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# Conference Approval Track



26 April–2 May

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building

consensus

resources

Additional materials that were mailed with the CAT are posted at [www.na.org/conference](http://www.na.org/conference)



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### 2020 Conference Approval Track Material Introduction

The Conference Approval Track material follows this introduction. Almost all of the items in the Conference Approval Track (CAT) are decided upon during the CAT-Related Discussion and Decisions session. The exception is the two motions related to WSC “rules and tools,” Motions #32 and #33; these will be introduced at the beginning of the CAR-Related Discussion and Decisions session because they are processes being proposed for use at the 2020 Conference.

Included in the 2020 CAT are:

- 2020–2022 strategic plan and proposed project plans
- 2020–2022 proposed budget and budget explanation
- WSC seating report including requests and recommendations
- A motion related to zonal seating (*within this introduction*)
- Proposed revisions to *A Guide to World Services in NA (GWSNA)*
- 2020–2022 travel reimbursement policy
- Proposed GWSNA revisions, decision making, and new idea processes

Items being mailed with the CAT but that are not a part of the CAT are:

- Regional ideas submitted for Conference consideration

All of these items are posted under the heading of the 2020 CAT at [www.na.org/conference](http://www.na.org/conference).

Below we describe each component of the CAT. With the exception of the Zonal seating recommendation section, each of the sections below is a summary of a longer document contained within the CAT material. Please review the components of the CAT for all of the detail. Each section below ends with an explanation of the issues the Conference will be deciding on, which is highlighted in blue to help draw your attention to the items for decision. This introduction concludes with a list of all of the motions the Board will be offering related to CAT material.

#### 2020–2022 strategic plan and proposed project plans

The Conference Approval Track material always includes the NAWA Strategic Plan and proposed projects for the upcoming cycle. What is different this time is that in addition to asking the WSC to approve the project plans, we are asking the Conference to approve the strategic plan as a whole. As we have reported throughout the cycle, we are trying to make changes to the planning process so that the Board can better partner with Conference participants in developing the plan. Asking for WSC approval of the plan is a step in that direction. We will take another step at the Conference by beginning the process of drafting the plan for the following cycle (2022–2024).

Decision to be made: There will be a motion to approve the 2020–2022 strategic plan.

This cycle we are proposing seven projects—three literature projects, a project about Issue Discussion Topics, a service material project, a project on the role of zones, and, if CAR Motion #5 passes, a project about revising the *Fellowship Intellectual Property Trust*. The project plans in the strategic plan document explain the scope of the work. As we have reported repeatedly, one of the big changes in the strategic plan is that we are offering plans for IPs and service materials that do not specify the content or focus of the work. The specifics of the projects will be decided on by the Conference based on what they determine are the priorities.

Only one of the project plans, the Spiritual Principle a Day Project, intends to utilize an in-person workgroup. The other projects will utilize virtual workgroups, focus groups, web meetings open to any interested member, or some combination thereof. This is a more economical and inclusive approach to project work, and it has been effective in the past two cycles.

Decisions to be made: There will be an individual motion to pass each project plan.

### 2020–2022 proposed budget and budget explanation

The CAT material also always includes the proposed budget and a cover memo that explains the budget and the terminology and categories we use. The draft 2020–2022 NA World Services budget shows a deficit for the cycle. Although this is concerning, it is exactly why we have reserves. The World Board will be discussing this at our January and March meetings and will come to WSC 2020 prepared to engage participants in a discussion about the budget for the cycle, ideas we have, and the trends we see.

The budget explanation should answer most general questions about the budget, and there is always time devoted at the Conference to ask more specific questions.

Decision to be made: There will be a motion to approve the 2020–2022 NAWS budget.

### WSC seating report, including requests and recommendations

The Conference Approval Track always contains a seating report that includes information from regions requesting seating, a report from the WSC Seating Workgroup, and subsequent recommendations from the World Board.

Five regions applied for seating, and we agree with the seating workgroup's recommendations to seat two of those five. The seating report contains more detail on all five of the regions.

The Conference continues to be in a very challenging position relative to seating. While we are having ongoing discussions about the need for a more sustainable and effective approach to seating, the cost of the WSC continues to rise, and the size of the Conference continues to grow. We have not yet made any changes to our seating criteria, but the Conference does seem to be evolving. WSC 2018 expanded the definition of Conference participants. As we express below, we believe the WSC needs some time to live with this change before making further decisions about seating. In the meantime, if participants choose to seat anyone at WSC 2020, we believe two of the regions that applied best meet the criteria.

Decisions to be made: The World Board is recommending two regions for seating. There will be a separate motion to seat each.

### Zonal seating recommendation

This is the only part of this introductory memo that does not refer to a document within the CAT material. These paragraphs below are the full explanation of our recommendation.

WSC 2018 passed a series of motions that now allow zones with two or more unseated regions or communities to send a delegate and alternate to the WSC. Zonal participants have the same rights and responsibilities as regional participants, with the exception of decisions related to the *Fellowship Intellectual Property Trust* (see the explanation of Motion #5 in the *Conference Agenda Report* for more information on the *FIPT* decisions).

The motions passed at WSC 2018 do not define eligibility for zonal Conference participation beyond the single criterion—that a zone needs to have two or more regions or communities that are not seated at the WSC in order to send a delegate as a voting participant. To us, it makes sense for now to apply this criterion solely to the 15 zones that existed at the time the motions were passed. This will allow the Conference time to have some experience with zonal seating before engaging in a discussion about zonal seating criteria.

The creation of zonal delegates is the biggest change to the policies related to Conference participation in at least 20 years. It is exciting that the Conference is willing to contemplate major changes, and we believe the Conference needs time to experience this change before making further decisions.

Decision to be made: The Board is recommending a pause on zonal seating until after the WSC establishes zonal seating criteria and/or a process for zonal seating.

### Proposed changes to *A Guide to World Services in NA (GWSNA)*

This CAT material includes the full text of *GWSNA* with the changes we are recommending shown in color. The cover memo that precedes the *GWSNA* draft explains the recommended changes in detail. Put briefly, some of the changes come from the World Board and some from the Human Resource Panel (HRP).

The Board is suggesting changes that would update the *GWSNA* text so that it better reflects current policy and practice. These recommendations fall into three basic categories: WSC decision-making processes, the definition of Conference participant, and changes to reflect that the work of the WSC happens throughout the cycle. These changes are shown in the draft in red, and we will be making a motion to make these revisions to *GWSNA*.

The other changes to *GWSNA* are recommendations from the HRP that describe the new World Pool, nominations, and balloting processes. These changes are shown in the draft in red with highlights, and we will be making a separate motion about these revisions.

Decisions to be made: The Board will be making two separate motions to approve the proposed changes to *GWSNA*. One motion will cover the changes recommended by the HRP, and the other motion will cover the changes recommended by the Board.

After WSC 2020, we will update *GWSNA* again to make any other changes resulting from WSC 2020 decisions and to update dates and deadlines. The draft of the 2020–2022 *GWSNA* will be sent to Conference participants for a 90-day review before being finalized, published, and posted.

### 2020–2022 reimbursement policy

Each WSC approves the Travel Reimbursement Policy for the upcoming cycle, which is then included in *A Guide to World Services in NA*. A copy of the proposed reimbursement policy is included in this mailing. The policy outlines what expenses are covered for NAWS travelers and related policies. For the upcoming cycle, the substance of the proposed policy is unchanged from last cycle except for an increase in the mileage reimbursement to accord with the rates set by the US Internal Revenue Service. Since Super Shuttle will no longer be operating, we will research options for travel from LAX to the Woodland Hills Marriott and will keep you informed. WSC 2020 operates under the 2018–2020 reimbursement policy.

Decision to be made: The Board will offer a motion to adopt the 2020–2022 Reimbursement Policy.

### WSC decision making and new idea processes

For the last several Conferences, we have suggested new discussion and decision-making processes to try for one Conference only with the understanding that if the WSC likes the processes, participants can decide to adopt them as ongoing policy at the end of the Conference week.

This time we are offering two such suggestions. One recommendation we are making is to eliminate the use of abstentions when counting votes or straw polls. Participants who do not want to vote yes or no and would like to at least affect the vote can register as “present not voting.” We are recommending eliminating abstentions for votes and polls beginning *after* CAR-Related Discussion and Decisions since so many delegates come with their votes for CAR decisions predetermined, and some delegates may be planning to abstain on some decisions. Again, this is for WSC 2020 only, with the option to adopt it as ongoing policy at the end of the WSC if participants wish to do so.

The other change to WSC processes we are suggesting builds on the process we used at WSC 2018 to discuss new ideas. The feedback we heard about the experience was largely positive. Participants seemed to really enjoy being able to spend time discussing ideas of their choosing in breakout rooms. The process we are suggesting for WSC 2020 has the same basic skeleton as the process used at WSC 2018, but we have made some changes that we hope are improvements. We have tried to communicate what we see as the realistic outcome of the New Idea discussions more clearly. And we have made changes to the idea form that we hope will make the framing of ideas for discussion—rather than proposals for approval or debate—easier. Also in service of a more in-depth discussion, we plan to group similar ideas under topics for prioritization by the WSC.

Both of the recommendations for WSC processes are explained in detail in the cover memo to the *GWSNA* draft.

Decision to be made: The Board will be offering two motions at the beginning of CAR-Related Discussion and Decisions, one to try each of these two new processes—eliminating abstentions and the New Idea discussion process—for WSC 2020 only. If the WSC wishes to adopt either change as ongoing policy, a separate decision will be made to do so before the close of the WSC.

