form of book length pieces will be available for one year prior to the conference where it is being considered.

Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

C. WSC Approval

1. The conference shall not vote on any proposals to change existing fellowship-approved NA recovery-literature unless such changes have appeared in the *Conference Agenda Report.*

2. All literature submitted to the conference for approval requires a two-thirds majority vote of regional delegates, and it also takes a two-thirds majority vote to withdraw current NA literature from the category of approved literature.

3. Literature approved under this process is marked as Fellowship Approved.

Changes to NA's Twelve Steps, Twelve Traditions, Twelve Concepts or NA's Name, Nature, or Purpose

Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service, name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the following guidelines:

- A registration period, sufficient for non-English speaking fellowships to translate proposals or actions (by local translation committee or WSO) will be held to allow all groups who choose to participate, to register for the tally with WSO.

- At the close of the registration period, the WSO will announce the total number of registrations to all WSC participants.

- At the WSC, the World Board will provide the conference with a motion to consider the validity of the database based on a comparison between the group tally database and the group service database.

- Numbered ballots requesting a yes, no, or abstention response will be mailed to each registered group with addressed envelopes. The groups will be provided sufficient time to return their ballots. The WSC may recommend the utilization of an outside resource to receive and count the ballots.

- In order for the tally to be valid, 75% of the groups who registered in the above named period must participate by responding.

- For each decision to pass, 75% of the groups who respond must vote in the affirmative.

- Ballot results will be reported to the fellowship.

- If the group tally affirms the decision(s), a motion will be placed in the next *CAR* for RD affirmation per the FIPT.

Approval Process for Service Material

At WSC 2006, the World Board was given the ability too develop and approve service related informational pamphlets and tools for distribution to the fellowship. The following policy will be rewritten and presented to WSC 2008 for approval:

Material produced by Narcotics Anonymous World Services that is intended to assist members, groups, service boards, or committees of NA in performing NA service is categorized as follows for purposes of approval:

A. Fellowship-approved materials are those items approved by the World Service Conference that are intended primarily for use by groups and members. This type of

~~service material is distributed to conference participants in the *Conference Agenda Report*, to be considered at the World Service Conference meeting during an old business session.~~

~~B.~~ ~~Conference-approved materials are those items approved by the World Service Conference that are intended primarily for use by service boards or committees. This type of material is sent to conference participants at least ninety (90) days prior to the World Service Conference meeting, to be considered during a new-business session.~~

~~C.~~ ~~Service material to be Conference-approved can be released for distribution to the fellowship prior to approval by the conference if conditions 1 and 2, along with either 3 or 4, below are satisfied:~~

~~1.The item is clearly distinguished as "Pending Conference Approval" and identified with a unique header and color, and~~

~~2.Work is completed and the draft item is approved by the World Board, and~~

~~3.The service material is authorized for such early release by conference participants when the project plan for that item is approved, or~~

~~4.The service material is identified by the World Board as resource material to be a relevant insert or update for an existing service material item and meets a need expressed by the fellowship. This type of service material could also possibly stand on its own if later approved by the conference.~~

~~D.Once approved, early-release items will be repackaged accordingly. If not approved by the World Service Conference, distribution will cease.~~

~~E.Board-approved materials are those items that the World Board is authorized to approve and publish. This category includes articles concerning such issues as service work, NA-related philosophical issues, NA's Twelve Traditions, and NA's Twelve Concepts for Service. Papers for presentation at professional events, when they are published for broad distribution to the fellowship or the general public, are included in this category. A two-thirds majority of the board is required to publish any type of Board-approved service material.~~

Proposed Language

World Convention Zone Rotation Plan

Historically, the world convention has usually been held the first weekend in September, which is the Labor Day holiday weekend in the USA. However, the World Board retains the right to set the date of the world convention as appropriate. WCNA will be held every two years.

Year	Zone	Actual Site
2007	Central North America	San Antonio, TX 29 Aug–2 Sept 2007
2009	Europe and the Middle East	Barcelona, Spain 20–23 Aug 2009
2011	Western North America	San Diego, California 1–4 Sept 2011
2013	Eastern North America and the Caribbean	Philadelphia, PA 29 Aug–1Sept 2013
2015	Central & South America	
2017	Western North America	
2019	Eastern North America and the Caribbean	
2021	Asia, Middle East, and Africa	
2023	Western North America	
2025	Eastern North America and the Caribbean	
2027	Europe	

The current rotation plan will either continue or a new rotation plan will be presented to the conference in sufficient time for planning for the site of the 2029 World Convention.

There are two zones in the US and Canada, as well as zones in Asia-Pacific-Middle East-Africa, Europe, and Central & South America. Rotation for WCNA is based on every third convention being held outside of North America.

Current Language with Tracked Changes Noted

World Convention Zone Rotation Plan

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There are two zones in the US and Canada, as well as zones in Asia-Pacific-Middle East-Africa, Europe ~~(including the Middle East)~~, and ~~Latin America~~Central and South America. Rotation for WCNA is based on every third convention being held outside of North America,

World Convention Zones

Proposed Changes to Asia Pacific Zone to include Africa and the Middle East

Europe

Western North America

Eastern North America & Caribbean

Central & South America

Asia, Middle East, & Africa
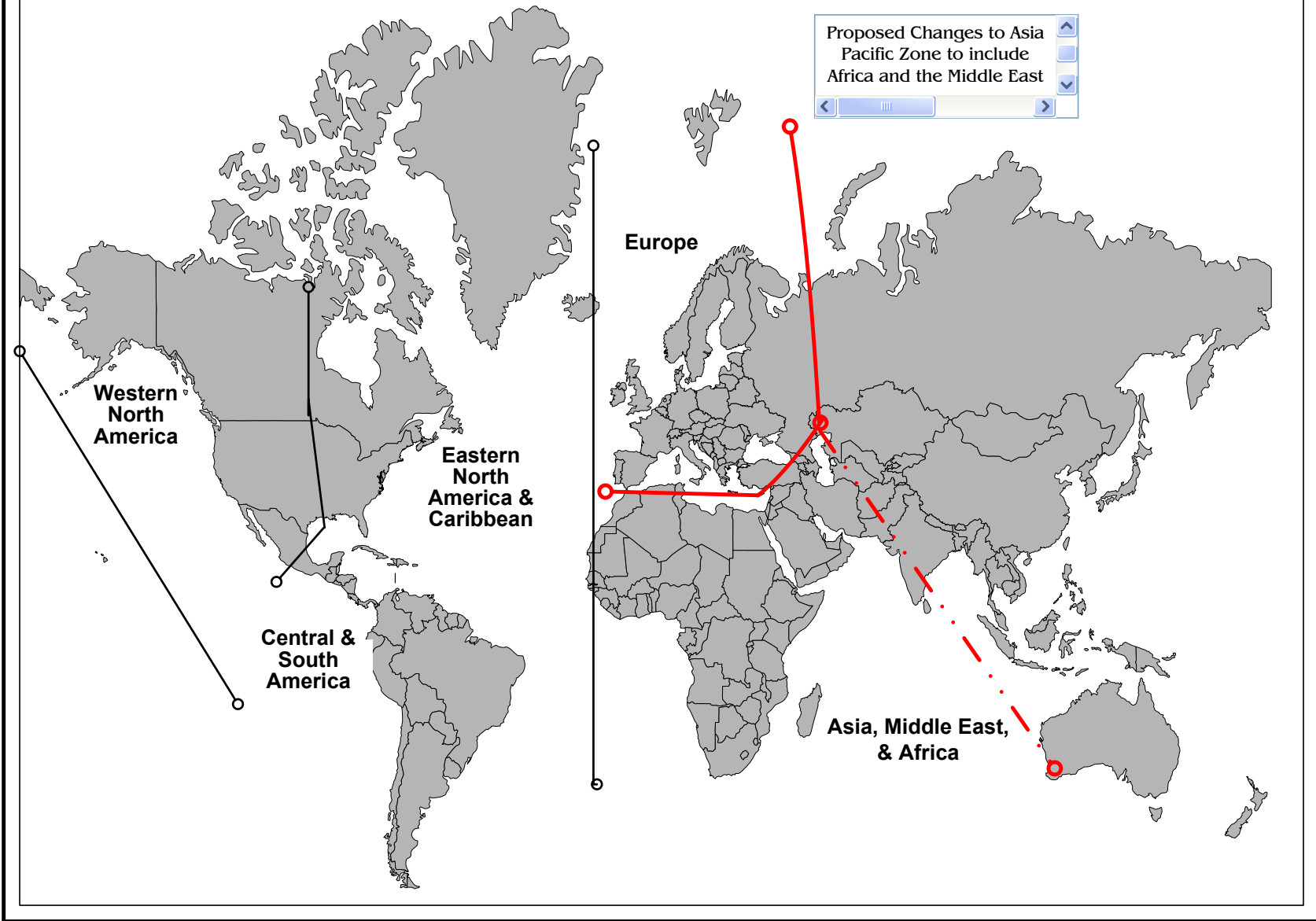
NA World Services
19737 Nordhoff Place
Chatsworth, CA 91311
Tel (818) 773-9999
Fax (818) 700-0700
www.na.org

To: WSC 2008 Participants

From: World Board

Date: 25 January 2008

Re: Seating proposals and seating policy

Report Contents

This report includes the following:

- ♦ our recommendations regarding regions seeking seating at WSC 2008, which would allow these regions participation at WSC 2010, including a summary paragraph on each region we are recommending
- ♦ our recommendations regarding the seating policy
- ♦ information received from each region requesting seating

Seating Recommendations

We received requests for seating from seven regions, and we are recommending seating for five of these regions: Egypt, El Salvador, Nepal, Nicaragua, and Poland. We are recommending not to seat North Carolina or Southern Brazil for reasons outlined in the following section of this report, "Policy Recommendations." In brief, both of these regions have formed from already existing regions and until the conference clarifies how we should approach these types of regional splits, we will refrain from making such a recommendation.

In addition to these seven requests, we did receive requests after the deadline, and we will hold them until the next conference. One of the region's whose information was too late to be considered at this conference, Eastern Pennsylvania, notified us of their intention to seek seating by the April 2007 deadline, but we did not receive their regional profile until two and a half months after the October deadline and so they were not among the regions we considered for seating.

Following is a brief summary of information for each of the five regions we are recommending for seating:

Egypt

Although Egypt has had NA meetings for over seventeen years, they have had explosive growth in the past seven years since they formed their region. They went from a small handful of members to well over 1,000 members. They have active committees, including translations. Presently, most of the countries of the Middle East who have regular NA meetings are fairly small. The notable exceptions to this are Iran and Egypt. They are a consistent and stable resource for assistance with issues about

recovery in other Islamic communities. They are one of the few Islamic communities who have a number of women with clean time and many more women getting and staying clean. They have actively participated in the EDM for many, many years.

El Salvador

El Salvador has, in the past five years, worked through significant conflict to go from a divided region with two different RSCs working separately, to a single region working in the spirit of unity of the First Tradition. They have well coordinated services including active PI and H&I efforts. They have a regional office in San Salvador, where they sell literature and operate the helpline. Over the course of the last year, they have had ongoing conversations with their government to allow NA to carry the message to all the correctional institutions in the country and just in the past month the government agreed to let NA hold meetings in twelve institutions.

Nepal

NA Nepal has experienced steady growth in membership over the last ten years, so that they now have more than 1,000 members. Although there is great diversity in religion, ethnicity, and language in Nepal, the fellowship is relatively unified. There is an effective service structure that has organized international, regional, and area events and that helps facilitate communication within the region and among the areas. Pokhara has a functioning ASC office, and ASC Kathmandu, which had folded, appears to be slowly coming back to life and establishing an ASC office. They have some of the challenges of being a newer NA community, but seek guidance from outside NA Nepal, when they need to, and take careful inventory of their H&I and PI experiences, and learn from them.

Nicaragua

The first NA meeting in Nicaragua formed in 1991, and after a rocky start in the first couple of years, there have been regular meetings consistently since 1995. Today there are more than 100 weekly meetings and the fellowship continues to grow. Nicaragua has a group of dedicated and enthusiastic trusted servants who maintain active PI and H&I efforts. In recent years those efforts have intensified with the realization that effective H&I and PI efforts have a direct relationship to the growth of the fellowship. After holding a few small events over the years—learning days, etc— they worked hard to put on their first regional convention in 2007. There is a small, centralized location for the distribution of literature. Like many other communities who are growing rapidly the majority of trusted servant time has been spent actually carrying the message or assisting addicts to find NA. Recently, they have decided to invest some time in the process of documenting their procedures.

Poland

Poland is an active NA community that is over twelve years old as a region and will have held NA meetings for twenty years by WSC 2010. They have active committees, including translations. They have participated consistently in the EDM and have hosted a winter EDM meeting. They do an amazing amount of fellowship development work for the smaller NA communities in what they refer to as the Middle-Eastern-European communities. This has included organizing events in their own community and bringing others, as well as reaching out and traveling outside of Poland. Their efforts at communicating and staying connected are exemplary.

Policy Recommendations

In addition to making recommendations about the regions seeking seating, we are also making a recommendation about the seating policy itself. We are recommending a moratorium on seating regions that have formed by splitting from an existing region, and also a moratorium on the use of a workgroup to make recommendations to the board about seating. We have been reporting on our struggles with the current policy for a number of years now, and actions at the last conference indicate that the policy doesn't work well to guide our decision-making as a conference about seating participants. It is our hope that the moratorium we are recommending will give us the time to work together to develop a proposal that more accurately reflects our goals as a conference.

Our current seating policy was passed at the 2000 World Service Conference, and over the years since then we have seen some of the ways in which it fails to live up to the intentions expressed when it was developed and passed. The essay introducing the policy in the 2000 *CAR* explains:

> One of the realities for all of the various bodies that have tried to develop criteria for conference recognition is that the criteria end up being aimed at controlling the proliferation of United States regions. This may not be a popular issue to raise, but it is one that we feel must be discussed. With all of the currently seated US regions, is it really possible that the sense and voice of our US members are not already represented at the conference? If a local community chooses to split from an already seated region because of local service needs, is there any reason why they could not continue to attend existing assemblies or participate in existing processes of the seated region for the purpose of voting on the *CAR*? We do not think so.

> While it may be true that establishing criteria will more immediately impact regions in the US, this will not always be the case, as our fellowship grows worldwide. Addressing the issue of criteria will always be uncomfortable for us because it will always seem to immediately impact some NA community more than another. As we focus on our vision and mission, we will keep being confronted with this issue until we address it.

Ironically, we find ourselves still confronted with this issue. Our current seating criteria, those passed in 2000, still do not address the desire to stem the growth of US regions or regions that form from an existing seated region. As the 2000 *CAR* states, such regions may form to meet local service needs, but they could have their voice represented at the conference in a different way, perhaps by an existing region.

In addition, the current policy does not allow any evaluative role for the workgroup that makes seating recommendations to the board other than applying the criteria like a rigid template to each case. The 2006 WSC illustrated some of these shortcomings. As they are charged to do, the seating workgroup made recommendations to the World Board based on the criteria in *GWSNA*. The board took most of those recommendations; however, in the case of two regions, which were the first NA communities in their countries, the board decided to recommend seating though the workgroup had not. The conference affirmed those recommendations and seated the two regions. On the other hand, the conference departed from the recommendations of the board (and seating

workgroup) in two other cases and decided not to grant seating to two regions that had formed by splitting from existing regions. The decisions not to seat these two regions were also contrary to the policy as written (though those decisions were in concert with the intention of the policy as expressed in the 2000 *CAR*). In summary, the current policy doesn't seem relevant to the actual situations we are confronted with and the decisions we make, as a board and as a conference.

The conference has discussed its own growth and how to deal with issues related to representation for years without coming to consensus. We all agree that the growth of NA is a positive thing, but we haven't yet come to an agreement about how to reconcile our growth as a fellowship with the need to conduct business effectively at the conference.

In consideration of these issues, we are calling for a moratorium on seating regions that have resulted from a split as well as a moratorium on using a workgroup to make seating recommendations to the board until 2012. Perhaps the conference will be able to discuss the issues more effectively if there is a deliberate decision not to seat regions from regional splits for the next two conference cycles and the conference uses this time to discuss what will work best for its immediate future without having these discussions colored by the specific regions requesting seating. We hope to have a proposal for the conference to consider in 2012.

Egypt

Does the region believe the voice of its NA community is being heard in some form already at the WSC? If so, who is closest to representing that voice now? If not, what is it about this community that the community does not believe is being represented now?

> *(no response was provided to this question)*

Why does the region want to become a conference participant?

> To have its voice and conscious heard at the WSC and to participate in decision making process in matters that affect the whole NA

Does the region believe its community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship?

> In Egypt, although we are still an area but functions as a region we are the oldest Arabic speaking community and we believe we can add a point of view and experience from this part of the world

Will participation at the conference affect the region's NA community? If so, how?

> Yes, through our experience about what works and don't work in this part of the world (north Africa, middle east)

Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?

> Yes

Background

- The region began in 2001, began delivering services in 2002.
- NA meetings have been held since 1991.
- The region has one area comprised of 16 groups which conduct 52 meetings weekly.
- The region supports approximately 2 H&I meetings each week.
- The regional H&I committee has been functioning since 2002.
- The regional PI committee has been functioning since 2002.
- The region hosts an annual convention since 2001.
- The region is part of the EDM.

El Salvador

Does the region believe the voice of its NA community is being heard in some form already at the WSC? If so, who is closest to representing that voice now? If not, what is it about this community that the community does not believe is being represented now?

> The fact that we are part of the Latin American Zonal Forum and because we maintain direct contact with the WSO, allows us to be part and to be considered in an indirect manner in the service plans of the WSC.

Why does the region want to become a conference participant?

> We consider that the region is acquiring the necessary maturity within the principles and purpose of the Narcotics Anonymous Program. The fact that we participate in a direct manner and the being part of the WSC would strengthen our growth process, it would awaken a stronger conscience and we help us to fully commit with the primary purpose of NA, "to carry the message to the addict who still suffers".

Does the region believe its community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship?

> Our service structure was created in 1995, and it endured the pains of growth but it gained experience and strength in service and in personal recovery. We consider that we have the necessary experience to make decisions.

Will participation at the conference affect the region's NA community? If so, how?

> We believe that it will generate more personal commitment from our members in regards to fulfilling our primary purpose and subsequently this will contribute with the growth and strengthening of our Regional Service structure.

Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?

> We know that the ties that bind us together will be stronger and it will allow us to be part of the solution at the World level. Our region will greatly benefit from this process.

Background

- The region formed in 1992 and began administering services in 1995.
- NA meetings have been held there since the late '80s.
- There are three areas comprised of 14 groups which conduct 82 meetings weekly.
- There are 6 H&I meetings conducted weekly.
- The PI committee has been functioning since 1997.
- The region has a RSO which was opened in 1995. The RSO provides a 24-hour helpline, literature and merchandise sales, internet access and produces bulletins and publications.
- Attendance at the regional convention is approximately 185 the convention started in 2004.
- The region is a member of the LAZF.

Nepal

Does the region believe the voice of its NA community is being heard in some form already at the WSC? If so, who is closest to representing that voice now? If not, what is it about this community that the community does not believe is being represented now?

> Coincidently, being a NA community we may have similarities with some other region & we don't think none of our likely voices have been represented at WSC but we never have been represented in organized, conscious & managed way like nobody from Nepal region has represented our community in WSC.

Why does the region want to become a conference participant?

> As we looked back to our recent scenarios since last few years, we found some tremendous change & some valuable growths in our NA community. As all other NA communities do we also have came through long way & now we think we do have some experience, knowledge, some hopes to share with other communities & being a isolated region for several years we do have lots of obstacles to share as well as we do have lots of challenges born through our growth. So as we think this conference will be beneficial to have more & also to share little bit we have.

Does the region believe its community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship?

> We believe we have grown in isolation; we did almost of our struggles by ourselves since our early hood. We do have lots of such experiences that we misunderstood some of our principles & found not working. We came through learning by doing & learning by mistake.

> We don't think we have lots of success to share but we can say we have some experiences valuable for us. We think, we will get more to learn & some less to give during WSC.

Will participation at the conference affect the region's NA community? If so, how?

> No doubt our community will get the benefit from the conference. As we already have mentioned before we are a newly growing community & being new we do have lots of things to learn from the experienced communities. Even during our APF participation we have learned a lot & the experience through APF has played a crucial role in our service development & making our service efforts more effective in carrying the message. So in big Communities of WSC obviously, we will learn more & this may lead us to grow more.

Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?

> We believe we also have something new as other communities do & we could be the additional voice for newly growing communities. Geographically, culturally & Socio economically (literacy rate, per capita income etc) we think we have lots differences among other NA communities as well as we came through hard time in isolation more than in connection with worldwide fellowship.

Background
- The original formation was 2000, but the region began administering services in 2005.
- NA started there in 1994; meetings stabilized around 1999.
- There are 6 areas in the region, comprised of 44 groups which conduct 66 meetings weekly.

- The regional H&I committee began in 2004. H&I meetings are conducted on the area level on a monthly basis.
- The regional PI committee was formed in 2006.
- The region has a literature distribution office which was started in 2005.
- A regional convention was started in 2006.
- The region participates in the APF.

Nicaragua

Does the region believe the voice of its NA community is being heard in some form already at the WSC? If so, who is closest to representing that voice now? If not, what is it about this community that the community does not believe is being represented now?

> We have gained experience in different fields which today we are familiar with and we have put them into practice which has resulted in the growth of the region of Nicaragua. Besides being heard in the floor of the conference in regards to what we have accomplished in our region, we also want to listen to the experience of other regions and we believe that this exchange will be healthy as long as the primary purpose remains the same, to carry the message. We want our voice to be heard, so we can exchange experience, provide ideas, solutions and work for NA as a whole.

Why does the region want to become a conference participant?

> NA in Nicaragua celebrated 10 years of initiating the wonderful NA program. Nicaragua has been growing and has 17 groups, with 119 meetings, throughout the country. We have a vision as a fellowship and we work in accordance to the guidance of the 12 Steps, 12 traditions and our Service Manuals. We also want our community to remain informed and at the same time to participate by providing feedback in regards to the decisions that can be beneficial to continue carrying the message.

Does the region believe its community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship?

> From the time we opened the first NA group in Nicaragua, NA Nicaragua has carried the message to may places, jails, institutions, rehab centers, and juvenile detention centers. Our PI subcommittee provides information about our program, how it works and how to find us. We have had workshops and regional service campouts. We had our first regional convention this year and members from 19 different countries attended the event. We have had an RSC for a little over 3 years and all the groups are part of the service structure. We have carried the message with love for the past 10 years because we know that we are doing this for the addict who isn't here yet. Our main focus is on the path to recover in the NA Way. If we divide 17 groups by 10 years of carrying the message it means that the miracle of opening a group takes place every 7 months in Nicaragua. WE have only carried the message for 10 years but we are very willing to serve and grow and we can participate in whatever is necessary. The main thing is to make a decision and to put into action in other words to walk the talk. NA has taught us that is a program of action and prayer. We consider that a global decision would be for all worldwide communities to become one NA community and to take care of those who suffer from the disease of addiction. This task is everyone's responsibility and for everyone who has the honest desire to be off service unconditionally. How are we, where are we and where are we going.

Will participation at the conference affect the region's NA community? If so, how?

> Not at all, we humbly wish that our input is heard. The introduction of the GTLS talks about opening new service doors and we understand that the WSC is one of those doors that our community wishes to open so we can share and provide input for the benefit and welfare of NA as a whole.

Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?

Today we are part of the solution and not part of the problem. The experience we gain NA is priceless, all the service positions in NA have the same value. Once we stopped arguing all the parts came together to fulfill our primary purpose, to carry the message to the addict who still suffers. Each country, region, committee, group and NA member anywhere in the world has a unique style, and each is a treasure and a foundation that must be exploited of its best qualities to enrich our fellowship. Participation by all of us means to make our services and work more accessible so we can better carry the message. Unity in our community has been valuable and we wish to take our experience and our viewpoints to the WSC as a growing Central American NA community.

Background

- The region was formed in May 2004 and began administering services in June 2004.
- NA meetings started there in 1991 but stopped for about 4 years, resuming in 1995 and have been continuous since then.
- The region has one area comprised of 17 groups which conduct 119 meetings weekly.
- The H&I committee was formed in 2004 and conducts 7 H&I meetings weekly.
- The PI committee was formed in 2005.
- The Regional Service Office was formed in 2006. It provides helpline service, literature sales and group services.
- The regional convention was started in 2007.

North Carolina

Does the region believe the voice of its NA community is being heard in some form already at the WSC? If so, who is closest to representing that voice now? If not, what is it about this community that the community does not believe is being represented now?

> Currently, votes of our member groups on the Conference Agenda Report are being reported through the Carolina Region. While we are extremely appreciative of this collaboration, we are still of the mind that our groups serve a unique population of addicts with issues and concerns which get lost in translation within any other region. Our areas are made up of a diverse group of addicts with all ranges of experience in Narcotics Anonymous. However, there are concerns, as with rural, smaller, groups that larger areas can not understand nor agree to as being important to the effectiveness of our carrying the N.A. message. As a result, many of our concerns are not heard, and our membership continues to feel the frustration of belonging to a world-wide fellowship that does not recognize their specific needs. We believe that our voice is no less important than any other region, whether from within the Unites States or from outside of the U.S. In that regard we feel that our voice, as represented by our Regional Delegate, is what is not being heard, nor effectively conveyed by any other region. Having spent the past six years as a non-participant, relegated to the "gallery" at the WSC, it has become increasingly evident that the voice of our membership continues to be unrecognized and unheard as a contributing force within the Narcotics Anonymous fellowship. Further as the conference and reporting moves more in the direction of consensus based formats, our voice will be heard less and less, with no formal representation.

Why does the region want to become a conference participant?

> We believe that as a conference participant we are able to give voice to a population underserved; areas and regions formed after the service structure changes of Narcotics Anonymous within the guidelines of that service structure as intended. Also, recognized participation will provide a forum for the areas of the North Carolina Region to be heard independently of our counterparts from larger urban areas. While addiction and recovery are universal, the needs of smaller groups, areas, and service bodies need additional supports, collaborations, and commitments that are not best served when a part of a greater, larger, whole. While some of our areas have large cities within their geographical boundaries, the issues of unifying and combining services are often more difficult due to the mentality of the rural vs. urban areas and other resources within the community. This, we feel, is a universal problem, as evidenced by the seating of Iraq, South Africa, and Western Russia, during the last WSC. While we recognize the need to continue to build upon our international relationships, it is equally important to recognize regions, equally as outlined in the guidelines of 2000.

Does the region believe its community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship?

> Yes, we believe that we have more than enough service and recovery experience to be a positive contributor to Narcotics Anonymous' global decision making processes. Two of our founding trusted servants were former members of the N.A. Board of Trustees. The majority of trusted servants working at the regional level have double digit clean time and most of us have been involved in service throughout our recovery.

> We continue to believe that being a positive contributor to the global decision-making process means having the ability to look beyond our personal N.A, community to see the issues and interests of N.A. as a whole. Because of the issues of space, distance, and the

need for more effective collaborative efforts on the part of our member home groups, we can understand the struggles of those countries who suffer the same challenges. In the same vein, we can readily identify with the concern of all addicts due to our diversity and experiences. We also have the experience of being a new region in a worldwide fellowship where some existing regions can no longer identify with the challenges and struggles faced in providing services to a growing N.A. fellowship. This was evident in our response to a request from the NA membership in Nepal, to whom we forwarded $500.0in 2002, during our initial 18 months of existence.

Will participation at the conference affect the region's NA community? If so, how?

We believe, wholeheartedly, that conference recognition and participation will be the catalyst to effect a tremendous growth for the North Carolina Region allowing non-member areas, which have shown an interest over the past 6 years, to make the decision to follow Conference Guidelines of having Regions which encompass state boundaries. We have had one area to join our region, only to leave when we did not receive seating in 2006. The concern is that if our voice is not heard, how effective will we continue to be to our communities? Our past CAR participation has been between 84% and 89% of member groups. The commitment to be heard has not diminished, however, the concerns of our recognition at the WSC continues to be a driving concern for all involved. While we believe in the democratic process of the WSC we recognize that not all conference participants are following the guidelines that were voted on and approved by the conference of 2000. It is our belief that continued negligence to fulfill our obligations to our membership according to these approved guidelines will be detrimental to the North Carolina Region's morale and diligence to fulfill the primary purpose which continues to be political and prestigious rather than all inclusive.

Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?

Yes! While currently the conference growth continues to be an area of concern for Narcotics Anonymous, past growth within larger states continues to thwart the ideals of unity and effectiveness that this conference seeks to infect into our fellowship. The voice of Narcotics Anonymous has a lot of diversity, however, the North Carolina Region is not a long-standing region and therefore, brings a new perspective of a region formed beyond the changes in Narcotics Anonymous World Services. While the only regions currently being seated appear to be those from outside of the Unites States, there is a lapse of congruency in recognizing the same diversity and structural challenges from new regions within the states that also add value and credence to the "flavor" of the conference. Inclusivity vs. exclusivity needs to be considered across the board when seeking to identify whether or not we are a world-wide fellowship serving all addicts.

Background

- The region was formed in October 2000; service administration began in January 2001.
- NA meetings started in 1979.
- There are five areas comprised of 45 groups which conduct 111 meetings weekly.
- The H&I committee was formed in 2001 and conducts 18 H&I meetings weekly.
- The PI committee was formed in 2001.
- The region does not have a convention.

Poland

Does the region believe the voice of its NA community is being heard in some form already at the WSC? If so, who is closest to representing that voice now? If not, what is it about this community that the community does not believe is being represented now?

> We believe that voice of our Region is heard on WSC, because our Region attends EDM meetings. People from NA World Services attend EDM as well (Becky, Mary B., Nick E.). That is how we believe that they pass info about us to the rest of the WSC participants. We cannot vote and share our opinions about things related to NA as a whole as a non-participants.

Why does the region want to become a conference participant?

> Because you suggest us to be and we listen to those, who are longer in Fellowship☺.

> Our Region has started to grow and expand since we attend EDM meetings. We are quite sure that being a WSC participant can help us build a strong and secure Region. We started our RSC meetings in 1996. We are unique and different from other European Regions because of our historical and political past. Our presence can help NA as a whole understand problems of Polish addicts as well as addicts from other post communist countries, which are not participants yet. We would be closer to the source, the heart of NA, the NA conscience, NA spirit, HP warriors☺. Our RD would pass his passion, atmosphere of friendship, unity and service to alternates. We need other Regions as well as they need us. Just like on recovery meeting. We need newcomers to share what we have, just to keep it. There are maybe much more other reasons we do not even figure out now. However, we believe in service structure, we know that WSC serves the groups. Our groups need support and we can be an opportunity for you to carry the message where it is needed.

Does the region believe its community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship?

> We can see that our experience and our point of view is needed for European Fellowship. We need other Region's experience to grow but we have also a lot of experience to give to others. We struggle with language barrier. We have not many people with knowledge of English or other foreign languages, that is why we grow up so slowly, but we can share our experience in dealing with it. Almost 95 % of Polish NA is addicts below 4years old. More than half of them are nearly 30. We can share our experience on it. We have addicts on methadone and medications and we can share on it too. Our Regional Services are doing great. All of the Regional Trusted Servants have more than 4 years clean time and work steps with their sponsors. Year by year we become more aware of what service is about and responsible for it. We will never be ready, unless we try.

Will participation at the conference affect the region's NA community? If so, how?

> We barely talked about it during our last RSC. We will talk about it widely very soon on our RSC.

Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?

> Of course, we believe. There is no Polish Region in the current conference body. We wrote about it previously. Our situation is very specific because of the political and economical situation. Polish mentality is also different and unique. We have tough historical past. It caused multi-generational mental disease and dysfunction.

Poland is famous because of Polish vodka and kielbasa. Addiction is our national disease. Polish addicts do their own heroine, called Polish heroine. It is a homemade drug, very popular in late 70's (up till now). We can share experience on recovery in Poland, which can be use for better understanding of other similar European and Eastern countries.

Background

- The region was formed in November 1996.
- NA meetings started there in 1990.
- There are two areas in the region comprised of 54 groups which conduct 68 meetings weekly.
- The H&I committee started activities in 2003.
- The PI committee started in 2003.
- The regional service office was opened in 1998. It provides literature sales and distribution.
- There is a regional convention which started in 1996.
- The region participates in the EDM.

Southern Brazil

Does the region believe the voice of its NA community is being heard in some form already at the WSC? If so, who is closest to representing that voice now? If not, what is it about this community that the community does not believe is being represented now?

> No. The Brazil Region does not represent the Southern Brazil Region. The FZLA does not have a mechanism to represent unseated regions, but it has the function of joining these regions together. For example, in WSC 2006, Motion 3 (which dealt with the time for approval of literature and that would give more time to make the translation and appreciation of the same) was a subject that affects us. Our region did not have any way to participate in making this decision.

Why does the region want to become a conference participant?

> The region wants to become a conference participant in order to fully represent the conscience of the community of NA. To involve and to attract the interest of the members, groups and ASCs to participate in the debates and decision-making at the levels of ASC, world-wide and region. Currently, approximately 70% of the regions in the WSC are from North America, the great majority of them being from the U.S.A.. Our participation will be a way for more equal representation to exist in the WSC.

Does the region believe its community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the fellowship?

> Yes, from the existing structures and of the experience of trusted servants, the region carries out the service of taking information to and from the groups and ASCs in order to foment the collective conscience of the community of NA, thus contributing, in a way, to the decision-making process based on the principles of NA. The number of groups (approximately 145), the amount of service events and subcommittees prove this. Some trusted servants of the region had already served in the "mother" region (Brazil Region).

Will participation at the conference affect the region's NA community? If so, how?

> Yes, by extending the vision of the participation of the community in world-wide services, therefore the region is a way that is accessible and close to any member or service structure that wants to express their ideas, suggestions or doubts in the decision-making of or the discussion topics of the Fellowship. Through the approximation between the region, the member, and the NAWS, thus respecting the 8th Concept.

Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?

> Yes. The Southern Brazil Region has often had a different point of view than that of the Brazil Region. The *CAR* workshops, which have been happening since 1996, have already shown this.

Background
- The region was formed in January 2005, splitting from the Brazil Region; service administration began April 2005.
- NA meetings began there in 1989.
- There are nine areas comprised of 144 groups conducting 299 meetings weekly.
- The H&I committee was formed in 2005.
- The PI committee was formed in 2005.
- The regional convention was formed in 2006 and is conducted on an annual basis.