### Regional ideas submitted for Conference consideration

In response to a request from a region before WSC 2016, we opened up the CAT mailing for regions to submit ideas they would like other Conference participants to consider. We have done so again this Conference, and one region has submitted an idea for your consideration:

Northern New England Region

Proposed process to advance New Ideas for Discussion

By submitting this idea well ahead of the WSC, they are trying to allow time for their idea to be considered. It is up to participants as to whether this idea will be introduced or discussed at the WSC. That process is not automatic. The maker or another participant would need to submit a New Idea for Discussion Form by the deadline during Conference week. The form will be posted on [www.na.org/conference](http://www.na.org/conference) and distributed at the WSC. Since these ideas are not CAT-related business as described in *GWSNA*, we are including them within the mailing under separate cover to avoid confusion. We have also posted it with the CAT material at [www.na.org/conference](http://www.na.org/conference).

We would like to remind regions that they are able to submit ideas by **15 February 2020** to be published in the *Conference Report* material as well.

Decisions to Be Made: At this time, none, although a participant may introduce any idea as a new idea for discussion by the deadline during Conference week.

### Conference preparation

All of the documents you will need to prepare for WSC 2020, including links to the CAR, the CAT, and other Conference-related items, can be found on the Conference page: [www.na.org/conference](http://www.na.org/conference). A PowerPoint for the CAT will be added to this site. As we did last year, we have also put together videos that give an overview of the CAR, and they are available here as well.

We encourage you to submit your regional reports by the 15 February deadline. There is an online form posted on the Conference page. We are taking a new approach to zonal reports, and we are working with zones to put them together. Regional and zonal reports will all be posted when we publish the *Conference Report* and we will use them to help plan the WSC. Zones are also still welcomed and encouraged to provide a video of five minutes or less.

Don't forget that the deadline for amendments and for motions to seat regions is ten days before the WSC—16 April. The HRP is also asking that any nominations be submitted by that deadline.

Please let us know how we can help with your Conference preparations. There will be a Conference participant webinar for the material contained in this CAT on 15 February, as well as a WSC Orientation webinar on 28 March to help us all be better prepared.

See you in April!

Your World Board

**CAT Motions:**

Motion 17: To approve the 2020–2022 NAWS Strategic Plan.

Motion 18: To approve the project plan for the Spiritual Principle a Day Book for inclusion in the 2020–2022 Narcotics Anonymous World Services, Inc., Budget.

Motion 19: To approve the project plan for New Recovery Informational Pamphlets.

Motion 20: To approve the project plan for Revising Existing Recovery Informational Pamphlets.

Motion 21: To approve the project plan for Issue Discussion Topics.

Motion 22: To approve the project plan for the Local Service Toolbox.

Motion 23: To approve the project plan for the Role of Zones.

Motion 24: To approve the project plan for the *Fellowship Intellectual Property Trust* Revision.

Motion 25: To approve the 2020–2022 Narcotics Anonymous World Services, Inc., Budget

Motion 26: To seat the Minas Region

Motion 27: To seat the North-West Russia Region

Motion 28: To pause zonal seating by not considering seating requests from zones formed after WSC 2018 until after zonal seating criteria or a process for zonal seating is established by the WSC.

Intent: To give the WSC an opportunity to experience zones as Conference participants before making further decisions about zonal seating.

Motion 29: To approve the proposed changes to *A Guide to World Services in NA* as provided in the 2020 CAT and indicated in red.

Intent: To update the *GWSNA* text to reflect current policy and practice.

Motion 30: To approve the proposed changes to *A Guide to World Services in NA* as provided in the 2020 CAT and indicated in red and highlighted.

Intent: To make the changes in *GWSNA* called for in Motion #57 to update the description of World Pool, election, and nomination policies.

Motion 31: To adopt the 2020–2022 Reimbursement Policy.

Motion 32: To eliminate abstentions when voting or taking straw polls, for WSC 2020 only beginning after *CAR-Related Discussion and Decisions*.

Intent: To simplify the voting and polling process and eliminate an option that has the same effect as a no vote.

Motion 33: To adopt, for WSC 2020 only, the following approaches for New Idea Discussions.:

- 1) All participants who wish to offer a new Idea for discussion will use a New Idea form to submit their Idea for discussion. The form will include the following information:
  - a) Maker
  - b) Main topic/issue to discuss

- c) A question or questions to help guide discussion
  - d) The intended outcomes of discussion (e.g., frame a project that has already been adopted or for consideration at a future WSC, create an Issue Discussion Topic for the upcoming cycle, frame new tools, evolve the Idea to create a 2022 CAR motion, etc.)
  - e) Why the topic is important
- 2) The deadline for New Idea submissions will be 12:00 noon on Wednesday of the Conference week. The WSC Cofacilitators and World Board Chair will oversee the compilation of all submitted Ideas and will be responsible for the final presentation of the list to be distributed to Conference participants. The Ideas will be grouped by topic, with all of the detail included, to make prioritization and discussion more productive.
  - 3) New Idea Discussion packages and surveys will be distributed to Conference participants Wednesday evening.
    - a) Each participant will be asked to complete the survey, identifying the topics they wish to discuss with a “yes” and those they do not wish to discuss with a “no.” Participants can choose to vote “yes” or “no” for every topic, none of the topics, or any number between.
    - b) The deadline to complete and turn in New Idea Discussion surveys is noon Thursday.
  - 4) Surveys will be tabulated; all results will be provided to Conference participants Thursday evening.
    - a) The topics that receive the most “yes” votes will be identified for discussion in small groups, and the Conference will decide which of these topics to discuss in the small-group breakout sessions.
    - b) All Ideas that were submitted and not discussed will be included in an appendix to the WSC minutes.
  - 5) New Idea discussions will take place in two 90-minute breakout sessions on Friday.
    - a) The WSC will meet as a large group prior to the start of the small-group discussions to review the topics and the Ideas listed within each, so that there is a common understanding of the process and goals.
    - b) There will be at least five breakout rooms: two for RDs and ZDs, two for ADs, and one for Spanish-speaking participants.
    - c) Each session in the breakout rooms will have time for both small- and large-group discussions on each topic. Each breakout room will be asked to agree on outcomes of their discussions to report back to the Conference.
    - d) Session outcomes will be compiled in preparation for the Saturday morning session.
  - 6) Large-group follow-up on small-group sessions (Saturday morning)
    - a) The Board will report the points of agreement or disagreement from the breakouts, and facilitate a discussion on how to move forward.
    - b) Considering the amount of work already planned, we believe one new topic can be carried into the 2020–2022 cycle. Some topics discussed may feed into work already planned. The Board will seek WSC concurrence on what topic might be carried into the upcoming cycle or what discussion results may be forwarded to work already planned.
  - 7) Moving Forward session (Saturday afternoon)
    - a) Any outcomes from the New Idea Discussion process that need a final vote will be addressed.
    - b) Any other issues from the week’s work that need a final vote will be addressed.





Narcotics  
Anonymous  
World Services

# Strategic Plan & Project Plans

2020–2022 Conference Cycle 



Before each Conference cycle, we take a fresh look at our Vision for NA Service and set specific objectives to focus our work toward our long-term goals. These objectives, together with the approaches to accomplish them, will guide much of our activity over the next two years.

## A Vision for NA Service

Approved by the World Service Conference in 2010

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. 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;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which 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 these goals:*

1. NA is understood and accepted as a relevant, reliable, safe, compatible, and spiritual program of recovery by addicts for addicts.
2. A network of worldwide trusted servants acts as an effective, consistent NA resource for local governments, professionals, and the media.
3. NA is a truly global Fellowship with increasing access to literature in all languages and a commitment by all to work together to grow the Fellowship.
4. Technology is used more effectively to communicate in a timely manner, make it easier for members to contribute and participate, expand access to workshops and service tools, and support Fellowship development efforts worldwide.
5. Every member understands the concept of self-support and demonstrates commitment to the Fellowship by contributing of their time, abilities, and available resources.
6. We are able to grow the Fellowship, develop literature, and improve our ability to carry the NA message by operating a sustainable organization with sufficient revenue, human resources, and infrastructure.
7. More members are discussing and building consensus on issues at all levels, generating a greater sense of trust in the global decision-making process.
8. All components of the service system work collaboratively to realize our NA Vision and goals.

Input from several sources influences the World Board’s planning process and the creation of this document. Discussions at the World Service Conference inspire much of its content. We took a new step this cycle in asking Conference participants to complete a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis of NA World Services and the World Service Conference as part of the input that shapes the plan. The plan is further shaped in our interactions with members around the world at workshops and other events, and through correspondence. Many, many conversations—among Board members, NAWS staff, delegates, and other members—are reflected in this document.

The project plans and much of the variable options in the budget spring directly from this planning process. In our continuing efforts to improve this process, several of our approaches call for WSC prioritization of the work to be accomplished. That way, we can be sure we are focusing on the work the Fellowship considers most important. This cycle, we surveyed Conference participants and they supported a new approach for the project plans for short recovery IPs and service tools: The plans are included here, but the specific topics to be addressed in the IPs and service tools will be decided by WSC 2020, using the *CAR* survey as a resource. We also plan to begin the process of creating the 2022–2024 plan at WSC 2020. All of this helps to ensure meaningful progress toward our goals, bringing us ever closer to achieving our Vision for NA Service.



For the first time, we have asked for approval of the Long-Term Goals, with Motion 1 of the 2020 *CAR*. Similarly, in addition to asking Conference participants to approve each project plan, as called for by WSC policy, we plan to ask the Conference to approve the 2020–2022 Strategic Plan as a whole. Since this plan frames much of our efforts on the Fellowship’s behalf, we are making efforts to move toward a plan that is developed more collaboratively. We believe these are the right next steps in accomplishing that.