Narcotics Anonymous World Services

STRATEGIC

PLAN

2008 – 2010 Conference Cycle

♦

NA World Services Vision Statement

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

Our vision is that one day:
- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- NA communities worldwide and NA World Services work together in a spirit of unity and cooperation to carry our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.

◆
NAWS Long-Term Goals

*In a continuous effort to realize our vision, NA World Services strives to achieve the following long-term goals:*

|	
CONCERNING THE SERVICE WE PROVIDE	◆ To be a trustworthy leader with the foresight to identify trends and issues affecting the fellowship and the ability to develop innovative solutions to address them. ◆ To be a reliable resource for information about Narcotics Anonymous recovery and about access to our recovery process. ◆ To represent the interests and concerns of Narcotics Anonymous and the issues that affect the fulfillment of our vision. ◆ To create and deliver products and services that meet changing fellowship needs. ◆ To foster a worldwide community of members with unity of purpose and a keen sense of mutual accountability and support.
CONCERNING HOW WE OPERATE	◆ To build productive partnerships throughout NA to fulfill our vision: relationships with other components of the service structure and local communities, and between board and staff. ◆ To build and sustain cooperative relationships with other organizations and entities that address issues of addiction in order to raise awareness of Narcotics Anonymous as a viable option for recovery. ◆ To be a model of professionalism, setting high standards for service, efficiency in operations, and an unwavering focus on the needs of those we serve. ◆ To be responsive and accessible, inviting involvement and dialogue, and ensuring efficient delivery of products and services. ◆ To be an organization characterized by integrity and consistency, whose words and actions are driven by principles. ◆ To be a sound organization with the structure and capacity, human and financial, to achieve our goals and priorities.

◆
How do we get there?

The diagram below illustrates how we get from our vision statement to an actual project plan and how the steps are connected. Each project is inspired by our vision, "our vision is our touchstone, our reference point, inspiring all that we do."
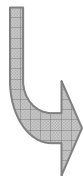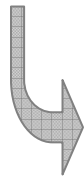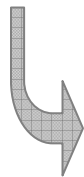
OUR VISION

↓
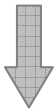
LONG-TERM GOALS
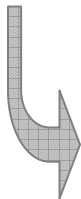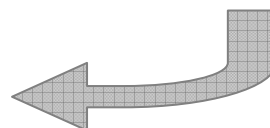
KEY RESULT AREAS

OBJECTIVES

APPROACHES

PROJECT PLANS

PRIORITIES

◆
NAWS 2008 Strategic Plan
Introduction

Purpose and Use

The 2008 Strategic Plan for NA World Services is the vehicle that will help us move forward toward our vision. The plan contains the long-term goals and interim objectives we need to reach so that *"every addict in the world has the chance to experience our message…"* Each conference cycle, the plan also outlines the work we would like to accomplish during the next two years in order to move closer to those objectives and goals, but it does not include specific actions or timetables. These specifics are detailed in the related project plans. We will use this plan to a) guide decision-making and deliberation of related strategic issues, b) establish and align our resources with our priorities, and c) evaluate progress toward our goals. The plan helps us focus on our common goals, not our differences or individual agendas, and keeps us focused on NA principles.

This plan represents the work and discussions of the World Board and NAWS staff over the past few conference cycles. However, the strategic plan belongs to all of us, and the objectives and approaches it outlines have been shaped through discussions between board members, delegates at the last WSC and other service events, and interested members of the fellowship through worldwide workshops and face-to-face and written contacts. The sessions at this conference will have the most significant impact on the strategic plan for the next cycle (2010–2012) as well as on the operational details of the projects we will undertake for the 2008–2010 cycle.

This is a huge shift in perspective for all of us. Our conferences often have been concerned with looking backward (at events of the last year or two) or with fine-tuning and small details. To plan strategically, we must think about the forest, not just the trees, and furthermore, we must think about the needs of the forest two years from now. The board has been challenged to change the way we look at and accomplish our work, and we look forward to WSC 2008 where we can meet this challenge together.

We need to review and analyze routinely the needs and interests of the fellowship, as well as relevant external influences, to determine how these changes affect our priorities and to ensure that we stay on course toward realizing our vision. The planning process is fluid and responsive, allowing us to address new trends and issues as they arise. We revisit the plan each conference cycle to outline our work for the years ahead and make sure that the plan is keeping pace with our rapidly changing fellowship and the world-at-large.

◆
Definition of Terms

NA World Services Vision Statement
A compelling picture of the impact our fellowship is seeking to make through world services.

NAWS Values
Guiding principles, our traditions and concepts, that convey what we stand for and how the organization operates.

NAWS Long-Term Goals
Description of world services in a future state, when we are operating at a level of performance required to fulfill our vision statement.

Strategic Planning
A process by which change that will impact the organization's success in achieving its vision can be identified and managed.

Key Result Areas
Strategic areas that require change—*strategic* because they are based on an assessment of external and internal factors. Action taken in these areas will move us closer to fulfilling our vision.

Objectives
End results that must be accomplished within each key result area.

Approaches
Interim results that need to be achieved along the way to accomplishing our longer-term objectives and goals. For the most part, these are the things we hope to achieve *within the next planning/conference cycle*. However, many approaches take more than one conference cycle to accomplish and are thus carried over to the next strategic plan. They are labeled here as "existing approaches to be carried over." Some of these approaches, such as holding workshops or disseminating issue discussion topics, have become part of our regular essential work each cycle and are labeled as such here.

◆
Key Result Areas

To ensure progress toward NA World Services long-term goals, growth is critical in the following areas. Sound organizational management is critical to realizing the services that will help us achieve our vision. This document does not intend to outline the entire range of world services' work or goals, but instead to help demonstrate the connection between good management of NAWS and the realization of our vision. The key result areas focus on areas that need change or areas that drive new change. The key result areas in the 2008–2010 strategic plan are:

- **Communication**
- **Fellowship Support**
- **Recovery Literature**
  - **Leadership**
  - **Resources**

♦
Objectives

Our strategic objectives, listed below, outline what we hope to accomplish within each key result area in order to move toward achieving our long-term goals. Below is a list of our objectives, followed by a more detailed explanation of the objectives and the approaches necessary to begin accomplishing them.

Key Result Area: Communication

Objective 1: Identify, frame, and better facilitate a dialog around current issues with members and other components of the service structure, to help them apply NA principles locally.

Objective 2: Improve the effectiveness and efficiency of world service communication, using techniques and technology that will resonate with diverse audiences.

Objective 3: Enhance perception of NA as a credible program of recovery through implementation of a PR strategy and strengthening of targeted relationships.

Key Result Area: Fellowship Support

Objective 4: Revitalize the service structure by introducing relevant ideas and tools that stimulate change and increase effectiveness.

Objective 5: Help build and sustain all NA communities—emerging and established—recognizing their differing levels of development and need.

Key Result Area: Recovery Literature

Objective 6: Make the NA message available and relevant to a widely diverse membership and potential membership.

Objective 7: Meet the targeted and mainstream literature needs of the fellowship, and adjust the literature development process.

Key Result Area: Leadership

Objective 8: Build ownership and a sense of collective responsibility for a global NA vision through better understanding and acceptance of the role each individual and each component of the service structure has in realizing it.

Objective 9: Cultivate, encourage, and nurture development of leadership potential in all members, including those who will take on roles within the service structure.

Objective 10: Continue to improve the effectiveness of the World Board as a strategic leadership body.

Key Result Area: Resources

Objective 11: Ensure the long-term financial stability of NAWS, and the reliability of the income stream, in order to carry out priorities and service.

Objective 12: Raise awareness and a sense of responsibility on the part of the fellowship to adequately fund the cost of services, throughout NA, including NAWS.

Objective 13: Build and align the focus and capacity of staff to support identified priorities.

◆

Key Result Areas, Objectives, and Approaches

Key Result Area: Communication

"Narcotics Anonymous has universal recognition and respect as a viable program of recovery."

From NAWS Vision Statement

Issue Management/NA Philosophy

Clear, consistent, and *relevant* communication throughout the service structure is essential. In order to fully engage and unify the fellowship around our vision and to effectively address NA members' issues of concern, we must improve our communications. The issue discussion topics have provided a way to focus communication throughout the fellowship, and in recent years, world services has better facilitated this communication so that more NA communities worldwide are discussing these issues and sharing their discussions with NAWS. We still, however, need to improve the follow-through from these discussions. We can do more to help communities collect and share the results of their discussions and we can improve our follow-up on the results.

Objective 1: Identify, frame, and better facilitate a dialog around current issues with members and other components of the service structure, to help them apply NA principles locally.

Existing Approaches to Be Carried Over (ESSENTIAL)

1a.   Follow up on the results of the *Building Strong Home Groups*, *Our Service System*, and *Who Is Missing from Our Meetings and Why* discussions from the 2006–2008 IDTs. This follow-up will include a focus on how to apply NA principles locally.
1b.   Follow up on donations/contributions and leadership.
1c.   Frame IDTs for the 2008–2010 cycle.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

1d.   Identify and develop a select number of service related pamphlets. Identify and revise a select number of bulletins.

New Approaches for 2008–2010
NONE

Communication Infrastructure

World services can also do more to improve our communication infrastructure. We must maximize opportunities for dialog and expand our communication vehicles. We need to make information more accessible and provide it in the most useful format for the members we are trying to reach.

Objective 2: Improve the effectiveness and efficiency of world service communication, using techniques and technology that will resonate with diverse audiences.

Existing Approaches to Be Carried Over (ESSENTIAL)

2a. Distribute the IDTs in multiple languages in *The NA Way, NAWS News,* and in workshops.
2b. Maximize ways to talk with conference participants between conferences. Improve conference participant bulletin board.
2c. Complete redesign of website.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

2d. Explore using the fellowship discussion boards for dialog with NAWS.
2e. Branch out beyond traditional communication tools (e.g., DVD, cartoon IPs, etc.) when appropriate for a specific audience.

New Approaches for 2008–2010
NONE

PR/Outreach

Trends in acceptance, visibility, and treatment of addiction will continue to significantly affect the growth of the fellowship. Given this influence on our membership, NA World Services needs to educate and have a strong presence in all sectors of the public to better support the fellowship. Building upon a positive perception of Narcotics Anonymous, we must increase public relations efforts, build strong relationships with groups outside of NA, and stand as the voice of the fellowship.

Objective 3: Enhance perception of NA as a credible program of recovery through implementation of a PR strategy and strengthening of targeted relationships.

Existing Approaches to Be Carried Over (ESSENTIAL)

3a. Focus on local application of the ideas contained in the *PR Handbook*.
   i. A condensed or "quick start" version of the handbook
   ii. A long list of resources, sample letters, and tools to support the activities called for in the specific chapters of the handbook. These would be changeable and updateable and added as addenda.
   iii. An FAQ on how to use the handbook
3b. Evaluate current strategies with regard to attendance at professional events and building external relationships.
3c. Train those who can speak on our behalf.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

3d. Develop videos and PSAs focused on the "public" audience.
3e. Define a focus and create a strategy for building relationships with governments.
3f. Create a strategy for developing relationships with family-friendly fellowships.

New Approaches for 2008–2010

3g. Target professional populations and develop pamphlets with relevant information on NA.

Carryover or Essential is in Yellow

Priority Ranking is in Purple   *Second Ranking is in Blue*   *Third Ranking is in Green*

Key Result Area: Fellowship Support

"NA communities worldwide and NA World Services work together in a spirit of unity and cooperation…"

Service Structure Effectiveness

A strong service structure operating at a consistently high level of performance is critical in providing wide access to NA and in building awareness of NA as a viable program for recovery. We must find ways to better support the operation of the service structure and increase the understanding of how components of the structure complement each other in achieving a common goal. Support must be tailored to the different needs and stages of development of NA communities around the world.

Objective 4: Revitalize the service structure by introducing relevant ideas and tools that stimulate change and increase effectiveness.

Existing Approaches to Be Carried Over (ESSENTIAL)
NONE

Existing Approaches to Be Carried Over (NON ESSENTIAL)

4a.   Develop a vision for all NA service efforts and begin to explore best practices and options for local service delivery. This project will be rooted in an analysis of the success factors that work across our service structure, as well as allow for flexibility in meeting unique local needs. This will ultimately result in a rewrite of *A Guide to Local Services in NA*. We expect that the first cycle of this project will be focused on gathering options and presenting them for discussion in the fellowship

4b.   Develop a simple, interactive, contemporary presentation format leaders can use to increase member understanding and practice of NA principles and concepts.

4c.   Develop reference materials that can be updated regarding group trusted servant roles and responsibilities, and guidelines for implementation.

4d.   Create a tool to improve understanding of the purpose and roles of the various components of the service structure.

New Approaches for 2008–2010
NONE

Support to Developing Communities

NA's increasing diversity—geographically, culturally, by age, and in other significant ways—creates new challenges in attracting and continuing to engage members and potential members. Just as the needs of newcomers to the program can differ significantly from those with greater experience, the needs of new NA communities can differ from those of more established communities. We must find ways to identify and address the issues that arise from growth and diversity, and which potentially serve as barriers to the recovery possible through NA.

Carryover or Essential is in Yellow
Priority Ranking is in Purple   *Second Ranking is in Blue*   *Third Ranking is in Green*

Objective 5: Help build and sustain all NA communities—emerging and established—recognizing their differing levels of development and need.

Existing Approaches to Be Carried Over (ESSENTIAL)

5a.   Continue to plan, facilitate, and/or participate in a variety of workshops and events, such as the workshops held in eight languages, in over forty locations in twenty-two countries, and attendance at over fifteen zonal forums during the 2006–2008 cycle. Fund attendance for some participants at such workshops.

5b.   Continue to assess and coordinate production and literature issues such as a facility for India, Iran operations, etc.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

NONE

New Approaches for 2008–2010

5c.   Identify the indicators of the health of a local community. Review these indicators routinely and use as a guide for allocation of support.

Key Result Area: Recovery Literature

"Every addict in the world has the chance to experience our message in his or her own language and culture…"

From NAWS Vision Statement

Diversity

As the NA Fellowship grows, we need to work to meet the needs of a diversifying membership and to carry the message to potential members who have not found the program. We can do more to reach all addicts, regardless of their cultural or demographic populations, including expanding our range of recovery literature. NAWS has already had success in meeting members' language needs via the translations process. However, the specific cultural needs of members must be understood more clearly, and a number of issues must be resolved to satisfy these needs. These issues include the degree to which the fellowship is willing to address cultural barriers in the content of literature.

Objective 6: Make the NA message available and relevant to a widely diverse membership and potential membership.

Existing Approaches to Be Carried Over (ESSENTIAL)

6a.   Based in part on feedback from the IDTs and from other fellowship discussions, develop concrete tools and approaches—even including more focused discussion—on meeting the needs of diverse populations.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

6b.   Develop a select number of other targeted pieces from a list identified in the last cycle and input gathered through the 2008 *Conference Agenda Report*. The list from the last cycle includes development of spirituality in our members, older members and recovery, gender issues, medication and recovery, and benefit of service to personal recovery. Look at the delivery method that would be most effective. Much of this material will be used in the development of a book-length piece.

Carryover or Essential is in Yellow

Priority Ranking is in Purple   *Second Ranking is in Blue*   *Third Ranking is in Green*

New Approaches for 2008–2010

6c.   Update *In Times of Illness* with current feedback available.

Literature Development Process

While we continue to target literature to specific populations, including members with long-term recovery, we need to focus on the literature development process itself to ensure that the texts we put together are as useful as possible. Our development process can be inefficient, and it isn't always as responsive as we would like it to be. Ongoing discussion with the fellowship can help us improve so that our efforts are as productive as possible and our literature best meets the needs of all addicts.

Objective 7: Meet the targeted and mainstream literature needs of the fellowship, and adjust the literature development process.

Existing Approaches to Be Carried Over (ESSENTIAL)
NONE

Existing Approaches to Be Carried Over (NON ESSENTIAL)
NONE

New Approaches for 2008–2010

7a.   Begin work on a book-length piece about the ongoing process of life on life's terms in recovery.

7b.   Frame a discussion with the fellowship regarding issues with the *Sponsorship* book.

7c.   Frame a discussion on the literature development process.

Key Result Area: Leadership

"Honesty, trust, and goodwill are the foundation of these ideals."

Leadership Development

It is increasingly apparent that, in order to progress consistently toward the fulfillment of NAWS' vision and goals, ongoing development of qualified, informed, and engaged leaders at all levels of the service structure is critical. Any progress toward the completion of our objectives in this area will depend on a clear understanding of leadership roles and requirements within our structure. We must take a holistic look at our current strategies for leadership development and develop better ways to identify and cultivate the skills of our leaders as well as better value and utilize our veteran leaders. This cultivation should include expanding the involvement of member-volunteers

Objective 8: Build ownership and a sense of collective responsibility for a global NA vision through better understanding and acceptance of the role each individual and each component of the service structure has in realizing it.

Existing Approaches to Be Carried Over (ESSENTIAL)

8a.   Begin discussion on fellowshipwide contributions and a piece on "What Is NAWS."

Existing Approaches to Be Carried Over (NON ESSENTIAL)

8b.   Create a common vision for all NA services as described in Objective 4.

New Approaches for 2008–2010

Carryover or Essential is in Yellow

Priority Ranking is in Purple   *Second Ranking is in Blue*   *Third Ranking is in Green*

NONE

Objective 9: Cultivate, encourage, and nurture development of leadership potential in all members, including those who will take on roles within the service structure.

Existing Approaches to Be Carried Over (ESSENTIAL)
NONE

Existing Approaches to Be Carried Over (NON ESSENTIAL)

9a. In the discussions of local services in Objective 4, develop means and practical ideas for how to match "talent to task" and how to help members develop leadership skills.

9b. Develop tools for home groups that support ongoing use of member talent and identification of future leaders. Tools should cover the responsibilities of being an NA member, standards and requirements for leaders, the benefits of the leadership experience, and practical tips for leaders on how to create an atmosphere of recovery that fosters service.

9c. Develop new orientation materials for leaders (self-guided or for use in an orientation session) that can be used by individual/leadership team at group, area, and regional levels. Follow-up, via train-the-trainer sessions, demonstrating to those who engage leaders/groups at each level, how to use these tools. Through this process, reinforce an understanding and application of leadership principles, roles, and best practices.

9d. Develop new member orientation materials for groups to obtain in bulk. Materials could include pieces for the new member and pieces for the sponsor and group leader who work with the new members. Materials could include consistent messages and tools to help members link willingness to recover with service, and how to balance the two.

9e. Provide a focal point and priority for leadership development, by suggesting ways to integrate the leadership development function at each level of the service structure—whether it is a separate position or delegated as a responsibility of an existing position. Specific duties could include the following:

  i. Promote available positions and encourage leadership referrals.
  ii. Distribute leadership development tools, and other information, and encourage their use to build consistency throughout the service structure.
  iii. Implement strategies for leadership development at various levels.
  iv. Lend consistency to key messages and information about leadership in NA.

New Approaches for 2008–2010
NONE

Objective 10: Continue to improve the effectiveness of the World Board as a strategic leadership body.

Existing Approaches to Be Carried Over (ESSENTIAL)

10a. Provide training as identified by the World Board.
10b. Conduct new board orientation
10c. Raise collective awareness of board on issues of global development.

Carryover or Essential is in Yellow
Priority Ranking is in Purple   *Second Ranking is in Blue*   *Third Ranking is in Green*

10d. Initiate and integrate a measurement strategy into the World Board's strategic planning process.

Existing Approaches to Be Carried Over (NON ESSENTIAL)
NONE

New Approaches for 2008–2010
NONE

Key Result Area: Resources

"…our vision is our touchstone, our reference point, inspiring all that we do."

From NAWS Vision Statement

Financial Capacity
Growth of the worldwide fellowship and ongoing member expectations for services place demands on our resources. To ensure that we build and maintain adequate resources that grow with the fellowship, we must take a fresh look at funding sources and the flow and use of world service resources. We must also find ways to raise fellowship awareness of the resources NAWS has and how they are used.

Objective 11: Ensure the long-term financial stability of NAWS, and the reliability of the income stream, in order to carry out priorities and service.

Existing Approaches to Be Carried Over (ESSENTIAL)

11a. Continue to develop a strategy to increase reserves to one year of operating expenses.
11b. Continue to develop a plan to ensure the world convention breaks even (including allocated overhead).
11c. Implement the investment policy.
11d. Continue work on literature distribution and pricing. Conduct a literature distribution and convention workshop.
11e. Examine ideas for potential new stream(s) of NAWS income.
11f. Carry over all of the above as well as the production issues under fellowship support.
11g. Frame discussion about the issues, pros, and cons of considering purchasing a building.

Existing Approaches to Be Carried Over (NON ESSENTIAL)
NONE

New Approaches for 2008–2010

11h. Evaluate essential services, what they are and how to accomplish them (including an assessment of cost/benefit and staff capacity).

Carryover or Essential is in Yellow
Priority Ranking is in Purple   *Second Ranking is in Blue*   *Third Ranking is in Green*

Objective 12: Raise awareness and a sense of responsibility on the part of the fellowship to adequately fund the cost of services, throughout NA, including NAWS.

Existing Approaches to Be Carried Over (ESSENTIAL)
NONE

Existing Approaches to Be Carried Over (NON ESSENTIAL)

12a. Continue work begun this cycle, which includes developing a three-year message that builds on group contributions, a campaign with milestones and goals that reaches across the spectrum of the service structure.

12b. Initiate an active campaign to solicit contributions and to encourage use of the online donations link (include creating a column in *The NA Way* with factoids communicating the source and distribution of funds). Consider creative ideas in implementing this campaign.

12c. Replace both IPs on self-support (#24 & 25), using appropriate format(s), with the goal of both increasing awareness and understanding of what and how to give, as well as conveying the underlying concept and philosophy of being self-supporting.

New Approaches for 2008–2010
NONE

Staff Capacity

NAWS staff must provide expertise and experience in developing and managing the projects, products, and services needed to fulfill the directives of the World Board, and staff members must be full partners in realizing the NAWS vision. To succeed, gaps in staff expertise must be identified and filled (or outside resources used), and existing staff must work as productively as possible. Our staff capacity must be routinely reviewed against and aligned with NAWS goals and priorities.

Objective 13: Build and align the focus and capacity of staff to support identified priorities.

Existing Approaches to Be Carried Over (ESSENTIAL)

13a. Create trainings to further enhance basic skills for staff.

Existing Approaches to Be Carried Over (NON ESSENTIAL)
NONE

New Approaches for 2008–2010
NONE

Carryover or Essential is in Yellow
Priority Ranking is in Purple   *Second Ranking is in Blue*   *Third Ranking is in Green*

◆
NAWS Work Process

The following diagram represents the stages of a typical NA World Services planning cycle. Using the Strategic Plan as a guide, project plans are developed for the cycle. Projects are prioritized, and work is then delegated to staff and/or workgroups. The board monitors the work and uses that information along with any information about NA and the "environment" (e.g., world events, demographic trends, etc.) to evaluate for the next planning cycle. Throughout the cycle, world services receives input from, reports to, and gets feedback from the fellowship to assist in all stages of the work process.
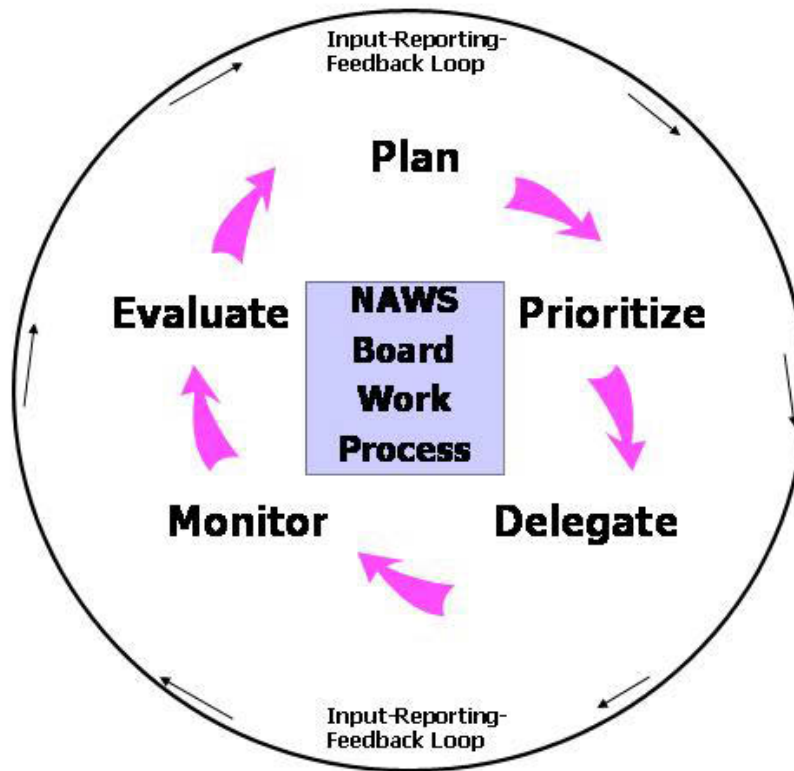
NAWS PLANNING PROCESS

Prioritizing Steps within the NAWS Plan Development and Implementation Process
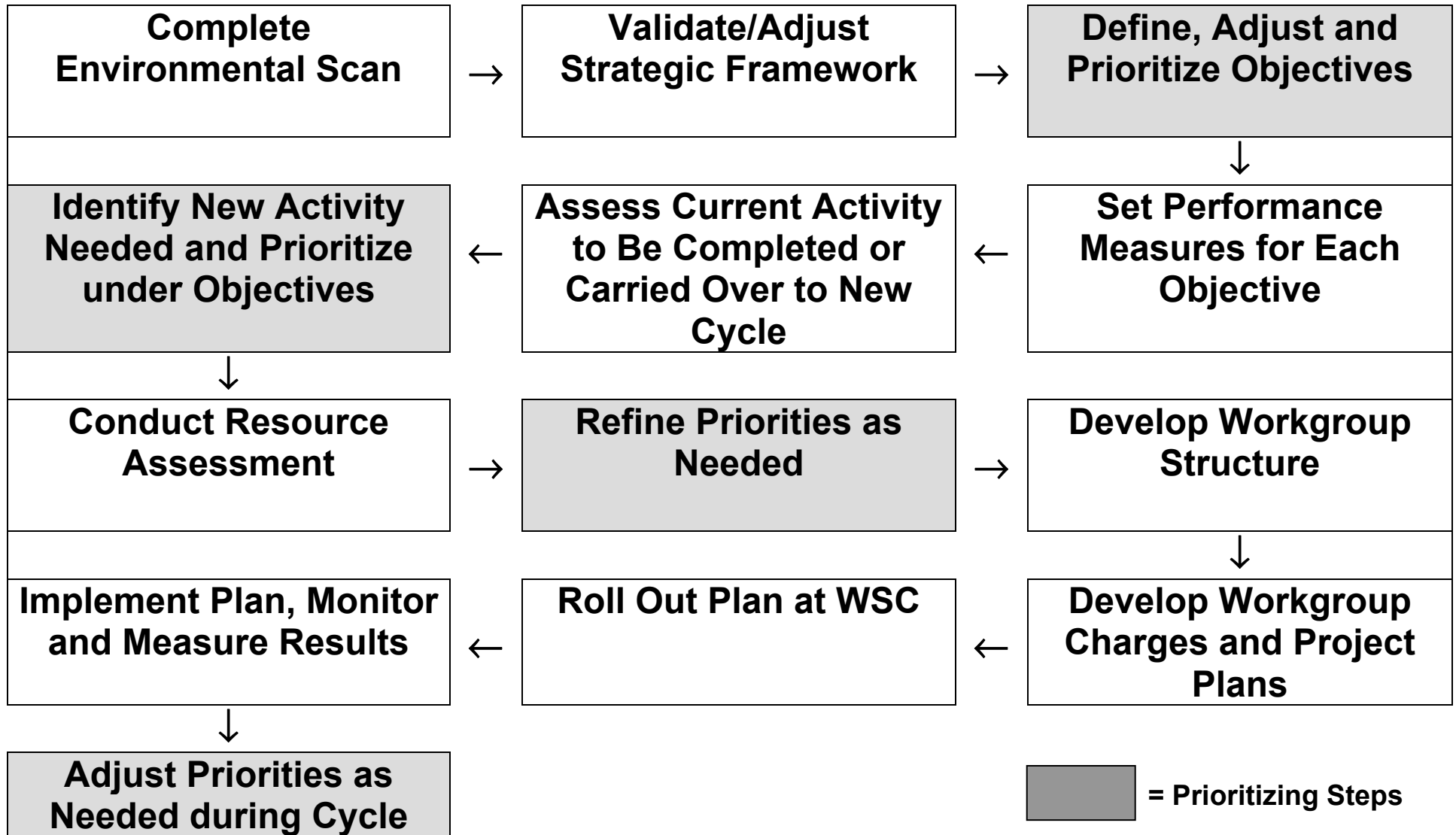
Complete Environmental Scan →	**Validate/Adjust Strategic Framework** →	**Define, Adjust and Prioritize Objectives**
		↓
Identify New Activity Needed and Prioritize under Objectives ←	**Assess Current Activity to Be Completed or Carried Over to New Cycle** ←	**Set Performance Measures for Each Objective**
↓		
Conduct Resource Assessment →	**Refine Priorities as Needed** →	**Develop Workgroup Structure**
		↓
Implement Plan, Monitor and Measure Results ←	**Roll Out Plan at WSC** ←	**Develop Workgroup Charges and Project Plans**
↓		
Adjust Priorities as Needed during Cycle		▮ **= Prioritizing Steps**

Overview

As we indicated last cycle the format of the budget draft for 2008–2010 reflects the current standards for nonprofit financial statements. The draft shows Operating Income (Gross Sales minus Cost of Goods) before the four expense areas (Literature Production & Distribution, World Service Conference Support, Fellowship Development, and Events). The specific income and expense projections for the World Convention can be found at the end of the budget.

The draft budget included in this packet covers all proposed world services activity from 1 July 2008 through 30 June 2010. As is our norm this financial plan has been created with what we believe to be conservative estimates for both income and expense. It is still true that throughout the implementation of a unified world service system, we are still working on better systems to capture the information needed to support the budget you approve, and ways to make the reporting of that information more easily understood.

The *Guidelines for the Budget for NA World Services* calls for three classifications of funds:

- **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.

- **Variable Operational Funds**—funds allocated toward non-routine world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.

- **Reserve Funds**—funds that are set aside to meet current and/or future financial needs. These funds are maintained in both short-term and long-term reserve accounts. Funds are also allocated toward the planned use of cash to offset the effect of depreciation, to improve asset value, provide financial resources necessary to effectively address the intellectual property management called for in the *FIPT*, and/or to acquire any fixed asset that has a depreciable value.

Fixed and variable expenses are identified in the draft 2008–2010 budget. The proposed project plans included in this document correspond with the proposed variable operational expenses. Along with the fixed operational expenses we have also provided a brief explanation of some of the kinds of items contained in each line item. Although these are identified as Fixed Operational Expenses, in the past they have been called Routine or Basic Services. We now believe that "Essential Services" better reflects the true nature of these services. Reserve funds are reflected in the Cash Basis page, which is shown at the end of the draft budget.

Column one of this budget includes the actual expenses for the fiscal year ending 30 June 2007 plus the actual expenses from 1 July 2007 to 30 November 2008 "annualized" to approximate a yearly total. These amounts are used as the base for this draft budget. This provides a broader date range of expense as the base, giving us an improved capacity to estimate the future expenses. Column two covers year one of the two-year budget cycle (fiscal year 1 July 2008 through 30 June 2009); column three covers year two (fiscal year 1 July 2009 through 30 June 2010); and column four shows the total proposed expense for the entire two-year cycle (1 July 2008 through 30 June 2010).

2008-2010 World Services Projected Income

The income estimates for this budget are derived from the actual income received during the seventeen-month period described above. This is what is referred to throughout this document as "prior year's income."

Recovery Literature—Year one is estimated to provide for a 1% increase in income over the prior year. Year two income is estimated to provide for an increase of 2% over year one income. We know that there will be some impact from the anticipated release of the Sixth Edition, if approved, but we have chosen to keep our revenue projections rather conservative. It is not anticipated that the Sixth Edition would be available for sale until October 2008 at the earliest. Therefore, any financial impact would not start until the second half of year one in the budget. We have made specific adjustments to the Basic Text income rather than to all recovery literature income to reflect a more realistic projection.

Other Inventory—We have estimated the same overall increase/decrease as reported above for recovery literature.

Shipping—This income is based on estimated literature sales and a portion of an anticipated shipping price increase. Just like in the last budget, year one estimates include an increase of 4.7% and year two's estimated increase is 5% above year one. The Business Plan Workgroup finished their review of current shipping charges and have not yet made any specific recommendations to the board for changes to shipping charges.

Discounts—This is based on estimated literature sales and the projected discount level for those sales. The discount level varies based on the customer and size of orders.

Developmental Subsidies & Allowances—This is the cost of subsidizing or reducing the price of literature (often free) provided to a growing worldwide fellowship. We have estimated the same overall increase as reported above for recovery literature. Presently, to see the full value of this cost you have to add this amount to the line in the expense portion of the budget under Fellowship Development labeled "Developmental Literature" which includes the expenses for shipping, customs, and duties.

Recovery Literature – Cost of Goods—This section covers the cost of goods for recovery literature under the *Fellowship Intellectual Property Trust* (generally the complete cost from manufacture to placing the item on the inventory shelf). For this budget cycle we have estimated increases in expenses of approximately 5% for year one and 3.5% for year two.

Other Recovery Literature—This label is the cost of goods for the remaining *FIPT* literature other than books (primarily recovery pamphlets and some booklets).

Other Inventory Expense—This section covers the cost of goods for all other items sold from inventory not considered as part of the *FIPT*.

Fellowship Donations—Each budget year's donations are estimated to increase 2.5%. This seems to be our average rate of increase over the last several years. Again we are estimating that during this next conference cycle contributions will increase by a total of 5% with the *exception* of regional donations.

There is still no plan for a World Services' sponsored Unity Day event outside of the one held in conjunction with the World Convention. That means that there will not be a World Services' sponsored Unity Day meeting and celebration until August 2009 at WCNA-33.

Licensed Vendor Payments—This income estimate is based on previous actual experience.

Interest—This income is expected to decrease for year one and show no additional shifts for year two.