The NAWS Strategic Plan captures our aspirations for the coming cycle in the form of measurable objectives. Informed by the Vision and our long-term goals, we’ve drafted 16 objectives on which to focus over the next two years. The strategic plan objectives represent more than we can accomplish in one Conference cycle. Our ideas for the steps we can take in the 2020–2022 cycle to move toward these objectives are shown in the plan’s approaches. Some of these approaches are carryover or essential services; you’ll find those in ***bold italics***. Along with these carryover approaches are our priorities, shown in **bold**

**blue**. These approaches often address more than one objective. As an example, the Role of Zones project is listed as an approach under Objective 12, which falls under the topic *WSC*. Much of the work we foresee for this project, however, will be more focused on Fellowship development, which is the topic for Objectives 1 and 2. The approaches in this plan should be taken as a package—a list of all of the ideas that we believe we should attempt to move forward this cycle, depending on available human and financial resources.

## 2020–2022 Objectives and Approaches\*



### ISSUE: FELLOWSHIP DEVELOPMENT

**OBJECTIVE 1:** Work in collaboration with the WSC, including regions and zones, to better understand Fellowship growth trends, identify potential, and improve our Fellowship development strategies.

**OBJECTIVE 2:** Better meet the demand for new meetings and service delivery through training and support of trusted servants (e.g., bite-sized tools, how-to videos).

#### APPROACHES

- **Frame and conduct a dialog with Conference participants on trends in the growth of NA and areas of potential. Use insights gained to identify factors that drive success in Fellowship development.**
- *Capture best practices in Fellowship development through continuing work with zones.*
- *Create a list of possible topics for the Local Service Toolbox Project, and have the WSC prioritize the list using the CAR survey as a resource.*



### ISSUE: COMMUNICATION AND OUTREACH

**OBJECTIVE 3:** Continue to evaluate the use of technology to improve communication with the Fellowship and better meet members' preferences for accessing information.

**OBJECTIVE 4:** Ignite a passion for service and a sense of responsibility for the continued growth and relevance of NA by targeting communication to a diverse membership (especially new and potential members).

**OBJECTIVE 5:** Consider formats for NAWS presentations that provide for greater dialog between NA World Services and members.

#### APPROACHES

- **Consider the frequency of and media used for communication, and focus on ways to repurpose content and deliver in smaller chunks. Consider such means as:**
  - **Improve use of the meeting finder app (to solicit input and information, e.g., through surveys).**
  - **Increase use of video and create a YouTube video archive consistent with our tradition of personal anonymity.**
  - **Hold more Zoom meetings open to all members.**
  - **Model use of technology that zones/regions can use for outreach to members.**
- **Through use of the app and in the messaging used to promote Service Day, PR Week, Sponsorship Day, and similar events, encourage members to "bring a buddy" in order to involve newcomers.**
- **Begin the discussion about untapped opportunities to start new meetings.**

\***Bold, blue text** indicates the items prioritized. **Bold, italicized text** indicates the carryovers and/or essential items.



### ISSUE: DRT/MAT

**OBJECTIVE 6:** Support existing and potential members on DRT/MAT in successfully engaging with NA as a program of recovery.

#### APPROACHES

- *Further the discussion on how to address DRT/MAT as a Fellowship in a piece of recovery literature. The original intent of the motion to create or revise a piece of literature to address DRT/MAT asked for a “unified Fellowship position,” and what was received as input focuses primarily on welcoming new potential members.*



### ISSUE: LITERATURE DEVELOPMENT

**OBJECTIVE 7:** Prioritize and develop new recovery literature to meet the changing needs of the Fellowship.

**OBJECTIVE 8:** Prioritize and revise existing literature on a regularly scheduled basis.

#### APPROACHES

- *Create a list of possible topics for IP development, including those forwarded through regional CAR motions that were previously adopted, and have the WSC prioritize the list using the CAR survey as a resource.*
- *Implement phase two of the Spiritual Principle a Day Project, with an approval draft in the 2022 CAR.*
- **Update a minimum of one IP per cycle.**



### ISSUE: LITERATURE TRANSLATION AND PRODUCTION

**OBJECTIVE 9:** Find better ways to share challenges, ideas, and best practices among literature translation committee (LTC) members.

**OBJECTIVE 10:** Increase the availability and utilization of improved resources for literature production.

**OBJECTIVE 11:** More clearly define types of literature and service material, their audiences (e.g., whether intended for groups or members or service bodies), and related approval processes.

#### APPROACHES

- **Facilitate collaboration among LTCs through use of existing tools, such as online Zoom meetings, bulletin boards, etc. Solicit ideas on how LTCs want to communicate and collaborate further.**
- With the help of the LTCs, revamp *Translation Basics* to make it more practical.
- **Implement new production processes for translated materials.**
- **Increase the use of contracted resources to better keep up with demand for layout, proofing, and production.**
- **Gather input through the CAR survey, evaluating the types of literature and service material, existing categories, and related approval processes. Discuss the input received with the WSC and take action based on those conversations, including updating literature format and style as needed.**



### ISSUE: WSC

**OBJECTIVE 12:** Reassess the mission of the Conference and ensure that the focus, format, timing, and use of resources before, during, and after the Conference best support its purposes.

#### APPROACHES

- *Continue the conversation about WSC effectiveness and sustainability with the aim of building consensus.*
- *Reexamine the WSC Mission.*
- *Implement the Role of Zones project.*
- *Continue to collaborate with Conference participants in the NAWS strategic planning process.*



### ISSUE: NAWS OPERATIONS

**OBJECTIVE 13:** Communicate the connection between the pursuit of the Vision for NA Service and the concept of self-support to raise understanding of and commitment to contributing both time and resources.

#### APPROACHES

- **Develop and implement a communication strategy with a quarterly focus and message. Use short stories, visuals, personal podcasts, and other methods to share successes in advancing the Vision for NA Service.**
- *Continue to focus on the financial health and sustainability of NA World Services.*



### ISSUE: WORLD BOARD DEVELOPMENT

**OBJECTIVE 14:** Improve World Board monitoring and evaluation of progress on goals and objectives.

**OBJECTIVE 15:** Improve effectiveness in the exchange of information between the World Board and the Human Resource Panel.

**OBJECTIVE 16:** Continue to provide personal and professional growth opportunities for World Board members through use of outside resources and involvement opportunities that tap Board member talent and experience.

#### APPROACHES

- Set benchmarks for progress on cycle objectives and long-term goals to better monitor and evaluate success.
- Enhance the WB's access to information about members in the World Pool and enhance WB feedback to the HRP.
- Staff and Board members are encouraged to share outside resources on Board development and leadership with the WB more often.
- Improve the onboarding of new members to the Board to increase their contribution to the group.

## 2020–2022 NAWS Project Plans

*A Guide to World Services in NA* directs the World Board “to develop project plans, which include budgets and timelines for all prospective non-routine World Services projects.” In keeping with the World Service Conference’s commitment to being a more collaborative, discussion-based body, the project plans presented here invite Conference influence and, in several instances, the specific focus of the plans will be determined by the Conference based on the work it prioritizes. We look forward to the insights, collaboration, and compromise that we believe will result in both the best project plans and the most prudent use of limited resources. As we have previously reported, we are only planning for one workgroup to have face-to-face meetings in the upcoming cycle—the Spiritual Principle a Day (SPAD) book project. All other work will be accomplished with virtual workgroups, open web meetings, online surveys for Fellowship input, and/or focus groups.

During this past cycle, we offered many different possibilities, some new, for members to engage in and collaborate on our work. The opportunities to serve at NA World Services extend far beyond the positions elected at the WSC. We engaged all interested members in two service tool projects. We had a project workgroup made up of members selected by each zone, rather than the World Board, for the first time—the WSC of the Future workgroup. We created two other face-to-face workgroups: the Mental Health in Recovery workgroup, which helped us put together an approval draft of an IP in the 2020 *CAR*; and the workgroup for the Spiritual Principle a Day (SPAD) book project. We created virtual workgroups for the *FIPT* Operational Rules, Delegates Sharing, WSC Seating, *Reaching Out*, and the *NA Way*. We sent out review and input materials for both Mental Health in Recovery and SPAD, and a second batch of material for SPAD is currently out for review. And finally, we held our webinars open to any interested member to provide us with guidance and experience about online meetings in both English and Spanish. We also used the World Pool to specifically reach out to members who had indicated having experience in the service areas in which we were creating tools, and we have posted review versions of several tools for input from any interested member. There were many opportunities for all members to participate in World Services this cycle. We know the best work comes from our collaborative efforts.

The input we received from delegates has helped to shape our plan; we are grateful for the input to the environmental scan and for the responses to the survey about the new approach you see here: more flexible plans for literature and service tools that are easier for the WSC to have an impact on. We plan to take another step to improve the collaboration on creating the plan by asking delegates at WSC 2020 to begin the process of creating the next cycle’s plan.

All of the projects listed below require collaboration between delegates and NA World Services throughout the cycle. We look forward to your input every step of the way and to a bold leap forward in effective communication and cooperation between Conferences.

As is the norm for the NAWS Strategic Plan, not all strategic plan objectives have a corresponding project plan; the approaches associated with many of the objectives will be accomplished internally by World Services staff or the World Board using Fellowship input as a guide. For the first time, most of the project plans that follow do not have a corresponding line item in the proposed budget since they are planned to be accomplished virtually. They still need WSC direction and support, as well as a commitment of NA World Services human resources, meaning World Board and staff time.

## Recovery Literature Project Plans

We are proposing three recovery literature project plans. Pending discussion and decisions at WSC 2020, we are prepared to continue work on the Spiritual Principle a Day (SPAD) book, begin the process for new recovery literature pamphlets selected by the WSC, and update one existing pamphlet through the recovery literature process. All of this is described below in Objectives 7 and 8 and their approaches.

The internet has broadened opportunities for member involvement and communication regarding literature projects. There have always been many members, scattered all over the globe, who have experience, strength, and hope to share about a variety of topics. Utilizing technology allows all of those members access to project work. We look forward to continuing to utilize internet technology to expand members' ability to actively participate.

For the new IP project we are proposing the use of a virtual workgroup or workgroups to work with WB members and staff, as well as the use of online focus groups. All of our recent recovery literature projects have benefited from surveying the Fellowship about what they would like to see included about the identified topic. We surveyed the Fellowship about both the Mental Health in Recovery and SPAD projects the cycle before the workgroups were created. Since the focus of the IP project has not been selected by the WSC yet, a survey process cannot begin until after WSC 2020. We still believe we can complete or revise a pamphlet-length piece in one Conference cycle, including time for surveying the Fellowship, review and input, and an approval draft in the 2022 CAR. We have not tried to compress all of these stages of a recovery literature project in one cycle before, so this is an "experiment," and we will keep you updated on our progress and/or challenges.



### ISSUE: LITERATURE DEVELOPMENT

**OBJECTIVE 7:** Prioritize and develop new recovery literature to meet the changing needs of the Fellowship.

**OBJECTIVE 8:** Prioritize and revise existing literature on a regularly scheduled basis.

### APPROACHES

- **Create a list of possible topics for IP development, including those forwarded through regional CAR motions that were previously adopted, and have the WSC prioritize the list using the CAR survey as a resource.**
- **Implement phase two of the Spiritual Principle a Day Project, with an approval draft in the 2022 CAR.**
- **Update a minimum of one IP per cycle.**

## THE SPIRITUAL PRINCIPLE A DAY BOOK PROJECT

A workgroup consisting of nine members from around the world, a World Board point person, and numerous staff was created following WSC 2018, and they have been hard at work. We have reported extensively about their progress in *NAWS News*, and we want to thank the many members who have given input to the project and who have held or are planning to hold workshops.

This project has been in progress for almost two years and will be completed in the 2020–2022 cycle. In order to have an approval draft in the 2022 CAR, the draft has to be ready by August 2021, so the bulk of the workgroup's efforts will be during the 2020–2021 fiscal year.

Because of the nature of this proposed book, which will be composed of small portions of text on distinct topics, we have been able to engage members more deeply in the creation of draft materials

than we have been able to in the past. This is not a book that is sequential; each entry will not build off the previous entry, which makes it easier to use draft material from members on specific principles. This also provides much more flexibility in the compiling of the material and the ways in which review and input material is distributed. We have released two batches of review and input material so far, and we plan for four more.

Our current timeline calls for the following windows for review and input:

➔ Batch 3 with approximately 60 entries	April to July 2020
➔ Batch 4 with approximately 65 entries	July to October 2020
➔ Batch 5 with approximately 70 entries	October 2020 to January 2021
➔ Batch 6 with approximately 80 entries	January to April 2021

This workgroup has done an amazing job of combining virtual and face-to-face meetings in order to minimize expense. We estimate three additional face-to-face meetings in order to complete an approval draft for consideration at WSC 2022.



**Direct project expenses:**

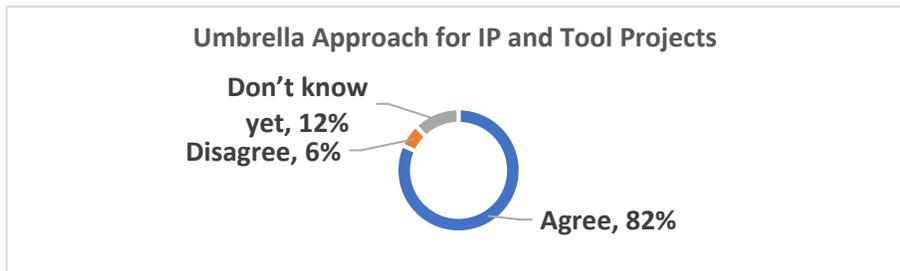
**Spiritual Principle a Day (SPAD) book** **\$75,000**

**NEW RECOVERY INFORMATIONAL PAMPHLETS**

In our process of developing the strategic plan this cycle, we surveyed Conference participants about a new approach to the IP and service material projects. There are always more ideas for literature or service material than we can possibly draft in a Conference cycle. We want to be sure that we are focusing our efforts on what the Fellowship sees as a priority, so we have captured all of the ideas for IPs, service material, and Issue Discussion Topics that we have been sent, as well as the ideas presented in regional motions at WSC 2018 and in the 2020 CAR, and we are going to ask the Conference to determine what we focus on.

In the survey we sent to CPs, we asked:

*Do you agree with trying an umbrella approach for project plans for short service tools and IPs for this cycle? This would include Conference participants making decisions about which items are worked on.*



The term “umbrella approach” simply means a project plan for IPs, with the specific topic or focus to be determined by the WSC. The WSC will have the opportunity to look at all of the potential focuses or ideas in one list, using the results from the CAR survey as a resource, and finally prioritizing a list of topics at WSC 2020 for possible development in the 2020–2022 cycle. We plan to take a similar approach for service material and Issue Discussion Topics.

The advantage to this approach is that it allows the Conference to look at all of the possibilities side by side and make careful choices about what they consider most pressing to do first. For several cycles, regional motions have called for project plans about specific IPs, and many of these have been, and we expect will continue to be, supported. The challenge is that support for these motions is an indication that members like the ideas, but it does not provide the WSC or the World Board with a sense of which ideas are of most importance to members and participants. We believe the WSC can prioritize the list of ideas that have been received and we can begin this cycle with the idea(s) the WSC has prioritized.

A list of 17 ideas for IPs is included in the 2020 *CAR* survey. These ideas include social media, an idea that was raised in a regional motion that was adopted at WSC 2018—to convert the social media service pamphlet to an IP.

As previously reported, the IP list in the *CAR* survey does not include DRT/MAT as it relates to NA, even though this idea was also included in a regional motion that was adopted WSC 2018—to revise a piece of literature or develop a new piece on the topic. Members have held very productive discussions about this topic this cycle throughout the Fellowship, but part of the intent of the motion was to “have a unified Fellowship position,” and we have not yet heard what position the Fellowship wants to take or what exactly a piece of literature should say about this issue. From our perspective, the discussions that have occurred this cycle have been spirited and productive, and we are grateful that so many have held these discussions. The discussions this cycle have seemed a beneficial first step, focusing on how our groups can better welcome members and potential members on DRT/MAT. This issue is addressed in the project plan for IDTs that follows. If the Conference prioritizes it, we plan to frame a discussion about DRT/MAT for the 2020–2022 cycle that focuses on asking what the Fellowship wants to include in a piece of literature about NA and DRT/MAT.

The work on IPs this cycle will depend on all of the other work prioritized and adopted. Whatever topics the Conference chooses as a priority for IPs, we will begin with a specific survey about the issue to see what the Fellowship wants to see in an IP about the prioritized topic. We will create a virtual workgroup to work with the WB and staff to develop the piece, send out and post a draft for at least a 90-day Fellowship review and input, revise the draft based on the input received, and ultimately have an approval draft for inclusion in the 2022 *CAR*. Since offering a literature project with an undefined topic is new for us, we hesitate to try to frame this project beyond those general parameters. All work will be accomplished virtually, so the only expense will be in WB and staff time and in distributing the materials.

We will be asking WSC 2020 to prioritize the list of possible topics for new IPs to serve as the foundation for this project, using the results of the *CAR* survey as a resource.

## REVISING EXISTING RECOVERY INFORMATIONAL PAMPHLETS

Addendum F of the 2020 *CAR* contains a list of all recovery and service materials published at NA World Services. The list includes the languages that each piece is currently translated into, the creation date, and the last revision date. Many IPs have never been revised or have not been touched in decades. For some material this may be by choice, but for many of these pamphlets it seems to be more about our lack of commitment to review and/or revise existing materials.

Six IPs are included in the revision choices in the 2020 *CAR* survey. The World Board has asked for a commitment to update at least one IP per Conference cycle. Perhaps the most obvious choice seems to be IP #21, *The Loner*, but we are open to whatever the WSC chooses. *The Loner* was written in 1986, long before the internet and technology made online and virtual types of connections possible, and the IP is embarrassingly outdated. If we were to revise this pamphlet, we would gather current

experience from members who are or have recovered as a “loner,” and the IP would allow them to share their experience with other members looking for experience, strength, and hope.

Much like the project for new IPs, we would follow the typical process: Survey about the issue to see what the Fellowship wants to see in a revision; create a draft, send it out, and post it on na.org for at least a 90-day Fellowship review and input; revise the draft based on the input received; and ultimately have an approval draft in the 2022 CAR.

We are asking WSC 2020 to choose at least one IP for revision this cycle.

### Remaining Project Plans

In addition to the three recovery literature project plans, we are proposing four more plans. Two of them, the Issue Discussion Topics and Local Service Toolbox Plans, take the same approach as the New Recovery Information Project Plan. They both depend on WSC decisions for a focus. The Conference will look at a list of possible Issue Discussion Topics and service tools and, using the CAR survey results as a guide, determine what to focus on in the cycle ahead.

The other two projects—the Role of Zones and the *Fellowship Intellectual Property Trust* Revisions—both call for virtual workgroups, and both will depend on Conference participant input throughout the cycle to be effective.

## ISSUE DISCUSSION TOPICS (IDTs)



### ISSUE: DRT/MAT

**OBJECTIVE 6:** Support existing and potential members on DRT/MAT in successfully engaging with NA as a program of recovery.