Event Specific Income—In our ongoing effort to keep the direct income and expense effect of a World Convention easy to see, we have placed the WCNA-33 convention budget at the end of the overall budget. Please remember that this is a working budget only, since many of the specifics about this event have not been finalized.

2008–2010 World Services Fixed Operations

The term "Fixed Operational Expenses" refers to the activities of world services that are ongoing and recurring in nature, and that do not change dramatically from year to year as a result of conference actions. All of these activities require planning, support, and follow-up from world services staff.

The budget is divided into four major expense categories that represent our overall activity:

- **Literature Production & Distribution**
- **World Service Conference Support**
- **Fellowship Development**
- **Events**

Under each of these categories there is an allocation for accounting, personnel, overhead, and technology. The overall expense for these items is divided between the four categories based on focus of activity; the expense is derived mainly from hours of staff support and building space occupied. For this cycle, we are attributing the following percentages for both years: 34% to Literature Production & Distribution, 22% to World Service Conference Support, 34% in Fellowship Development, and 10% to Events. The changes in the percentages are a reflection of the changes in the activity level anticipated for projects and activities in the budget divisions.

The following is a list of the types of expenses that are included in each allocation (reflected in the budget in purple), followed by a simple breakdown of the fixed operations expenses under each budget category. All estimates for increases or decreases are derived from the actual expenses incurred during the 2006–2008 seventeen month period described above.

Accounting—This contains bank service charges, professional services for annual audits and random forensic spot checks, other professional services associated with financial management, and contract labor. Bank and processor service charges have – increased as credit card sales have increased. As we did in the last cycle's budget, to cover these services we have projected a 2% increase for year one and a 5% increase for year two.

Personnel—This contains all wages and salaries, payroll taxes, health and workers compensation insurance, training, recruitment, relocation, and retirement plan expenses associated with employees at all three branches of the World Service Office. It also includes contract labor hired for specific purposes. Year one reflects a 2% increase, and year two reflects an additional 3% increase.

Overhead—This is the facility lease expense, maintenance and repair, telephone, utilities, postage, auto service and lease, office expense, general insurance, amortization, bad debts, depreciation, and dues and fees associated with the four branches of the World Service Office. This expense is expected to increase by approximately 2% for year one and 5% for year two. This is one of the activity areas where changes in costs for services provided to NAWS as well as costs associated with goods used in Essential Services is more directly reflected.

Technology—This is the expense for information services, computer leases, software, supplies, software application upgrades and updates, equipment leases and repair, and service contracts for three of the four branches of the World Service Office. Expenses associated with maintaining the na.org website; the expense associated with the database, online group data collection, and meeting information; and event registration is also included here. Our experience over the last several years has proven that when you have an operation that is as dependant upon technology as ours, this category will increase each year. We are estimating an 8% increase for year one and a 6% increase for year two.

LITERATURE PRODUCTION & DISTRIBUTION

This section of the budget covers the expenses associated with the distribution of NA literature to fellowship and non-fellowship customers. This currently occurs through the WSO in Chatsworth and its branches in Canada, Belgium, and now Iran.

Fixed Operational Expense—All literature production and distribution costs that are not included under Total Cost of Goods sold. These expenses are projected to increase 1% for year one and 2.5% for year two.

> **Marketing**—This covers the expense for attendance at and participation in professional events primarily related to corrections and treatment. Although we call this marketing, it is public relations focused activity. These efforts are primarily conducted by staff with local volunteers. This includes the registration and preparation for events, travel, and follow-up for this activity. We have increased the number and types of events that we attend.

> **Translations**—This covers the direct expense for translations of recovery and service material into languages other than English.

> **In-House Production**—This includes the lease for reproduction equipment to print booklets and IPs that are not outsourced (and not included in Cost of Goods)— primarily non-English recovery pamphlets and booklets, service materials,

publications other than *The NA Way*, and reports. We plan to bring more of this activity in-house for this next cycle. This will give us greater flexibility and control of those items that we produce in small quantity.

Literature Distribution (Iran)—This is the allocation for the literature that is sold in Iran.

Shipping—This expense is based on estimated literature sales and announced or anticipated rate increases from our major carriers.

Legal—This is primarily the direct registration and legal expense associated with maintaining worldwide copyright and trademark registrations for Narcotics Anonymous, *The NA Way,* the NA Logo, the Group Logo, and the Service Symbol, as well as all recovery and service material. It may also include direct costs to defend our intellectual property.

Business Plan Workgroup—This is the allocation for a workgroup that focuses on the routine business operations of NAWS and makes recommendations to the board on business matters. This workgroup's function has been moved into fixed operations, but a project plan is presented to reflect the anticipated scope of work for the group each cycle. Additionally, as required by law, a portion of this group fulfills the audit committee function.

Literature Convention Workshop—This allocation allows for the holding of a workshop in the cycle if time and resources allow.

Travel—This is travel required to support and manage three branch offices in Canada, Belgium, and Iran or other travel directly associated with the production or distribution of our literature.

WORLD SERVICE CONFERENCE SUPPORT

Fixed Operational Expense—This section of the budget covers the expenses associated with support to all World Service Conference-related activities.

Publications—These are the expenses associated with the production of the *Annual Report* once a year*,* the *Conference Report* and the *Conference Agenda Report* once each conference cycle, and *NAWS News* four or more times per year. The expense for translating *NAWS News* and the *CAR* is also included here. We have estimated an overall 2% increase for year one and a 5% increase for year two in this category.

World Service Conference—These are the expenses for the site and equipment needed for the event; hiring the parliamentarian; funding for staff, World Board, WSC Cofacilitator, and the Human Resource Panel; and the travel expense for approximately 107 delegates from around the world.

World Board—The World Board will meet a minimum of eight times in this conference cycle, plus the conference itself. An orientation for new board members is included as a separate meeting at the beginning of the conference cycle. Additionally, in each conference cycle, training needs for the full board are included. The Executive Committee is budgeted to meet a minimum of five times in this

conference cycle. The amounts again reflect a 2% increase in year one and a 5% increase in year two to accommodate normal increases in costs.

Human Resource Panel—This group is scheduled to meet a minimum of five times during the 2008–2010 cycle to work on nominations and manage the World Pool. Part of one of these meetings will be used for orientation and training. These expenses are expected to increase the same percentage as reported above for the World Board.

WSC Cofacilitator—The WSC Cofacilitator is scheduled to meet twice to prepare for the conference, once with the parliamentarian and once with the World Board and the HRP.

Travel—This is the activity of world services' face-to-face interaction with the fellowship for *Conference Agenda Report* workshops. This includes the selection of events and travelers, and the preparation and communication required.

FELLOWSHIP DEVELOPMENT

Fixed Operational Expense—This section of the budget covers the expenses associated with support to the fellowship. We have projected an increase of 2% for year one and 5% for year two.

Publications—*Reaching Out* four times per year, *Meeting by Mail* six times per year, and *The NA Way Magazine* four times per year in five languages to over 36,000 addresses. As is to be expected with free publications our expenses have increased as demand has increased. We have been trying to actively encourage members to use the electronic version of *The NA Way* in an effort to stabilize or reduce costs. Despite those efforts we expect the costs associated with *The NA Way* to continue to increase.

Fellowship Support—This is world services' face-to-face interaction with the fellowship, primarily in workshops and forums. This can also be assistance provided to zones, primarily for participants' attendance at their forums. This has also included assistance with local fellowship development activities. We indicated at the last WSC that we were going to experiment with several new approaches to try to meet this ever growing demand. As a result, we far exceeded our projections for expense primarily because the resources were available and the number of fellowship requests grew significantly. We have increased our base projections for this cycle expecting the activity level to remain high.

Professional Events—This is the expense for attendance at and participation in professional events that in some way address addiction and/or addicts. Some of these events have been the International Council on Alcohol and Addictions (ICAA), the World Federation of Therapeutic Communities (WFTC), the annual meeting of the American Society of Addiction Medicine (ASAM), the SouthEast Conference on Alcoholism and Drug Addiction (SECAD), the National Association of Alcohol and Drug Abuse Counselors (NAADAC), and some minor activity with the United Nations. These activities often overlap our marketing activity. This is also a resource-dependant expense item. As more resources are available, both human and financial, we try to increase the level of our activity.

Developmental Literature—This is the cost to distribute free literature to a growing number of developing NA communities, to hospitals and institutions, and for public relations purposes. The amount also includes the expenses for shipping, customs, and duties. We are still working on better reflecting this activity in our financial reports. Presently, to see the full value of this provision you have to add this amount to the line in the Income portion of the budget called "Developmental Subsidies & Allowances."

EVENTS

Fixed Operational Expense—This section of the budget covers the fixed expenses associated with event planning and support to the fellowship.

Unity Day—For this conference cycle and the future we are proposing that Unity Day be a fellowshipwide celebration without a specific event hosted by World Services. In 2009, Unity Day will be held at the world convention in Barcelona Spain. As a result, there is no allocation for Unity Day in the first year of the budget cycle and the second year is included with the Event Specific figures.

WCNA-33 Event Specific—The income and expense amounts here are an estimate only. Barcelona is estimated to have approximately 6,000 people registered.

2008–2010 World Services Variable Operations

The *Guidelines for the Budget for NA World Services* calls for a specific process to be created for the consideration, evaluation, development, and approval of world service projects and those activities that vary from year to year. Each project is included in the draft budget under the appropriate budget category and then under Variable Operational Expenses.

For the past several conference cycles (since 2004–2006) we have not attempted to capture staff expenses in the project plans and instead simply reflected direct expenses. In the past, we have gone to great effort to estimate the time expected for each type of employee to complete each project and track this during the cycle. Since this is not something that is tracked in our financial reporting we do not include detailed estimates in the project plans for this cycle.

We have used historical estimates, with estimated increases during the next two years, for travel expenses, conference calls, and mailings. These plans, as with the rest of the budget, have used "high-side" estimates for expenses to try to ensure that our estimated income is adequate to meet the maximum potential expenses, For proposed project plans that have a range for the number of meetings, for instance, we budgeted for the maximum number indicated.

In any given conference cycle, we may or may not be able to accomplish everything that we propose. We believe that the spirit of the budget process adopted by the conference requires conference approval of the work of world services. Therefore, we present all items that could possibly be worked on before the next meeting of the WSC, and we report our activity throughout the conference cycle.

The following is the status of the projects adopted for the 2006–2008 cycle:

♦ Basic Text Workgroup

This project was completed. The results are contained in the 2008 *CAR*.

♦ Business Plan Workgroup

This is an ongoing essential service. There is a project plan for this workgroup for 2008–2010.

♦ Fellowship Issue Discussions

This is an ongoing essential service. There is a project plan proposed for 2008–2010.

♦ Implementation of the *PR Handbook*

Although this continues to be ongoing work, we do not believe it needs a project plan for 2008–2010. The PR Addenda that were released this cycle were under this project plan.

♦ Training & Orientation

Part of this project is contained in the Public Relations project plan for 2008–2010.

♦ Workshops

This is an ongoing essential service. There is a project plan proposed for 2008–2010.

♦ Basic Service Material

The service pamphlets released during the 2006–2008 conference cycle were completed under this project plan. Plans for 2008–2010 are covered under the Fellowship Issue Discussion project plan.

♦ Targeted Literature

The piece for young people and the piece for parents or guardians of young people contained in the 2008 *CAR* were developed under this project plan.

♦ Public Relations Development

The training called for in this project plan has been rolled into the Public Relations project for 2008–2010. The work done in the 2006–2008 cycle was primarily around activities at WCNA-32.

♦ NAWS Communications

This is considered essential services, and although we may evaluate NAWS publications in the upcoming cycle, we do not believe that a project plan is needed.

For the 2008–2010 conference cycle, we have created the following plans as a direct result of our strategic plan. We discussed what activities would help us to achieve the objectives under each key result area. Those discussions resulted in our identifying the approaches for improvements that we believe are possible within the cycle. We then discussed *how* to achieve the approaches that we had identified, which resulted in the following project plans. Each project plan includes the relevant objective(s) and approach(es) from our strategic plan to illustrate the connections between the strategic plan and the projects.

The color-coding below corresponds to the strategic plan.

<mark>Considered essential or carryover from previous cycle</mark>

<mark>Priority Ranking</mark>

<mark>Second Priority</mark>

<mark>Third Priority</mark>

The project plans proposed for 2008–2010 are:

<mark>Business Plan Workgroup</mark>

<mark>Self-Support IPs</mark>

<mark>Consensus Based Decision Making at the WSC</mark>

<mark>Fellowship Issue Discussions</mark>

<mark>Public Relations</mark>

<mark>Service System</mark>

<mark>Targeted Literature</mark>

<mark>Workshops</mark>

<mark>Living Clean – The Journey Continues</mark>

<mark>Leadership Orientation Material</mark>

<mark>Service Material</mark>

<mark>Essential or Carryover</mark>   <mark>Priority Ranking</mark>   <mark>Second Ranking</mark>   <mark>Third Ranking</mark>

2008-2010 NAWS Strategic Plan

Key Result Area: Communication

<u>Objective 1</u>: Identify, frame, and better facilitate a dialog around current issues with members and other components of the service structure, to help them apply NA principles locally.

Existing Approaches to Be Carried Over (ESSENTIAL)

1a.   Follow up on the results of the *Building Strong Home Groups*, *Our Service System*, and *Who Is Missing from Our Meetings and Why* discussions from the 2006–2008 IDTs. This follow-up will include a focus on how to apply NA principles locally.
1b.   Follow up on donations/contributions and leadership.
1c.   Frame IDTs for the 2008–2010 cycle.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

1d.   Identify and develop a select number of service related pamphlets. Identify and revise a select number of bulletins.

<u>Objective 2</u>: Improve the effectiveness and efficiency of world service communication, using techniques and technology that will resonate with diverse audiences.

Existing Approaches to Be Carried Over (ESSENTIAL)

2a.   Distribute the IDTs in multiple languages in *The NA Way, NAWS News,* and in workshops.
2b.   Maximize ways to talk with conference participants between conferences. Improve conference participant bulletin board.
2c.   Complete redesign of website.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

2d.   Explore using the fellowship discussion boards for dialog with NAWS.
2e.   Branch out beyond traditional communication tools (e.g., DVD, cartoon IPs, etc.) when appropriate for a specific audience.

<u>Objective 3</u>: Enhance perception of NA as a credible program of recovery through implementation of a PR strategy and strengthening of targeted relationships.

Existing Approaches to Be Carried Over (ESSENTIAL)

3a.   Focus on local application of the ideas contained in the *PR Handbook*.
   i.   A condensed or "quick start" version of the handbook
   ii. A long list of resources, sample letters, and tools to support the activities called for in the specific chapters of the handbook. These would be changeable and updateable and added as addenda.
   iii. An FAQ on how to use the handbook
3b.   Evaluate current strategies with regard to attendance at professional events and building external relationships.
3c.   Train those who can speak on our behalf.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

3d.   Develop videos and PSAs focused on the "public" audience.

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

3e. Define a focus and create a strategy for building relationships with governments.

3f. Create a strategy for developing relationships with family-friendly fellowships.

New Approaches for 2008–2010

3g. Target professional populations and develop pamphlets with relevant information on NA.

Key Result Area: Fellowship Support

Objective 4: Revitalize the service structure by introducing relevant ideas and tools that stimulate change and increase effectiveness.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

4a. Develop a vision for all NA service efforts and begin to explore best practices and options for local service delivery. This project will be rooted in an analysis of the success factors that work across our service structure, as well as allow for flexibility in meeting unique local needs. This will ultimately result in a rewrite of *A Guide to Local Service in NA*. We expect that the first cycle of this project will be focused on gathering options and presenting them for discussion in the fellowship

4b. Develop a simple, interactive, contemporary presentation format leaders can use to increase member understanding and practice of NA principles and concepts.

4c. Develop reference materials that can be updated regarding group trusted servant roles and responsibilities, and guidelines for implementation.

4d. Create a tool to improve understanding of the purpose and roles of the various components of the service structure.

Objective 5: Help build and sustain all NA communities—emerging and established—recognizing their differing levels of development and need.

Existing Approaches to Be Carried Over (ESSENTIAL)

5a. Continue to plan, facilitate, and/or participate in a variety of workshops and events, such as the workshops held in eight languages, in over forty locations in twenty-two countries, and attendance at over fifteen zonal forums during the 2006–2008 cycle. Fund attendance for some participants at such workshops.

5b. Continue to assess and coordinate production and literature issues such as a facility for India, Iran operations, etc.

New Approaches for 2008–2010

5c. Identify the indicators of the health of a local community. Review these indicators routinely and use as a guide for allocation of support.

Key Result Area: Recovery Literature

Objective 6: Make the NA message available and relevant to a widely diverse membership and potential membership.

Existing Approaches to Be Carried Over (ESSENTIAL)

6a. Based in part on feedback from the IDTs and from other fellowship discussions, develop concrete tools and approaches—even including more focused discussion—on meeting the needs of diverse populations.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

6b. Develop a select number of other targeted pieces from a list identified in the last cycle and input gathered through the 2008 *Conference Agenda Report.* The list from the last cycle includes development of spirituality in our members, older members and recovery, gender issues, medication and recovery, and benefit of service to personal recovery. Look at the delivery method that would be most effective. Much of this material will be used in the development of a book-length piece.

New Approaches for 2008–2010

6c. Update *In Times of Illness* with current feedback available.

Objective 7: Meet the targeted and mainstream literature needs of the fellowship, and adjust the literature development process.

New Approaches for 2008–2010

7a. Begin work on a book-length piece about the ongoing process of life on life's terms in recovery.

7b. Frame a discussion with the fellowship regarding issues with the *Sponsorship* book.

7c. Frame a discussion on the literature development process.

Key Result Area: Leadership

Objective 8: Build ownership and a sense of collective responsibility for a global NA vision through better understanding and acceptance of the role each individual and each component of the service structure has in realizing it.

Existing Approaches to Be Carried Over (ESSENTIAL)

8a. Begin discussion on fellowshipwide contributions and a piece on "What is NAWS."

Existing Approaches to Be Carried Over (NON ESSENTIAL)

8b. Create a common vision for all NA services as described in Objective 4.

Objective 9: Cultivate, encourage, and nurture development of leadership potential in all members, including those who will take on roles within the service structure.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

9a. In the discussions of local services in Objective 4, develop means and practical ideas for how to match "talent to task" and how to help members develop leadership skills.

9b. Develop tools for home groups that support ongoing use of member talent and identification of future leaders. Tools should cover the responsibilities of being an NA member, standards and requirements for leaders, the benefits of the leadership experience, and practical tips for leaders on how to create an atmosphere of recovery that fosters service.

9c. Develop new orientation materials for leaders (self-guided or for use in an orientation session) that can be used by individual/leadership team at group, area, and regional levels. Follow-up, via train-the-trainer sessions, demonstrating to those who engage leaders/groups at each level, how to use these tools. Through this process, reinforce an understanding and application of leadership principles, roles, and best practices.

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

9d. Develop new member orientation materials for groups to obtain in bulk. Materials could include pieces for the new member and pieces for the sponsor and group leader who work with the new members. Materials could include consistent messages and tools to help members link willingness to recover with service, and how to balance the two.

9e. Provide a focal point and priority for leadership development, by suggesting ways to integrate the leadership development function at each level of the service structure—whether it is a separate position or delegated as a responsibility of an existing position. Specific duties could include the following:

   i. Promote available positions and encourage leadership referrals.
   ii. Distribute leadership development tools, and other information, and encourage their use to build consistency throughout the service structure.
   iii. Implement strategies for leadership development at various levels.
   iv. Lend consistency to key messages and information about leadership in NA.

Objective 10: Continue to improve the effectiveness of the World Board as a strategic leadership body.

Existing Approaches to Be Carried Over (ESSENTIAL)

10a. Provide training as identified by the World Board.
10b. Conduct new board orientation
10c. Raise collective awareness of board on issues of global development.
10d. Initiate and integrate a measurement strategy into the World Board's strategic planning process.

Key Result Area: Resources

Objective 11: Ensure the long-term financial stability of NAWS, and the reliability of the income stream, in order to carry out priorities and service.

Existing Approaches to Be Carried Over (ESSENTIAL)

11a. Continue to develop a strategy to increase reserves to one year of operating expenses.
11b. Continue to develop a plan to ensure the world convention breaks even (including allocated overhead).
11c. Implement the investment policy.
11d. Continue work on literature distribution and pricing. Conduct a literature distribution and convention workshop.
11e. Examine ideas for potential new stream(s) of NAWS income.
11f. Carry over all of the above, as well as the production issues under fellowship support.
11g. Frame discussion about the issues, pros, and cons of considering purchasing a building.

New Approaches for 2008–2010

11h. Evaluate essential services, what they are and how to accomplish them (including an assessment of cost/benefit and staff capacity).

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Objective 12: Raise awareness and a sense of responsibility on the part of the fellowship to adequately fund the cost of services, throughout NA, including NAWS.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

12a. Continue work begun this cycle, which includes developing a three-year message that builds on group contributions, a campaign with milestones and goals that reaches across the spectrum of the service structure.

12b. Initiate an active campaign to solicit contributions and to encourage use of the online donations link (include creating a column in *The NA Way* with factoids communicating the source and distribution of funds). Consider creative ideas in implementing this campaign.

12c. Replace both IPs on self-support (#24 & 25), using appropriate format(s), with the goal of both increasing awareness and understanding of what and how to give, as well as conveying the underlying concept and philosophy of being self-supporting.

Objective 13: Build and align the focus and capacity of staff to support identified priorities.

Existing Approaches to Be Carried Over (ESSENTIAL)

13a. Create trainings to further enhance basic skills for staff.

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Business Plan Workgroup

Purpose and scope:

This workgroup has been created as a resource to both the Executive Committee and the World Board. Focused on the business portion of NAWS operations, the Business Plan (BP) Workgroup evaluates our operations and financial reporting on a regular basis and makes recommendations to ensure that we build and maintain adequate resources that grow with the fellowship. Under the current requirements for nonprofits in both California and the US, some portion of this group will also serve as the Audit Committee for the board.

Self-Support Pamphlets:

One of the projects for this workgroup in the 2008–2010 conference cycle is a replacement of the two existing pamphlets on funding and self support, IP #24 *Hey! What's the Basket For?* and IP #25 *Self-Support: Principle and Practice.* The replacement material will be developed by a workgroup under the BP to reflect current practices in the fellowship, and will provide information about contributions that is easier to understand. It is expected that there will be one pamphlet aimed to the group and member that uses graphics and contains simple, concise information that reflects the variety of ways that groups and members contribute. A second piece will contain more information and be applicable to members, groups, and the service structure.

All of the pamphlets developed for this project will have a minimum ninety-day review and input period and be included in the 2010 *Conference Agenda Report* for fellowship approval. At the end of this process, we would like to have the simple graphic piece be designated Conference Approved and the more lengthy philosophical piece be designated Fellowship Approved. This would mean that the graphic piece could be easily adapted and amended not only by the World Service Conference but by language groups when they translate the pamphlet. The timeframes for R&I will be planned at the beginning of the cycle and communicated to conference participants.

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The overall goals for the Business Plan Workgroup are:

Objective 5: Help build and sustain all NA communities—emerging and established—recognizing their differing levels of development and need.

Existing Approaches to Be Carried Over (ESSENTIAL)

5b.   Continue to assess and coordinate production and literature issues such as a facility for India, Iran operations, etc.

Objective 8: Build ownership and a sense of collective responsibility for a global NA vision through better understanding and acceptance of the role each individual and each component of the service structure has in realizing it.

Existing Approaches to Be Carried Over (ESSENTIAL)

8a.   Begin discussion on fellowshipwide contributions and a piece on "What Is NAWS."

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Objective 11: Ensure the long-term financial stability of NAWS, and the reliability of the income stream, in order to carry out priorities and service.

Existing Approaches to Be Carried Over (ESSENTIAL)

11a. Continue to develop a strategy to increase reserves to one year of operating expenses.
11b. Continue to develop a plan to ensure the world convention breaks even (including allocated overhead).
11c. Implement the investment policy.
11d. Continue work on literature distribution and pricing. Conduct a literature distribution and convention workshop.
11e. Examine ideas for potential new stream(s) of NAWS income.
11f. Carry over all of the above as well as the production issues under fellowship support.
11g. Frame discussion about the issues, pros, and cons of considering purchasing a building.

Objective 12: Raise awareness and a sense of responsibility on the part of the fellowship to adequately fund the cost of services, throughout NA, including NAWS.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

12a. Continue work begun this cycle, which includes developing a three-year message that builds on group contributions, a campaign with milestones and goals that reaches across the spectrum of the service structure.

12b. Initiate an active campaign to solicit contributions and to encourage use of the online donations link (include creating a column in *The NA Way* with factoids communicating the source and distribution of funds). Consider creative ideas in implementing this campaign.

12c. Replace both IPs on self-support (#24 & 25), using appropriate format(s), with the goal of both increasing awareness and understanding of what and how to give, as well as conveying the underlying concept and philosophy of being self-supporting.

Direct expense items:

4 meetings for 12 people	$ 56,000
Self-Support pamphlets	$ 38,000
Direct project and workgroup expenses:	**$ 94,000**

Essential or Carryover   Priority Ranking   Second Ranking   Third Ranking

Consensus-Based Decision Making at the WSC

Purpose and scope:

The board is presenting to WSC 2008 in the Conference Approval Track (CAT), revised material for *A Guide to World Services in NA* (GWSNA) about consensus-based decision making (CBDM) as well as a revision to the *WSC Rules of Order.* If the material for *GWSNA* is accepted by the conference, we do not expect this project plan to be necessary. If it is not accepted, we would develop new material in the 2008–2010 conference cycle for CBDM. This material would be sent out for review and input as was done this cycle with the CBDM material, and it would be included in the 2010 CAT material for approval.

We have not added specifics to the projected budget for this project. The specific needs of this project would depend on what objections arose from our current proposal. Since we have received so little input to that piece since it was sent out for review in August, we are projecting that this project will not be necessary.

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Direct expense items:

Direct project expenses: $ 10,000

Fellowship Issue Discussions

Purpose and scope:

The Issue Discussion Topics (IDTs) selected at the World Service Conference have taken on more importance over recent years. NA World Services facilitates fellowshipwide discussion of these identified issues and has constantly strived to improve the discussion, focus, and follow-up on these identified issues. Topics will be presented to WSC 2008 for approval for the 2008–2010 conference cycle. The conference will also serve as the culmination for the fellowshipwide discussions on the 2006–2008 IDTs, *Building Strong Home Groups, Who Is Missing from our Meetings and Why?*, and *Our Service System*. Until the input is gathered prior to and at the 2008 WSC, it is not possible to determine what all of the "results" may be. The results of the fellowships discussions may be captured in reports, or service pamphlets, or other material. These specifics, as well as development and approval processes for this material, will be discussed with conference participants at WSC 2008.

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This activity is called out in the Strategic Plan as:

Objective 1: Identify, frame, and better facilitate a dialog around current issues with members and other components of the service structure, to help them apply NA principles locally.

Existing Approaches to Be Carried Over (ESSENTIAL)

1a.   Follow up on the results of the *Building Strong Home Groups*, *Our Service System*, and *Who is Missing from our Meetings and Why* discussions from the 2006–2008 IDTs. This follow-up will include a focus on how to apply NA principles locally.

1c.   Frame IDTs for the 2008–2010 cycle.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

1d.   Identify and develop a select number of service related pamphlets. Identify and revise a select number of bulletins.

Objective 2: Improve the effectiveness and efficiency of world service communication, using techniques and technology that will resonate with diverse audiences.

Existing Approaches to Be Carried Over (ESSENTIAL)

2a.   Distribute the IDTs in multiple languages in *The NA Way, NAWS News,* and in workshops.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

2d.   Explore using the fellowship discussion boards for dialog with NAWS.

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Objective 6: Make the NA message available and relevant to a widely diverse membership and potential membership.

Existing Approaches to Be Carried Over (ESSENTIAL)

6a. Based in part on feedback from the IDTs and from other fellowship discussions, develop concrete tools and approaches—even including more focused discussion—on meeting the needs of diverse populations.

Direct expense items:

Distribution of material in NAWS publications	$	15,000
Direct essential expenses:	**$**	**15,000**

Public Relations

Purpose and scope:
NA World Services has continued to increase the amount of public relations (PR) activity undertaken directly by NAWS, as well as cooperative events coordinated by NAWS but carried out by local NA communities. This is covered in two places in the NAWS Budget—under *Literature Production and Distribution* in the line item for *Marketing* and under *Fellowship Development* in the line item for *Professional Events*.

Additionally, we plan to train and orient both addicts and non-addicts to better address our needs in PR. We have known for some time that we need to build a better resource pool for use in a variety of public relations settings. We hope to begin this work before WSC 2008 and continue it into the 2008–2010 conference cycle. These same focused trainings would be used to gather information for the development of material targeted at specific professional populations for PR purposes. This material would be World Board approved.

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In order to support these service efforts worldwide, our focus for the 2008–2010 conference cycle will be:

Objective 3: Enhance perception of NA as a credible program of recovery through implementation of a PR strategy and strengthening of targeted relationships.

Existing Approaches to Be Carried Over (ESSENTIAL)

3a. Focus on local application of the ideas contained in the *PR Handbook*.

   i. A condensed or "quick start" version of the handbook

   ii. A long list of resources, sample letters, and tools to support the activities called for in the specific chapters of the handbook. These would be changeable and updateable and added as addenda.

   iii. An FAQ on how to use the handbook

3b. Evaluate current strategies with regard to attendance at professional events and building external relationships.

3c. Train those who can speak on our behalf.

New Approaches for 2008–2010

3g. Target professional populations and develop pamphlets with relevant information on NA.

6–8 Training and Orientation Sessions

Direct expense items:

Focus groups, training and orientation sessions material $ 83,000

Direct project expenses: **$ 83,000**

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Service System

Purpose and scope:

We have been discussing the topics of *Infrastructure* and *Our Service System* for the last four years. We believe it is now time to take the results of those discussions, including the information gathered from the 2008 *Conference Agenda Report*, and move into framing recommendations for the fellowship to consider. Our existing service structure was developed for a fellowship with much different needs than we now have globally. Because of this, it is no surprise that we have volumes of information about ineffective services. However, we also have heard new and creative ideas that local NA communities have adopted, and we hope to build on these.

This project will be handled by a workgroup that will use focus groups or individuals for specific areas of service. We expect that some of the material developed in the 2008–2010 conference cycle might be ready for conference approval by WSC 2010, but the majority of the work will be to provide framed options and recommendations for discussion by the conference and the fellowship. We expect that this will be a two-conference-cycle project.

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In order to better support the fellowship's service efforts worldwide, our focus for the 2008–2010 conference cycle will be:

Objective 4: Revitalize the service structure by introducing relevant ideas and tools that stimulate change and increase effectiveness.

   Existing Approaches to Be Carried Over (NON ESSENTIAL)

4a.   Develop a vision for all NA service efforts and begin to explore best practices and options for local service delivery. This project will be rooted in an analysis of the success factors that work across our service structure, as well as allow for flexibility in meeting unique local needs. This will ultimately result in a rewrite of *A Guide to Local Services in NA*. We expect that the first cycle of this project will be focused on gathering options and presenting them for discussion in the fellowship

Objective 8: Build ownership and a sense of collective responsibility for a global NA vision through better understanding and acceptance of the role each individual and each component of the service structure has in realizing it.

   Existing Approaches to Be Carried Over (NON ESSENTIAL)

8b.   Create a common vision for all NA services as described in Objective 4.

Objective 9: Cultivate, encourage, and nurture development of leadership potential in all members, including those who will take on roles within the service structure.

   Existing Approaches to Be Carried Over (NON ESSENTIAL)

9a.   In the discussions of local services in Objective 4, develop means and practical ideas for how to match "talent to task" and how to help members develop leadership skills.

Direct expense items:

Workgroup and focus groups	$ 150,000
Direct project expenses:	**$ 150,000**

Essential or Carryover	Priority Ranking	Second Ranking	Third Ranking

Targeted Literature

Purpose and scope:

In this past conference cycle we developed and presented to the fellowship for approval two new pieces of targeted literature; *By Young Addicts, For Young Addicts* and *For the Parents or Guardians of Young People in NA.* These, along with the proposed new personal stories for the Basic Text*,* are the first pieces of targeted literature developed in many years. We have asked the fellowship in the 2008 *CAR* what pieces they would next like to see developed and plan to finalize this list at WSC 2008.

The first piece to be worked on in the 2008–2010 conference cycle will be a revision to *In Times of Illness.* This piece needs updating for the challenges that our members currently face with both physical and mental illness. A timeline will be created at the beginning of the conference cycle that allows for a fellowshipwide ninety-day review and input period, and inclusion in the 2010 *Conference Agenda Report* for approval by the fellowship. This piece of literature would be designated Fellowship Approved.

We are still looking forward to seeing the list of ideas for targeted literature that we asked for in the *Conference Agenda Report*. One of the possible pieces that we have been discussing as a board is an experiential piece from members who have been on drug replacement therapies and have stayed in NA and achieved total abstinence. We perceive this as a need and we want to know what you think. We do not believe such a piece could be anything but a third ranking in this conference cycle but we want to raise the issue and hear what you have to say about this subject.

We expect that other topics provided by the fellowship will be addressed under the project for a book-length piece on living on life's terms in recovery.

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This work is described in the Strategic Plan as:

Objective 6: Make the NA message available and relevant to a widely diverse membership and potential membership.

   Existing Approaches to Be Carried Over (NON ESSENTIAL)

   6b.   Develop a select number of other targeted pieces from a list identified in the last cycle and input gathered through the 2008 *Conference Agenda Report.* The list from the last cycle includes development of spirituality in our members, older members and recovery, gender issues, medication and recovery, and benefit of service to personal recovery. Look at the delivery method that would be most effective.

   New Approaches for 2008–2010

   6c.   Update *In Times of Illness* with current feedback available.

Direct expense items:

5 Workgroup or focus group meetings	$ 65,000
Direct project expenses:	**$ 65,000**

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Workshops

Purpose and scope:

We plan to hold up to six worldwide workshops in this conference cycle throughout the fellowship. Their purpose will be to engage in various discussions on a variety of service and recovery issues with as many members as possible. As this system has evolved over the last several years, the number of workshops we conduct has grown exponentially. The majority of workshops we conduct are simply not called worldwide workshops. In addition, we have held specifically focused workshops this conference cycle in the Middle East, Eastern Europe, India, Nepal, Indonesia, and Russia. Many of these workshops have included funding attendance of local NA members who otherwise are unable to meet together and cover a variety of recovery, service, and translation issues. We also attend many other fellowship workshops including up to two meetings of zonal forums each year.