### APPROACHES

- ***Further the discussion on how to address DRT/MAT as a Fellowship in a piece of recovery literature. The original intent of the motion to create or revise a piece of literature to address DRT/MAT asked for a “unified Fellowship position,” and what was received as input focuses primarily on welcoming new potential members.***

Two of the IDTs for the current 2018–2020 Conference cycle were selected at WSC 2018 and framed in a Conference participant webinar shortly after the Conference. Those IDTs are:

- Attracting Members to Service
- Carrying the NA Message and Making NA Attractive

After the Conference, the Board asked participants to add the following topic, which was also framed by participants during that web meeting:

- Drug Replacement Therapy/Medication-Assisted Treatment as It Relates to NA

Our experience with IDTs has changed and grown over time. We have to thank the many participants who held these discussions at their areas, regions, and zones. IDTs have created the basis for many of our current service pamphlets (SPs), because they helped us to gather best practices from the Fellowship. We encourage participants to think about what topics they believe we need to gather Fellowship-wide experience about when choosing the IDTs for the 2020–2022 cycle. Certainly, DRT/MAT as

It Relates to NA is one such topic, and we are asking for it to be prioritized, as is explained in the approach that is bulleted above. The IDTs could help achieve other strategic plan approaches, depending on the topics selected by the Conference.

When thinking about potential Issue Discussion Topics, we consider the topics we have been asked to workshop in travel requests. There seems to be ongoing value in and need for topics that focus on the group and its ability to carry the message.

We also continue to hear ideas about topics more focused on Conference issues and ideas generated at the WSC. We plan to schedule time at WSC 2020 to begin framing the strategic plan for 2022–2024. This discussion will take place before the IDT list is prioritized and may influence which topics the WSC wants to carry forward into the upcoming cycle. Participants will also have the results of the CAR survey before they are asked to choose the IDTs for the cycle.

Having a variety of IDTs that fit different needs and audiences makes sense to us. Regardless of the topics selected, the WB will be asking Conference participants to help frame the focus of the IDTs for Fellowship discussion, and, as always, we will distribute session profiles and PowerPoints to assist in workshop efforts.

## LOCAL SERVICE TOOLBOX PROJECT



### ISSUE: FELLOWSHIP DEVELOPMENT

**OBJECTIVE 1:** Work in collaboration with the WSC, including regions and zones, to better understand Fellowship growth trends, identify potential, and improve our Fellowship development strategies.

**OBJECTIVE 2:** Better meet the demand for new meetings and service delivery through training and support of trusted servants (e.g., bite-sized tools, how-to videos).

### APPROACHES

- **Frame and conduct a dialog with Conference participants on trends in the growth of NA and areas of potential. Use insights gained to identify factors that drive success in Fellowship development.**
- ***Capture best practices in Fellowship development through continuing work with zones.***
- ***Create a list of possible topics for the Local Service Toolbox Project, and have the WSC prioritize the list using the CAR survey as a resource.***

Some of the work described above will be addressed in the Role of Zones Project. For the Local Service Toolbox Project, we are taking the “umbrella approach” described above in the New Recovery Informational Pamphlets Project.

We have made progress in the 2018–2020 cycle with the Local Service Toolbox. We released *CBDM Basics* and *Serving in Rural and Isolated Communities*. By WSC 2020, we also plan to have released *GSR Basics*. This work has been accomplished virtually, and we want to thank the members who submitted materials and/or participated in online discussions.

There is a long list of possible service tool topics in the 2020 CAR survey, and we have asked members to choose up to four topics. We believe some of the topics would be best tackled by a virtual workgroup, some by focus groups, and some by open web meetings. The approach will depend on the topics chosen by WSC 2020. We will be asking the WSC to prioritize as many topics as they want, and we will work through them as

time and resources permit. Once the Conference has chosen topics, we will let participants know whether we anticipate a virtual workgroup for the cycle ahead.

We held open webinars on the topic of online meetings in the 2018–2020 cycle, in both English and Spanish, and had our largest webinars to date in both languages. It is apparent to us that there are many topics members want to discuss, and there is so much untapped experience within our Fellowship that a project like this gives us an opportunity to share with others. We look forward to continuing to reach out to those interested members and to creating service materials that reflect the current best practices gathered from NA communities worldwide.

Along with whatever tools are prioritized for the Local Service Toolbox in the cycle ahead, we will continue to produce material for the Conventions & Events Toolbox in hopes of wrapping up that focus by WSC 2022.

## ROLE OF ZONES PROJECT



### ISSUE: WSC

**OBJECTIVE 12:** Reassess the mission of the Conference and ensure that the focus, format, timing, and use of resources before, during, and after the Conference best support its purposes.

#### APPROACHES

- *Continue the conversation about WSC effectiveness and sustainability with the aim of building consensus.*
- *Reexamine the WSC Mission.*
- *Implement the Role of Zones project.*
- *Continue to collaborate with Conference participants in the NAWS strategic planning process.*



### ISSUE: FELLOWSHIP DEVELOPMENT

**OBJECTIVE 1:** Work in collaboration with the WSC, including regions and zones, to better understand Fellowship growth trends, identify potential, and improve our Fellowship development strategies.

**OBJECTIVE 2:** Better meet the demand for new meetings and service delivery through training and support of trusted servants (e.g., bite-sized tools, how-to videos).

#### APPROACHES

- **Frame and conduct a dialog with Conference participants on trends in the growth of NA and areas of potential. Use insights gained to identify factors that drive success in Fellowship development.**
- *Capture best practices in Fellowship development through continuing work with zones.*

For this project, we plan to build on the work of the WSC of the Future Workgroup related to zonal collaboration and the role of zones.

Discussions and recommendations related to improving the planning and effectiveness of the WSC, while related, are not part of this project's focus. We look forward to continuing this work directly with Conference participants at WSC 2020 and throughout the 2020–2022 cycle.

The motion calling for this project, which was adopted at WSC 2018, was written before many decisions were made at WSC 2018 about zonal seating. It stated:

Motion #16      Australia Region and Aotearoa NZ Region

That the WB develop a project plan, including budget and timeline, for presentation at WSC 2020 on the role of Zones, their relationship to the wider fellowship, including integrating Zonal Delegate participation into the decision making process at WSC.

Intent: To better understand the diverse nature of zones, help inform discussions at the 2020 WSC and lead to well considered changes to representation that can be applied to any Zone

Consensus support    93-15-3-0    Passes

We have already come a long way to address the concerns that created this motion and its adoption. We had our largest workgroup to date: the WSC of the Future Workgroup, made up of members from each zone, whose work was reported on throughout the cycle and is described in the 2020 *CAR*. We held two zonal collaboration webinars, with participation from all 15 zones, and, by request, hosted a discussion among US zones. We also hold zonal PR webinars regularly.

While we acknowledge that we have not resolved the issues surrounding seating at the WSC, now for both regions and zones, we do not believe seating should be the focus of this workgroup for the upcoming cycle. WSC 2020 will be the first Conference with zonal delegates as full voting participants. We think the Conference will benefit from having some experience with zonal delegates in this role before being engaged in a discussion about the seating of new zones. We will be asking WSC 2020 by motion to agree to take a “pause” on seating new zones until we have some experience with zones as Conference participants and can have discussions. The Board will be asking Conference participants to help frame a discussion about seating for WSC 2022 during the upcoming Conference cycle rather than asking this workgroup to be diverted by this focus.

What we continue to hear is that zonal forums want to hear and exchange best practices. Zonal collaboration and gathering a conscience for the WSC are two topics that seem to come up frequently. Zonal delegates will have experience from WSC 2020 that we can capture and share about their decision-making processes before and at the Conference. We have included zonal contacts from those zones that do not qualify for zonal delegates at the WSC in the Conference participant communication stream (mailings, emails, and webinars) so that we can all evolve this process together.

We are recommending that a virtual workgroup be created for the 2020–2022 cycle and that the primary focus be on gathering and sharing ideas and experience to help zones become more effective service bodies and focus on their relationship to the wider Fellowship as called for in the original motion.

### **FELLOWSHIP INTELLECTUAL PROPERTY TRUST (FIPT) REVISION PROJECT**

The scope of this project will depend on the decisions made at WSC 2020 regarding Motions 3, 4, and 5 in the 2020 *CAR*. WSC 2018 suspended the Inspection Clause of the Operational Rules through WSC 2020, and we hope this will be resolved by Motion 3, which suggests revisions to the Operational Rules.

If Motion 5 is adopted, we will begin the process for revisions to the Trust itself. The World Board is proposing a revision to the *FIPT* in order to fully implement the decision made at WSC 2018 to make zonal delegates voting Conference participants. Currently, although Conference policy recognizes zonal delegates as voting participants at the WSC, the *Fellowship Intellectual Property Trust* limits decisions about the Trust and recovery literature specifically to regional delegates alone. If Motion 5 and this project plan are adopted, we plan to create a virtual workgroup, survey the Fellowship to see if there are other changes that members would like to see considered, create a review draft and release it to the Fellowship for a minimum of six months, and, ultimately, create an approval draft for inclusion in the 2022 *CAR*.

If the only revision to be made to the Trust is to include all voting delegates at the WSC (regional and zonal) as decision makers on the Trust and recovery literature, the workgroup will not have a lot to do. Using a virtual workgroup this cycle for the *FIPT* Operational Rules Project was so successful for us that we still believe this is the most prudent approach to this work.



## Projects Adopted for the 2018–2020 Cycle

### Straw Poll from WSC 2018 on Priorities:

- |                             |                                  |
|-----------------------------|----------------------------------|
| • WSC of the Future         | high = 77, medium = 34, low = 12 |
| • New Daily Meditation Book | high = 49, medium = 37, low = 38 |
| • Mental Health/Illness IP  | high = 79, medium = 35, low = 10 |
| • Training and Tools        | high = 81, medium = 37, low = 5  |

We also plan to have the following workgroups in the 2020–2022 Conference cycle:

- *NA Way*
- *Reaching Out*
- WCNA 38
- Business Plan
- Audit



# Understanding the Proposed Budget for 2020–2022

## Introduction

This introduction gives an overview of some of the significant trends in the budget we are proposing for the next two years, and it explains some of NAWS' basic budgeting terminology and practices. If this is your first experience looking at a NAWS budget proposal, you may find it helpful to read this introduction more than once.