We see the need to better train and orient RDs at either workshops, the conference, or both. In addition, in order to support fellowship activity with events and activities, as well as to adequately support and evaluate the literature distribution system, we plan to hold a literature distribution and convention workshop for areas, regions, and RSOs. Both programs will be structured around the basics of providing these two types of service, accountability, and handling of funds. We held one of these workshops in 2007 and made a commitment to conduct another in the next cycle. It had been six years since we had held this type of workshop.

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This work is described in the Strategic Plan as:

Objective 5: Help build and sustain all NA communities—emerging and established—- recognizing their differing levels of development and need.

> *Existing Approaches to Be Carried Over (ESSENTIAL)*

> 5a.   Continue to plan, facilitate, and/or participate in a variety of workshops and events, such as the workshops held in eight languages, in over forty locations in twenty-two countries, and attendance at over fifteen zonal forums during the 2006–2008 cycle. Fund attendance for some participants at such workshops.

> *New Approaches for 2008–2010*

> 5c.   Identify the indicators of the health of a local community. Review these indicators routinely and use as a guide for allocation of support. (*This process is something that typically is conducted in staff and EC planning for fellowship development activities each cycle.*)

Direct expense items:

Fellowship development, zonal forum, cooperative and worldwide workshops	$ 500,000
Literature and Convention Workshop in the US	$ 12,000
Direct workshop expenses:	**$ 512,000**

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Living Clean – The Journey Continues

Purpose and scope:

Under the current development and approval process for recovery material, a book-length piece will take a minimum of four years to complete. We have a list of potential book-length pieces which has been gathered from fellowship input to the literature surveys in 1999 and 2002 and which was validated again in the input received for the current Basic Text project. We believe that a book about life in ongoing recovery is the next project that should be pursued.

We are using the title *Living Clean – The Journey Continues* as a working title and we welcome and invite your ideas about what to call this book. This is a book that we have been discussing at world services for almost twenty years and it has been referred to in a variety of ways.

This project would be handled by a workgroup. We do not expect that much of the review and input would occur until the 2010–2012 conference cycle, but it would be scheduled and communicated to conference participants. For a piece this size, the review and input might be staggered with chapters being sent out at different times for a minimum of ninety days. The real impact to a piece comes during the development and review and input period, not at the approval stage, so we will try everything we can to engage the fellowship in the beginning of the process and will be asking for their input. The entire final piece would be in the 2012 *Conference Agenda Report* for fellowship approval.

The projected timeline would then look something like:

August 2008 – August 2010	Development of the material
Summer of 2009 – December 2010	Ninety-day R&I of chapters of the book
April 2011 – April 2012	Approval Form

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This project would address the following objectives and approaches.

Objective 6: Make the NA message available and relevant to a widely diverse membership and potential membership.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

6b.   Develop a select number of other targeted pieces from a list identified in the last cycle and input gathered through the 2008 *Conference Agenda Report.* The list from the last cycle includes development of spirituality in our members, older members and recovery, gender issues, medication and recovery, and benefit of service to personal recovery. Look at the delivery method that would be most effective. Much of this material will be used in the development of a book-length piece.

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

<u>Objective 7</u>: Meet the targeted and mainstream literature needs of the fellowship, and adjust the literature development process.

New Approaches for 2008–2010

7a.   Begin work on a book-length piece about the ongoing process of life on life's terms in recovery.

Direct expense items:

Workgroup and focus group meetings	$ 180,000
Direct project expenses:	**$ 180,000**

Leadership Orientation Material

Purpose and scope:

We are currently working on a facilitation training module focused on being an effective RD. We hope to begin this at WSC 2008 and expand it to include other regional positions, including the RCMs, so that RDs can provide better training in their local communities. We have a couple of pieces on leadership basics that we will be discussing at WSC 2008, and these discussions will help to frame what other pieces are developed in the 2008–2010 conference cycle, as well as what their development and approval processes will be.

We have had ongoing fellowshipwide discussions about leadership for the last four years. We remain committed to the importance of this focus for the effectiveness of all of our service efforts.

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As well as the material in the Service System project plan, our plans for the next conference cycle include:

Objective 9: Cultivate, encourage, and nurture development of leadership potential in all members, including those who will take on roles within the service structure.

Existing Approaches to Be Carried Over (NON ESSENTIAL)

9c. Develop new orientation materials for leaders (self-guided or for use in an orientation session) that can be used by individual/leadership team at group, area, and regional levels. Follow-up, via train-the-trainer sessions, demonstrating to those who engage leaders/groups at each level, how to use these tools. Through this process, reinforce an understanding and application of leadership principles, roles, and best practices.

Direct expense items:

Training materials	$ 20,000
Direct project expenses:	**$ 20,000**

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

Service Material

Purpose and scope:

We would like to have approval to begin work on updating our outdated or obsolete service handbooks as time allows. We realize that there is an overlap with the project that will be rewriting *A Guide to Local Services in NA*, but there is still material that could be developed in the meantime. The handbooks for H&I, Outreach, Newsletter, and Literature are all outdated. The Convention Handbook has been removed from inventory. *A Guide to World Services in NA* also still needs work. All of the handbooks need simpler versions for new communities worldwide. We would like permission to work on these as it is possible and to possibly release pieces rather than entirely new handbooks. All handbooks would be presented in the CAT for conference approval, and resource material would be approved by the World Board.

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This work would aim to fulfill the following objectives:

Objective 4: Revitalize the service structure by introducing relevant ideas and tools that stimulate change and increase effectiveness.

Objective 5: Help build and sustain all NA communities—emerging and established— recognizing their differing levels of development and need.

Direct expense items:

Workgroup or focus group meetings	$ 32,500
Direct project expenses:	**$ 32,500**

Essential or Carryover   **Priority Ranking**   **Second Ranking**   **Third Ranking**

NARCOTICS ANONYMOUS WORLD SERVICES, INC.
PROPOSED BUDGET FOR FISCAL YEARS 2008 - 2010

PROPOSED

	Annualized Income & Expense from July 2006 - Oct 2007	Proposed Base July 2008 - June 2009	Proposed Base July 2009 - June 2010	Consolidated Base for Fiscal Years 2008-2010
INCOME				
RECOVERY LITERATURE INCOME				
BASIC TEXT: Hardcover English	$ 2,094,983	$ 2,115,932	$ 2,487,092	$ 4,603,024
BASIC TEXT: Translated	$ 180,539	$ 182,344	$ 184,167	$ 366,511
BASIC TEXT: Softcover	$ 777,197	$ 784,969	$ 792,819	$ 1,577,788
JUST FOR TODAY	$ 935,808	$ 945,166	$ 954,618	$ 1,899,784
IT WORKS: HOW & WHY	$ 754,282	$ 761,825	$ 769,443	$ 1,531,267
SPONSORSHIP BOOK	$ 67,812	$ 67,812	$ 67,812	$ 135,624
STEP WORKING GUIDES	$ 737,258	$ 744,630	$ 752,076	$ 1,496,706
LITERATURE INCOME IRAN	$ 611,891	$ 618,010	$ 624,190	$ 1,242,200
OTHER RECOVERY LITERATURE	$ 1,607,221	$ 1,623,293	$ 1,639,526	$ 3,262,819
Subtotal	$ 7,766,990	$ 7,843,981	$ 8,271,743	$ 16,115,724
OTHER INVENTORY INCOME				
MEDALLIONS	$ 610,933	$ 617,042	$ 623,212	$ 1,240,255
KEY TAGS & CHIPS	$ 994,118	$ 1,004,059	$ 1,014,100	$ 2,018,159
NON-FIPT INFORMATION BOOKLETS	$ 46,329	$ 46,792	$ 47,260	$ 94,053
HANDBOOKS	$ 79,053	$ 79,844	$ 80,642	$ 160,485
SPECIALTY ITEMS	$ 53,144	$ 53,676	$ 54,212	$ 107,888
AUDIO MATERIALS	$ 2,531	$ 2,557	$ 2,582	$ 5,139
GROUP/AREA MATERIALS	$ 145,349	$ 146,803	$ 148,271	$ 295,074
MIRACLES HAPPEN	$ 43,702	$ 44,139	$ 44,580	$ 88,719
Subtotal	$ 1,975,160	$ 1,994,911	$ 2,014,860	$ 4,009,771
SHIPPING	$ 391,589	$ 404,119	$ 414,828	$ 818,948
DISCOUNTS	$ (1,355,604)	$ (1,369,160)	$ (1,417,602)	$ (2,786,762)
DEVELOPMENTAL SUBSIDIES & ALLOWANCES	$ (268,452)	$ (271,137)	$ (273,848)	$ (544,984)
Gross Literature Income	$ 8,509,682	$ 8,602,715	$ 9,009,982	$ 17,612,697
RECOVERY LITERATURE COST OF GOODS				
BASIC TEXT: HARD COVER - English	$ 317,936	$ 333,832	$ 420,516	$ 754,349
BASIC TEXT: Translated	$ 37,247	$ 39,110	$ 40,478	$ 79,588
BASIC TEXT: Softcover	$ 63,228	$ 66,389	$ 68,713	$ 135,102
JUST FOR TODAY	$ 98,273	$ 103,187	$ 106,798	$ 209,985
IT WORKS: HOW & WHY	$ 115,401	$ 121,171	$ 125,412	$ 246,583
SPONSORSHIP BOOK	$ 12,296	$ 12,910	$ 13,362	$ 26,272
STEP WORKING GUIDES	$ 116,107	$ 121,912	$ 126,179	$ 248,091
LITERATURE PRODUCTION (IRAN)	$ 474,017	$ 497,717	$ 515,137	$ 1,012,855
OTHER RECOVERY LITERATURE	$ 286,257	$ 300,570	$ 311,090	$ 611,660
Subtotal	$ 1,520,761	$ 1,596,799	$ 1,727,687	$ 3,324,486
OTHER INVENTORY COST OF GOODS				
MEDALLIONS	$ 148,689	$ 156,123	$ 161,588	$ 317,711
KEY TAGS & CHIPS	$ 266,635	$ 279,966	$ 289,765	$ 569,732
NON-FIPT INFORMATION BOOKLETS	$ 25,342	$ 26,609	$ 27,540	$ 54,149
HANDBOOKS	$ 28,223	$ 29,634	$ 30,671	$ 60,304
SPECIALTY ITEMS	$ 18,339	$ 19,256	$ 19,930	$ 39,186
AUDIO MATERIALS	$ (120)	$ (126)	$ (130)	$ (256)
GROUP/AREA MATERIALS	$ 58,450	$ 61,372	$ 63,520	$ 124,893
MIRACLES HAPPEN	$ 4,772	$ 5,010	$ 5,185	$ 10,196
Subtotal	$ 550,328	$ 577,845	$ 598,069	$ 1,175,914
Total Cost of Good Sold	$ 2,071,089	$ 2,174,643	$ 2,325,756	$ 4,500,399
Net Literature Income	$ 6,438,593	$ 6,428,072	$ 6,684,226	$ 13,112,298
FELLOWSHIP DONATIONS				
BREAKDOWN BY DONOR TYPE				
Members	$ 17,858	$ 18,305	$ 18,762	$ 37,067
Groups	$ 57,104	$ 58,532	$ 59,995	$ 118,527
Areas	$ 146,662	$ 150,328	$ 154,087	$ 304,415
Regions	$ 689,072	$ 706,299	$ 723,957	$ 1,430,256
Events/Conventions	$ 54,586	$ 55,950	$ 57,349	$ 113,300
Unity Day	$ 13,846	$ 14,192	$ 14,547	$ 28,739
Zonal & Other Forums	$ 8,311	$ 8,519	$ 8,731	$ 17,250
Total Donations	$ 987,439	$ 1,012,125	$ 1,037,428	$ 2,049,553
MISCELLANEOUS INCOME				
LICENSED VENDOR PAYMENTS	$ 28,425	$ 23,000	$ 24,000	$ 47,000
INTEREST	$ 74,158	$ 25,000	$ 25,000	$ 50,000
MISCELLANEOUS	$ 26,026	$ -	$ -	$ -
Total Miscellaneous Income	$ 128,609	$ 48,000	$ 49,000	$ 97,000
OPERATING INCOME (Not including event specific)	$ 7,554,640	$ 7,488,196	$ 7,770,654	$ 15,258,850

NARCOTICS ANONYMOUS WORLD SERVICES, INC.
PROPOSED BUDGET FOR FISCAL YEARS 2008 - 2010

PROPOSED

	Annualized Income & Expense from July 2006 - Oct 2007	Proposed Base July 2008 - June 2009	Proposed Base July 2009 - June 2010	Consolidated Base for Fiscal Years 2008-2010
EXPENSE BY ACTIVITY AREA				
LITERATURE PRODUCTION & DISTRIBUTION				
FIXED OPERATIONAL EXPENSES				
MARKETING	86,977	$ 91,326	$ 94,522	$ 185,848
IN HOUSE PRODUCTION	23,043	$ 24,195	$ 25,042	$ 49,237
TRANSLATIONS	39,944	$ 41,941	$ 43,409	$ 85,349
LITERATURE DISTRIBUTION (IRAN)	58,526	$ 61,453	$ 63,603	$ 125,056
SHIPPING	438,343	$ 460,260	$ 476,369	$ 936,629
BUSINESS PLAN GROUP	15,947	$ 28,000	$ 28,000	$ 56,000
LITERATURE/CONVENTION WORKSHOP	-	ALLOCATION MOVED TO WORKSHOPS IN FELLOWSHIP DEVELOPMENT		
LEGAL	30,447	$ 48,000	$ 37,500	$ 85,500
TRAVEL	2,211	$ 2,322	$ 2,414	$ 4,737
ACCOUNTING	$ 11,792	$ 14,925	$ 15,671	$ 30,595
PERSONNEL	$ 1,113,462	$ 1,026,874	$ 1,057,680	$ 2,084,554
OVERHEAD	$ 525,821	$ 451,312	$ 473,877	$ 925,189
TECHNOLOGY	$ 59,064	$ 75,537	$ 80,069	$ 155,605
Subtotal Literature Production	$ 2,405,576	$ 2,326,142	$ 2,398,157	$ 4,724,300
VARIABLE OPERATIONAL EXPENSES				
	$ -	$ -		$ -
Total Variable Project Expenses for Literature Production	$ -	$ -	$ -	$ -
Total Literature Production	$ 2,405,576	$ 2,326,142	$ 2,398,157	$ 4,724,300
WORLD SERVICE CONFERENCE SUPPORT				
FIXED OPERATIONAL EXPENSES				
PUBLICATIONS	$ 44,779	$ 47,018	$ 48,898	$ 95,916
WORLD SERVICE CONFERENCE	$ 25,427	$ 26,699	$ 393,028	$ 419,726
WORLD BOARD	$ 217,820	$ 261,384	$ 271,839	$ 533,223
HUMAN RESOURCE PANEL	$ 26,628	$ 27,959	$ 29,078	$ 57,037
WSC CO-FACILITATOR	$ 450	$ 473	$ 4,515	$ 4,988
CONFERENCE RELATED TRAVEL	$ -			$ -
LEGAL	$ -	$ -	$ -	$ -
ACCOUNTING	$ 8,234	$ 9,168	$ 9,626	$ 18,794
PERSONNEL	$ 789,362	$ 630,794	$ 649,718	$ 1,280,512
OVERHEAD	$ 373,348	$ 277,234	$ 291,096	$ 568,331
TECHNOLOGY	$ 40,985	$ 46,401	$ 49,185	$ 95,586
Subtotal World Service Conference Support	$ 1,527,033	$ 1,327,130	$ 1,746,984	$ 3,074,113
VARIABLE OPERATIONAL EXPENSES				
Concensus Based Decision Making		$ 10,000		$ 10,000
Leadership Orientation Material		$ 10,000	$ 10,000	$ 20,000
Fellowship Issue Discussions		$ 8,000	$ 7,000	$ 15,000
Worldwide Workshops	$ 94,301	MOVED ALLOCATION TO FELLOWSHIP SUPPORT		$ -
Variable Project Expenses for World Service Conference	$ 94,301	$ 28,000	$ 17,000	$ 45,000
Total World Service Conference Support	$ 1,621,334	$ 1,355,130	$ 1,763,984	$ 3,119,113