To explain the proposed budget, it may be helpful to understand some key principles of accounting in the nonprofit sector. As you probably know, a budget forecasts the income and expenditures for a specific time period. In this case, you'll be looking at the funds we anticipate receiving and spending over the course of the next two fiscal years: fiscal year (FY) 2021, which runs from 1 July 2020 through 30 June 2021; and FY 2022, which runs from 1 July 2021 through 30 June 2022. The budget covers the activities for all of World Services' branches and literature distribution centers including Chatsworth, Europe, Iran, Canada, and India.

Our budget projections are based largely on our experience. As you'll see, there's a direct relationship between the actual income and expenses of the previous two years and what we propose for the next two years. These figures are reported side by side for easy comparison.

While a budget serves as an important administrative tool, it's also a plan of action, a reflection of our priorities, and a tool for coping with adverse situations, known and unknown. The NA World Services budget reflects the Fellowship's collective decision to use proceeds from literature sales to fund NA services worldwide. Savings on the production side have made it possible to offer literature at reasonable prices while investing any excesses back into the vital work of translations, public relations, support for existing NA groups and members, and Fellowship development, to name a few of the core services NAWS provides and supports. You'll see these priorities in the budget that follows.

In the draft budget proposal for 2020–2022, you will see fiscal years 2018 and 2019 actual income and expense in the first two columns. The income and expenses for 2018 are described in the *Annual Report*. At the time of this writing, we still do not have an approved audit for 2019, so these figures are labeled unaudited. We do not expect any significant changes in the final audited figures, and expect to have an approved audit and the 2019 *Annual Report* released to you by WSC 2020.

For fiscal year 2019, you will see excess expense over revenue, before WCNA 37, of \$1,399,269. With the income from the World Convention in Orlando factored in, the final figures for the year change to expense over income of \$300,025. The budget approved at WSC 2018 expected net income over expense. You will see comparisons of actual to budget and additional explanation in the 2019 *Annual Report* and in other financial information provided to the WSC. It is important to understand 2019, because it serves as much of the basis for our forecast for the upcoming Conference cycle.

So what changed? Why are the final figures so different from the figures forecast in the budget? Most of the discrepancy is the result of three factors. Recovery Literature income was 5%, or \$433,727, less than budgeted; contributions were 27%, or \$298,480, less than budgeted; and the total of free and subsidized literature was a record high at \$832,316, which was 68%, or \$266,636, more than budget. The total of these three areas over what was budgeted was \$998,843, which was 71% of the excess expense over revenue for 2019, excluding Orlando. (We say "excluding Orlando" because having a World Convention in a location like Orlando is an unusual event and not something that will be repeated this cycle.) We were able to keep many expenses under budget, including travel, World Board, and workgroups; and some expenses exceeded budget, including personnel, overhead, and the category labeled literature production and distribution travel and exchange

expenses. All of the allocated expenses—Accounting, Personnel, Overhead, and Technology—came in at more than 10% over budget, but the dollar amounts for technology and accounting are not significant. (The pages that follow explain our allocated costs in more detail.) This is simply an indicator that fixed expenses have increased over the last two years. The personnel costs for 2019 were 11%, or \$418,942, over budget, and overhead was 17%, or \$352,334, over the budgeted amount. The line item under fixed operational expenses, which is literature production and distribution travel and exchange expenses, came in \$153,617, over budget due to an ever-changing economy around the world and activities to standardize literature production in Russia.

In trying to prepare for the budget each cycle, we conduct an evaluation of the previous two fiscal years' financial experience, the current economic situation of all the countries where NAWS has physical operations, and the general economic conditions in the countries where we distribute materials. We then look for any trends or patterns in that information with an eye toward anticipating the future budget cycle financial experience. In some cases, that picture is not a rosy one. It often means that we have a demand for services that can, and often does, exceed our available income stream. That was the case in the previous budget cycle when we anticipated a deficit budget for the first half of the cycle. Despite the fact that our expenses exceeded our income last cycle, we were able to accomplish all of the activity we budgeted for as well as absorb increases in costs, thanks to a sufficient Operating Reserve, coupled with the success of the World Convention in Orlando.

Some of the increases in costs were just a reflection of the world around us, while others were purposeful decisions to increase personnel costs to accomplish the work planned for the cycle. We hired contractors for typesetting and publishing translated literature to try to improve our response times, in keeping with our overall mission to ensure that addicts have an opportunity to experience our message in their own language and culture. After seeing some production improvement, it has become clear to us that using outsourced resources is a much more efficient way to provide quality and reliability. Some of those invested resources will not be repeated in the upcoming cycle.

Nonetheless, the budget proposal included in the CAT reflects a deficit for the upcoming cycle. A for-profit company would never present a budget proposal that projected a deficit. However, there are times when it is prudent for a not-for-profit company to budget for a deficit if the mission-related needs of the organization require it and the organization has the cash resources to support it.

The World Board and staff will continue to have discussions between now and the WSC and expect to have additional information and ideas prepared for WSC 2020.

### **Fixed costs across four activity areas**

NA World Services' activities fall into four categories:

- Literature Production and Distribution
- Conference Support
- Fellowship Development
- Events

In preparing our two-year budget, we assign percentages to these categories based on the number of staff devoted to an activity, the approximate number of labor hours, and the amount of building space required. We forecast our budget for each of these areas based on these percentages and allocate our fixed operational expenses—costs that are ongoing, repeated, or regular—to each category proportionally. The total expenses for accounting, personnel, overhead, and technology are divided by these percentages and attributed to these expense areas in the budget.

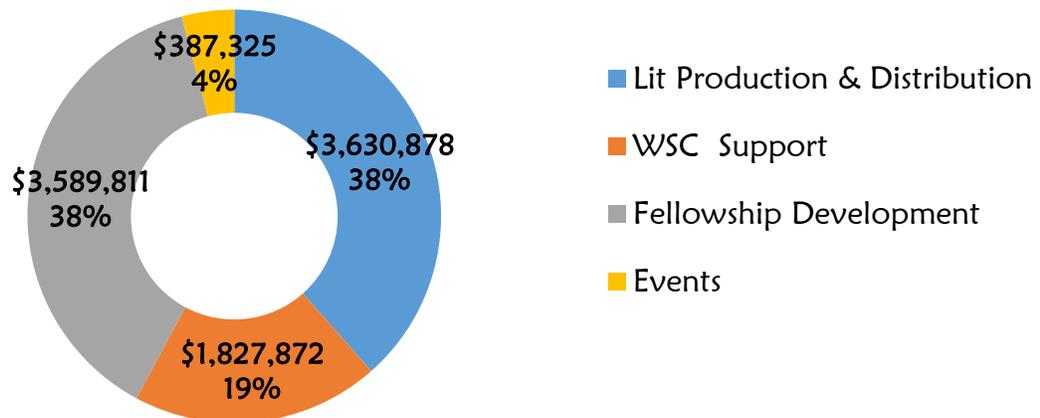
The table below compares the budget forecast for FY 2019 with the actual expenses in each of the four activity areas. The circle graph shows percentages, by category, for the actual expenses in FY 2019 (the right-hand column of the table).

Again, this proposal includes projections that will require us to utilize operating resources to accomplish the work projected.

**Budget to actual, FY 2019**

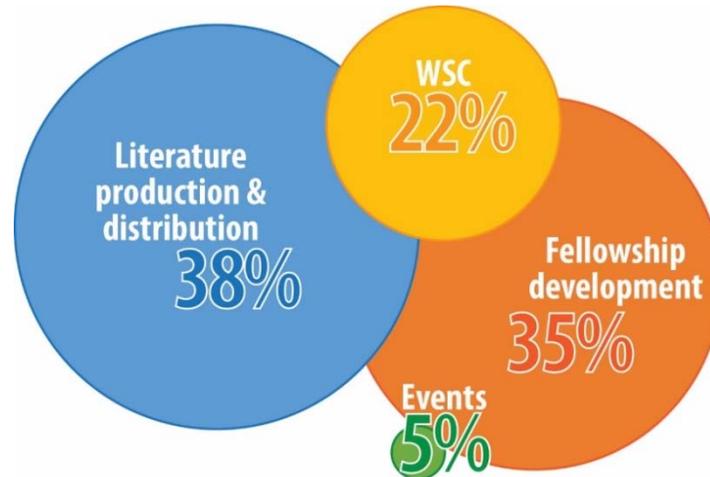
	Budget Allocation for Expenses	Total Actual Expenses
Literature Production and Distribution	38%	38%
WSC Support	22%	19%
Fellowship Development	35%	38%
Events	5%	4%

**Actual expenditures, FY 2019**



In projecting the expenses for 2020–2022, we allocated funds in anticipation of planned activities and in response to changes in the economic environment. Despite the slight discrepancies shown in the table above between the projected versus actual percentages in the past fiscal year, the budget for the upcoming cycle contains the same projected percentages as in the 2018–2020 budget. Following is a brief description of the operational costs anticipated for each budget category:

## Percentages assigned to fixed or operational costs in the 2020–2022 budget



### Budget narrative explaining activity areas and adjustments for 2020–2022

**Literature Production and Distribution:** The proposed budget allocates the same 38% of all NA World Services activities to this category. This is consistent with both the previous budget and the actual expenses of the previous fiscal year. That the largest percentage of our fixed costs goes to literature production and distribution is a reflection of the complexity of supporting our current catalog, with more titles in more languages than ever before, and the work required to get these items published.