NARCOTICS ANONYMOUS WORLD SERVICES, INC.
PROPOSED BUDGET FOR FISCAL YEARS 2008 - 2010

PROPOSED

	Annualized Income & Expense from July 2006 - Oct 2007	Proposed Base July 2008 - June 2009	Proposed Base July 2009 - June 2010	Consolidated Base for Fiscal Years 2008-2010
FELLOWSHIP DEVELOPMENT				
FIXED OPERATIONAL EXPENSES				
PUBLICATIONS	$ 104,788	$ 110,027	$ 114,428	$ 224,455
FELLOWSHIP SUPPORT	$ 348,689	$ 246,678	$ 256,545	$ 503,223
PROFESSIONAL EVENTS	$ 131,235	$ 137,797	$ 143,309	$ 281,105
DEVELOPMENTAL LITERATURE	$ 254,144	$ 266,851	$ 277,526	$ 544,377
ARCHIVES & INFORMATION MANAGEMENT	$ -	$ 21,000	$ 20,000	$ 41,000
LEGAL	$ -	$ -	$ -	$ -
ACCOUNTING	$ 10,444	$ 14,498	$ 15,223	$ 29,721
PERSONNEL	$ 986,210	$ 997,535	$ 1,027,461	$ 2,024,995
OVERHEAD	$ 377,378	$ 438,417	$ 460,338	$ 898,755
TECHNOLOGY	$ 52,314	$ 73,378	$ 77,781	$ 151,159
Subtotal	$ 2,265,202	$ 2,306,182	$ 2,392,610	$ 4,698,792
VARIABLE OPERATIONAL EXPENSES				
Public Relations Development	$ 20,099	$ 58,000	$ 25,000	$ 83,000.00
Service Material	$ 2,118		$ 32,500	$ 32,500.00
Service Handbooks	$ 1,731			$ -
Self-Support Pamphlets		$ 27,000	$ 11,000	$ 38,000.00
Service System	$ -	$ 75,000	$ 75,000	$ 150,000.00
Book length piece Living Clean		$ 90,000	$ 90,000	$ 180,000.00
Targeted Literature	$ 17,637	$ 32,500	$ 32,500	$ 65,000.00
Workshops		$ 256,000	$ 256,000	$ 512,000.00
Variable Project Expenses for Fellowship Development	$ 41,585	$ 538,500	$ - 522,000	$ 1,060,500
Total Fellowship Development	$ 2,306,786	$ 2,844,682	$ 2,914,610	$ 5,759,292
EVENTS				
FIXED OPERATIONAL EXPENSES				
FUTURE CONVENTION PLANNING	$ 40,201	$ 19,500	$ 20,280	$ 39,780
LEGAL	$ -	$ 9,000	$ 1,500	$ 10,500
ACCOUNTING	$ 15,596	$ 4,051	$ 4,254	$ 8,304
PERSONNEL	$ 295,586	$ 278,723	$ 287,085	$ 565,808
OVERHEAD	$ 177,479	$ 122,499	$ 128,624	$ 251,123
TECHNOLOGY	$ 16,391	$ 20,503	$ 21,733	$ 42,236
Total Events	$ 545,253	$ 454,276	$ 463,475	$ 917,751
NAWS EXPENSE WITHOUT EVENT SPECIFIC	$ 6,878,949	$ 6,980,229	$ - 7,540,225	$ 14,520,456
Excess Revenue/Expense [without event specific]	$ 675,691	$ 507,967	$ 230,429	$ 738,395

EVENT SPECIFIC		Proposed Base July 2008 - June 2009	Proposed Base July 2009 - June 2010	Expenses Reflected in Dollars	Consolidated Base for Fiscal Years 2008-2010
WCNA-33 INCOME					
REGISTRATION		$ -	€ 340,000	$ 476,000	$ 476,000
SPECIAL EVENTS		$ -	€ 342,500	$ 479,500	$ 479,500
NEWCOMER DONATIONS		$ -	€ 20,000	$ 28,000	$ 28,000
MERCHANDISE		$ -	€ 382,500	$ 535,500	$ 535,500
OTHER SALES		$ -		$ -	$ -
REBATES		$ -	€ 35,000	$ 49,000	$ 49,000
TOTAL WCNA-33 INCOME		$ -	€ 1,120,000	$ 1,568,000	$ 1,568,000
WCNA-33 DIRECT EXPENSE					
REGISTRATION		$ -	€ 250,624	$ 350,873	$ 350,873
SPECIAL EVENTS		$ -	€ 222,353	$ 311,294	$ 311,294
PROGRAM		$ -	€ 130,871	$ 183,219	$ 183,219
MERCHANDISE		$ -	€ 241,199	$ 337,678	$ 337,678
FACILITIES		$ -	€ 266,624	$ 373,274	$ 373,274
SUPPORT COMMITTEE		$ -	€ 14,781	$ 20,694	$ 20,694
ADMINISTRATION		$ -	€ 106,729	$ 149,421	$ 149,421
		$ -		$ -	
TOTAL WCNA-33 EXPENSE		$ -	€ 1,233,181	$ 1,726,453	$ 1,726,453
					$ -
Total Event Specific Excess Revenue/ Expense		$ -	€ (113,181)	$ (158,453)	$ (158,453)
Excess Revenue/Expense with event specific	$ 675,691	$ 507,967	$ 71,976	$ 579,942	

2008-2010 NARCOTICS ANONYMOUS PROPOSED BUDGET
CASH BASIS SUMMARY

	06-07 ACTUAL	07-08 PROJECTED	06-08 CONSOLIDATED	08-09 PROPOSED	09-10 PROPOSED	08-10 CONSOLIDATED
ADJUST FOR NON-CASH ITEMS						
INCOME OVER EXPENSE INCLUDING CONTINGENT WSC ITEMS	634,925	1,190,134	1,825,059	507,967	-	507,967
AMORTIZATION	258,204	262,097	520,301	134,246	147,247	281,493
DEPRECIATION	113,597	122,652	236,249	269,477	282,046	551,523
TOTAL ADJUSTMENTS FOR NON-CASH ITEMS	1,006,726	1,574,882	2,581,608	911,690	429,293	1,340,983
CAPITAL FUNDS UTILIZATION						
COMPUTER EQUIPMENT	$ (99,208)	(38,959)	(138,167)	$ (66,000)	$ (54,000)	$ (120,000)
DATABASE SOFTWARE & SYSTEM ENHANCEMENTS	$ (70,534)	(84,578)	(155,112)	$ (125,000)	$ (56,000)	$ (181,000)
WEB SITE REDESIGN & WEB ENABLED TECHNOLOGY				$ (56,000)	$ (49,500)	$ (105,500)
OFFICE EQUIPMENT	$ (655,098)	-	(655,098)	$ (69,000)	$ (37,500)	$ (106,500)
FURNITURE	$ (12,962)	(1,219)	(14,182)	$ (31,000)	$ (18,500)	$ (49,500)
LEASEHOLD IMPROVEMENTS	$ (89,867)	(32,628)	(122,495)	$ (31,000)	$ (28,500)	$ (59,500)
TRADEMARKS & COPYRIGHTS	$ -	(38,928)	(38,928)	$ (66,000)	$ (50,000)	$ (116,000)
TOTAL	$ (927,669)	$ (196,313)	(1,123,982)	$ (444,000)	$ (294,000)	$ (738,000)
ADDITIONAL CONTINGENT UTILIZATION OF CASH						
ARCHIVE PRESERVATION, RESTORATION & DEVELOPMENT			-	$ (28,500)	$ (40,000)	$ (68,500)
INFORMATION MANAGEMENT SYSTEM			-	$ (31,500)	$ (25,600)	$ (57,100)
Total Contingent Expense		$ -	-	$ (60,000)	$ (65,600)	$ (125,600)

RESERVE FUNDS						
	06-07 ACTUAL	07-08 PROJECTED	06-08 CONSOLIDATED	08-09 PROPOSED	09-10 PROPOSED	08-10 CONSOLIDATED
OPERATING RESERVES						
EXISTING RESERVES ALL SOURCES	$ 1,980,458	$ 70,500	$ 1,980,458			NEW
CHATSWORTH: NEW ALLOCATION				21,750	154,000	175,750
EUROPE RESERVE ALLOCATION				22,500	18,500	41,000
CANADA RESERVE ALLOCATION				26,500	27,500	54,000
IRAN RESERVE ALLOCATION				-		-
SUBTOTAL NEW OPERATING RESERVES FROM ALL SOURCES				70,750	200,000	270,750
TOTAL INCLUDING NEW RESERVE FUND ALLOCATIONS				$ 141,250	$ 341,250	$ 482,500
06-08 RESERVE FIGURE COMPARABLE TO APPROX. 108 DAYS EXPENSES						
PERCENTAGE OF OPERATING RESERVE FUNDS ALLOCATED FOR LONG TERM RESERVES @40%				$ 56,500	$ 136,500	$ 193,000
CASH BASIS NET	79,057	1,378,570	1,457,626	336,940	(130,307)	206,633

TRAVEL REIMBURSEMENT POLICY
CONFERENCE CYCLE 2008-2010

This package will attempt to answer most questions you may have concerning reimbursement and advances for expenses you may incur while fulfilling your world service commitment.

Enclosed you will find a copy of the "World Services Travel Guidelines." You should attempt to familiarize yourself with this document. The most commonly asked questions are addressed here.

Seven Basic Rules to Keep in Mind

1. All requests for funds must be submitted on a "Reimbursement Request." A copy is included.

2. All reimbursement requests must be submitted no later than **sixty** days after the last travel day of a trip or event. Submissions after ninety days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for will become accounts receivable and reported to the conference.

3. You will only be reimbursed for travel on the days you were scheduled to travel or attend an event. International travelers will frequently need an extra day on either end of an event. This is anticipated. All other extensions must receive prior approval on a case-by-case basis or they will not be reimbursed.

4. All requests must include a receipt for each reimbursable item, with the exception of meals.

5. Send all original documents (including receipts) to the WSO.

6. Travel expenses are typically reimbursable for portal-to-portal expenses.

7. The Internal Revenue Service does not allow for personal phone calls as a reimbursable expense.

MEALS

Maximum meal and tip allowance is $55 US per day (including travel days). If you are traveling outside the US, you will be notified prior to departure of the approved Daily Meal and Tip Allowance for the particular country to which you are traveling. This is the maximum you will be advanced/reimbursed for meals and tips. It is not necessary to save or turn in your meal receipts.

TRAVEL

You must turn in receipts for all travel expenses; airfare, cab fare, shuttle service, mileage, or other ground transportation, parking, and tolls are reimbursable. If normal receipts are unavailable, a hand-written, signed receipt must be included. It is generally expected that the most economical means of transportation safely available will be used. Occasionally, travelers may wish to pool their resources and rent a car. This can frequently save money; however, in most cases this must receive prior approval. Please note that when using your own car, you must include your odometer reading from the point of origin to the point of destination and the purpose of the trip on the reimbursement request. This reimbursement request will serve as the

necessary receipt for mileage reimbursement. The reimbursable mileage rate for 2008 is $0.505 per mile. These rates change each year and are established by the IRS.

For meetings held at the WSO-Chatsworth, ground transportation, including car rentals, do not require prior approval. The maximum allowable ground transportation from Los Angeles area airports is $35.00 per person each way, including tips. Any ground transportation that exceeds this amount requires prior approval.

Travel Reservations Procedure

Air transportation will be reserved through the WSO or its agent whenever possible. Travelers making reservations through their own travel agents must fax or email a copy of their itinerary to the WSO at the time the ticket is booked. All travelers are required to make their travel arrangements at least twenty-one days prior to the scheduled travel. In cases when this is not possible, travelers must request special consideration for their travel by notifying the WSO prior to the twenty-one day deadline. The WSO will then ask for a decision from the designated member of the World Board. Their decision may be any of the following:

1. To approve the travel request

2. To ask the traveler to pay the difference between the ticket price and the twenty-one day advance purchase price

3. To offer an alternative mode of travel including but not limited to the use of other airlines, or air travel certificates

4. To reject the travel request

SAMPLE REIMBURSEMENT REQUEST

The following scenario is examined: Sam (could be Samantha) Service is funded to attend a workshop at a zonal forum meeting in Dallas for three days. Sam lives in Wisconsin. Sam purchases airline tickets (after checking with the WSO travel agent for a quoted rate) from a local travel agent. *Note:* In most cases, the WSO travel agent will be the least expensive. However, occasionally, a local agent may be able to save money. A local agent should only be utilized as a means to secure a lower fare, never as a convenience. Remember to always purchase your tickets a minimum of twenty-one days prior to departure in order to qualify for the lowest fare. Sam then drives to the airport (twenty-seven miles from home) and parks at the economy parking lot. Usually, the hotel room is booked by the WSO; however, that was not possible on this occasion. The shuttle to the hotel costs $14.00, and Sam tips the driver $2.00. Sam attends the event, imparting great wisdom to the local fellowship, returns by shuttle ($16 with tip) to the airport and flies home. The parking bill is $21. Sam saves all receipts. An advance of $165 was requested and granted. The meal allowance is $55/day. What is reimbursable, and how does Sam fill out a request?

Refer to the sample request attached

- Airfare—yes, with receipt and itinerary faxed to the WSO.
- Drive to airport—yes; the beginning and ending odometer readings and the purpose of the trip must be provided. Compute mileage at $0.505 per mile (27 X $0.505 = $13.64).
- Shuttle (with tip)—yes, with receipt.
- Meals—Maximum meal and tip allowance is $55 per day (includes travel days); no receipts needed.

- Hotel—yes, with receipt. *Note*: Only room rate and tax is reimbursable; anything else charged to your room (meals, movies, phone calls, etc.) is your responsibility. Single accommodations may be planned to accommodate travelers from different time zones and/or individual personal habits like smoking, etc. This is arranged in the meeting planning and may not be done by the individual traveler. Any travelers with other special requests for single accommodations or plans to stay with a non world service traveler will be expected to pay for one half of the room. The WSO staff will let travelers know how to arrange payment.
- Parking—yes, with receipt.

Fill out the Reimbursement Request as shown and mail the signed original to the WSO. You may fax a copy to the WSO to help expedite your approval, but all originals *must* go to the office.

After approval, the balance of Sam's request (after deducting the $165 advance) is mailed in the form of a check on the next weekly run. Because Sam filled out the request correctly and included the proper documentation (receipts), within a week (two at the most) Sam has been reimbursed for the above expenses.

ADVANCES

If you receive an advance, you MUST submit a reimbursement request, even if no money is due you. This is done to account for the funds. Include any unused funds (by check). No funds will be advanced or reimbursed to you until any previous advances that are outstanding for sixty days or more have been accounted for. Again, please note that any advances not accounted for will become an account receivable and will be reported to the conference.

A WORD TO THE WISE

If, after reading the World Service Travel Guidelines and this package, you are uncertain about some particular item and whether or not it is or would be reimbursable, please contact the WSO for clarification. A good rule of thumb to use is this: if something is not addressed clearly in the World Service Travel Guidelines, it most likely will require prior approval if you plan on requesting reimbursement. As with all policies, there are times when travelers may need to seek an exception. The World Board Executive Committee has the ability to consider these requests on a case-by-case basis.

We hope this has been helpful. Again, please submit your requests as soon as possible. It will help you be reimbursed more quickly and greatly aid in the administration of our travel budget.

Reimbursement for Non-Travel Trusted Servant Expenses

Most expenses incurred in order to fulfill your service commitment are reimbursable. All require receipts and must be submitted within ninety days of purchase (in the case of supplies) or date of bill (phone/fax).

2008–2010 Communications Policy

The IRS does not allow personal phone calls as a reimbursable expense. Only telephone calls that are directly related to a specific business purpose are a reimbursable expense. Telephone, Internet, and fax expenses incurred by world service trusted servants in the course of authorized or necessary world service business are reimbursable using the following procedure.

♦ Allocations are determined by project, activity, or assignment. These allocations will be for monthly expenditures unless otherwise authorized.

♦ Telephone credit cards may also be issued when authorized.

♦ All phone and fax expenses must be substantiated using a phone log sheet. Phone log sheets should include the purpose of the call, dates, approximate time, cost of call (including tax), and phone/fax number of the party being called. Total the cost of all calls and submit for reimbursement.

♦ Individuals' phone logs must be submitted to the WSO each month. (In cases where telephone billing does not occur on a monthly basis, the log and bill is to be sent to the WSO within thirty days of the date of the bill.)

♦ If you have been approved by world services to install a dedicated line for internet, the installation and the monthly line charge are reimbursable (with receipts) or in some cases, may be directly billed to NAWS. These connections are provided to ensure reliable communications with world services.

♦ Whenever possible, members of WS leadership should utilize the 1-800 number for all telephone calls to the WSO.

MISCELLANEOUS

Postage, copy/fax paper, fax cartridges, etc. are reimbursable. Submit under "other" on a "Reimbursement Request" and include receipt(s). These expenses must fall within the project, board, or committee budget allocation as stated above.

SAMPLE REIMBURSEMENT REQUEST

Name: Sam Service   Date of Request: 05/10/2008

Event/Purpose: Zonal Forum Workshop   Dates of Event: 6/04–6/06/08

Location: Dallas, Texas, USA

Maximum meal and tip allowance is $55 per day

3   # of Days X $55.00 $165.00

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
Thursday						
Friday	$292.00 $13.64* $30.00**		$30.00		Airfare *27 miles **Shuttle	$365.64
Saturday			$40.00			$40.00
Sunday	$13.64* $35.00** $21.00***	$181.50	$55.00		*27 miles **Shuttle ***Parking	$306.24
Monday						
Tuesday						
Wednesday						
Totals	$405.28	$181.50	$125.00			$711.78
					Advance	$150.00
					Balance	$561.88

Make & Model of Vehicle	2006 Prius	License Number	123XXX
Odometer reading at beginning of trip	62300	Odometer reading at end of trip	62354

I hereby certify the above is true and correct.

Signed _____   Date _____

Approved _____   Date _____

REIMBURSEMENT REQUEST

Name: _____   Date of Request: _____

Event/Purpose: _____   Dates of Event: _____

Location: _____

Maximum meal and tip allowance is $55 per day

_____ # of Days X $55.00 _____

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Totals						

	Advance	
	Balance	

Make & Model of Vehicle		License Number	
Odometer reading at beginning of trip		Odometer reading at end of trip	

I hereby certify the above is true and correct.

Signed _____   Date _____

Approved _____   Date _____