**World Service Conference Support:** WSC Support includes the expenses for our biennial meeting itself and all of the expenses associated with the WSC. This includes all expenses for the World Board, Human Resource Panel, WSC Cofacilitators, Conference- and Board-related publications, and Conference-related projects. In the last budget, we anticipated that 22% of our activity would be attributed to Conference-related expenses. Actual expenditures came in at 19%. We've projected the same percentage, 22% of fixed expenses, to be allocated for WSC Support in the 2020–2022 budget.

**Fellowship Development:** FD encompasses all of the other ways NA World Services supports the continuation and growth of NA worldwide. This budget area includes the direct support we're able to extend to individuals, groups, and service bodies, including a portion of what's spent to provide free and subsidized literature. It also includes public relations, publications, travel, and workshop expenses. We've allocated 35% of the 2020–2022 budget for FD, although the actual for 2019 was 38% of total expenses. This difference is primarily due to the unusually large amount of free and subsidized literature in 2019.

**Events:** We're planning a World Convention for 2021, which will require significant time, effort, and resources. We are keeping the same 5% allocation for 2020–2022 that we had for 2018–2020. Activity in this area will be higher as we approach the World Convention, but 5% seems like a realistic average over the cycle.

### Operational costs that we allocate by these proportions

Having estimated the proportion of effort (time, space, and resources) required by our four activity areas, we apply these proportions to four expense categories: Accounting, Personnel, Overhead, and Technology. These expenses are needed for the day-to-day operations at NA World Services, and are not easily assigned

to a single function. In the budget that follows, you'll find a portion of each of these indirect costs assigned to the four activity areas according to the percentage established for the coming two-year cycle.

The table below takes the combined total for two fiscal years, 2018 and 2019, and divides it by two to determine what's known as an *annualized* figure that serves as the 2018–2019 basis. The next column lists the projected costs for the 2020–2022 budget period, with costs holding steady.

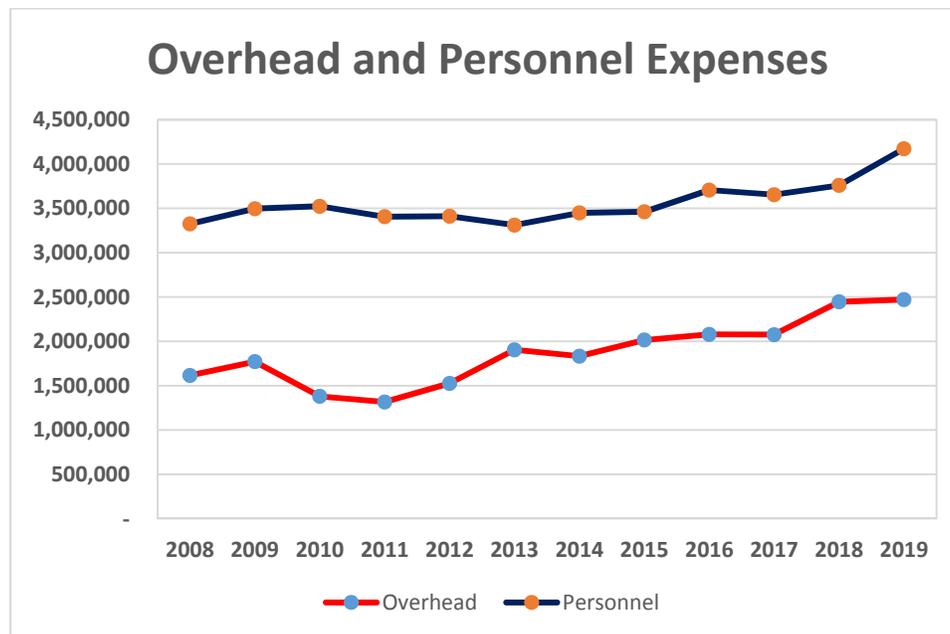
### Operational costs allocated to four activity areas

Expense Category	2018 & 2019 Basis	Proposed Each Year for 2020 and 2021
Accounting	\$52,410	\$52,410
Personnel	\$3,965,787	\$3,965,787
Overhead	\$2,458,119	\$1,569,425*
Technology	\$363,557	\$363,557

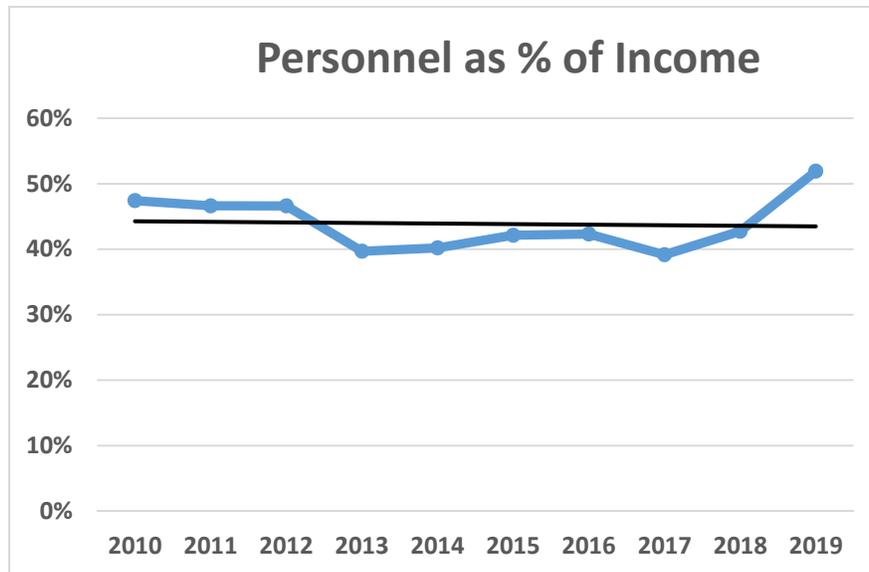
\*For the 2020–2022 proposed budget, we have moved Amortization, Depreciation, and Production equipment out of the Overhead category. Amortization and Depreciation is now shown in its own line item, and the lease costs for literature production equipment is now under Production.

### Overhead and Personnel expenses

Although most expenses increase over time, the chart below reflects our efforts to control these costs.



Our personnel expenses as a percentage of income this past cycle increased in part due to personnel costs that were unique to last cycle. We significantly increased our use of external resources in an effort to redesign some of our production processes, and also used contractors for the accounting conversion. Neither of these expenses will be repeated in the upcoming cycle. We expect personnel as a percentage of income to return to a number similar to that of previous cycles.



### Fixed operational cost categories

**Accounting:** This includes professional services for annual audits and random forensic spot checks, costs to have an audit committee as required by the Sarbanes-Oxley Act, and other professional services associated with financial management.

**Personnel:** This reflects all wages and salaries, payroll taxes, health and worker's compensation insurance, training, recruitment, relocation, and retirement plan expenses associated with special workers at all five locations of the World Service Office. It also includes contract labor hired for specific purposes.

**Overhead:** This includes facility lease expenses, maintenance and repair, telephone, utilities, postage, auto service and lease, reproduction equipment, office expenses, general insurance, amortization, bad debts, depreciation, bank charges, and fees associated with the five locations of the World Service Office. Bank charges continue to rise as use of the online store and credit card sales increase.

Overhead was 17% over budget for 2019, primarily due to increases in postage, the aging of our assets in Amortization and Depreciation; reproduction equipment; bad debts from a few RSO closures; and increases in office and warehouse rent, telephone, and utilities.

As stated earlier, the expenses for Amortization, Depreciation, and Production leases have been moved out of Overhead.

**Technology:** This reflects the expense for information services, computer leases, software, supplies, software application upgrades and updates, equipment leases and repair, and service contracts. Expenses associated with maintaining the na.org website; the expenses associated with the database, online group data collection, and meeting information; and web and software fees for event registration are also included here. This category was 18% over budget in 2019. Some budget fluctuations are expected when you have an operation that is as technology-dependent as ours, but technology costs are held in check by staff efforts.

## Reading the budget itself

The preceding pages describe the frame of our budget—the four activity areas (Lit, WSC Support, FD, and Events) as well as the four categories of ongoing expenses (Accounting, Personnel, Overhead, and Technology), known as “fixed operational expenses” or “fixed costs,” that are distributed proportionally to the activity areas.

The following pages break down the details that affect the 2020–2022 proposed budget and what is contained in each line item in the budget and in our financial reports. At this point, it might be helpful to have the budget handy and follow along as this narrative explains what you’re looking at in each section.

The proposed budget provides a lot of information about the current cycle and our proposals for the next two years. The first column gives you the category name, followed by a column with the 2017–18 actual expenses, a column with the 2018–2019 actuals, a column with the total for those two years, and then a column that averages or annualizes those two years. The last three columns give you a proposal for fiscal year 2021, followed by 2022, and then a total for the two-year cycle. We are using the annualized column as the basis for both the 2021 and 2022 fiscal years, without adjustments, except where otherwise noted.

## 2020–2022 World Services Projected Income

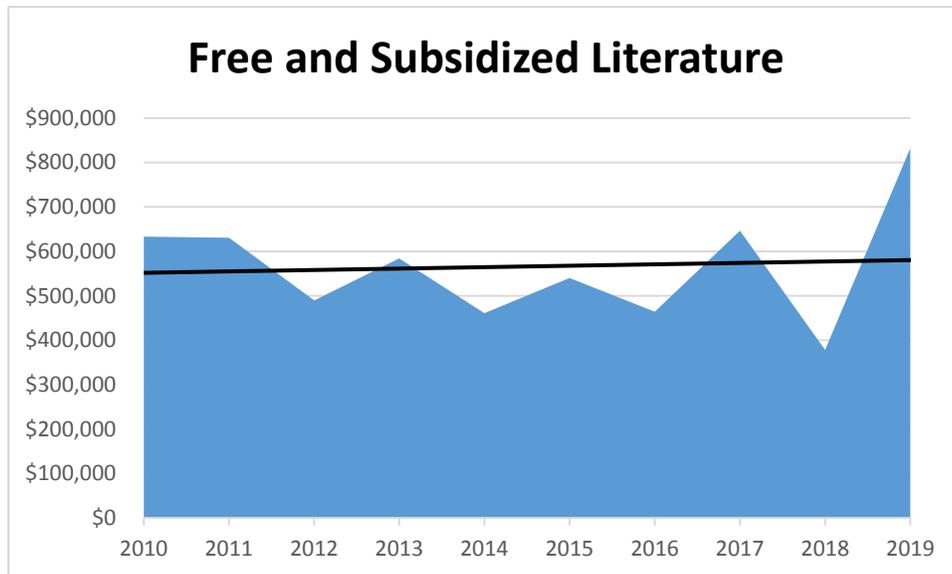
**Recovery Literature**—This category contains all of our Fellowship-approved recovery literature as defined under the *Fellowship Intellectual Property Trust*. A separate line item is shown for each book title. However, the line item for ePub books is a combination of all electronic literature sales. Other recovery literature income includes all Fellowship-approved pamphlets and booklets. We include a separate line item for Literature Income (Iran) in both income and cost of goods. We show Iran income separately and call out the budget totals without Iran because, as we have repeatedly reported, these funds are not readily available to us.

**Other Inventory**—This category includes keytags, medallions, and service materials, which are all shown as separate line items.

**Shipping**—This income is based on the estimated literature sales and the annualized actual income and expense.

**Discounts**—This is based on estimated literature sales and the projected discount level for those sales. The discount level varies based on the size of orders and whether the customer has a contract with us. (Our discount policy is posted at the bottom of this page: <https://www.na.org/?ID=catalog-products>)

**Developmental Subsidies & Allowances**—This is the cost of subsidizing or reducing the price of literature (often free) provided to a growing worldwide Fellowship. 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 direct expenses for shipping, customs, and duties. For FY 2019 this combined total is \$832,316, and the annualized amount based on 2018 and 2019 is \$605,285. We will continue to attempt to stabilize our costs for this important service by printing in various alternative locations, such as Argentina, Brazil, Russia, and Egypt, all of which have customs issues that prevent us from getting literature to members and significant enough local demand for us to license local printing.



After these categories, you will see a subtotal for Gross Literature Income, meaning all funds received after discounts. To get to Net Income, you first have to deduct the cost of producing that literature.

### Cost of Goods (COG)

To determine net income, we take what's described above and found on the first page of the actual budget and subtract the cost of goods (COG). COGs fall into two categories, as follows:

**Recovery Literature COG**—This section covers the costs of producing recovery literature—from the beginning of the manufacturing process to the inventory shelf. Through staff efforts we have avoided many of the cost of goods increases experienced by most publishers, but the publishing world is changing. Paper costs continue to rise worldwide. The costs shown under COG are directly tied to the quantities included under Income for each line item.

**Other Inventory COG**—This section reflects the costs associated with items listed under Other Inventory Income in the previous section, primarily medallions, keytags, and service material.

### Net Literature Income

At this point in the budget—at the bottom of the second page, if you're following along—you will see that we've calculated a subtotal for net literature income by taking the gross income on page one, and subtracting the costs associated with producing those goods, the COGs detailed on page two of the budget.

### Fellowship Contributions

Beginning in 2015, we had four fiscal years with over \$1,000,000 in Fellowship contributions a year. For fiscal year 2019, contributions were 27% below budget at \$805,208. Fellowship Contributions represent 10% of NAWS' total income for 2019, down from 13%. We thank all of the members, groups, areas, and regions who have contributed.

The World Board has made this conversation—how we invest in our vision—including all of the ways members support NA, a priority for the upcoming cycle.

### Licensed Vendor Payments, Interest, and Miscellaneous

This is income from licensing vendors, primarily for material that we do not produce at NAWS, in order to protect the Fellowship's trademarks. The income estimate is based on previous experience.

### Operating Income

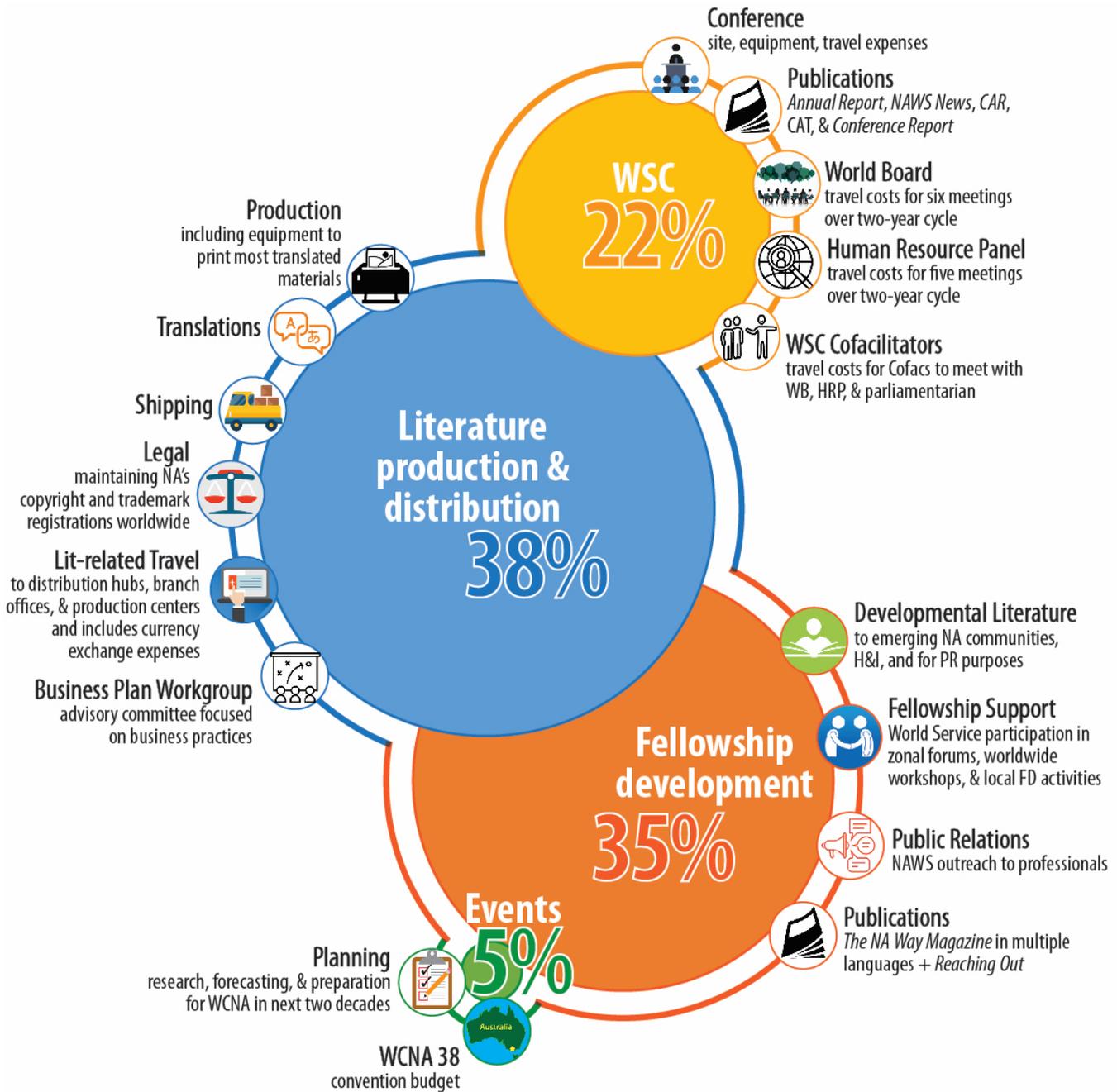
The final entry under income takes in all that's been accounted for so far to calculate our total operating income for each year and the cycles.

## 2020–2022 World Services Projected Expense

The next sections of the proposed budget contain the expenses categorized under the four activity areas previously described—Lit Production & Distribution, WSC Support, Fellowship Development, and Events. Expenses are all calculated based on the annualized amount for the last two years with the exception of the World Board, which is budgeted to accommodate 15 members rather than the current 11, and the WSC, which has a 7% increase, due in part to an almost 10% increase in the number of participants last Conference. We appreciate the number of participants who have paid the way for their delegate, which has helped keep costs down. We have also budgeted for a Business Plan meeting in both years, which this seems prudent.

Next, you will see a total for each of the four activity areas' fixed expenses, with variable or project expenses listed separately. At the end of all expenses, you will see a subtotal for NAWS expenses. This is followed by a total or excess revenue/expense (without event specific) line. This proposed budget reflects an anticipated net loss in both years of the proposal, and for the cycle.

Although it is difficult to present a forecast that contains a net loss, this is exactly why we have reserve funds and why they are so important. We have budgeted for a net loss in the 2020–2022 cycle, but will be coming to the WSC with ideas on how to improve this for the future. For this particular cycle only, we also are projecting a break-even World Convention for WCNA 38, which is the next area shown in the budget. WCNA 38 projected income and expense are shown by category. After the WCNA expense, you will see the "bottom line" for the cycle shown on the line titled Excess Revenue/Expenses incl. Event Specific. This shows a net expense over income of \$1,634,659 for the cycle, and a net expense over income of \$1,906,317 without Iran. With the current volatility of the Iranian rial, it is important to focus on the number without Iran, shown in blue.



## LITERATURE PRODUCTION & DISTRIBUTION

This section of the budget covers the expenses associated with distributing NA literature to Fellowship and non-Fellowship customers. Distribution occurs through the WSO in Chatsworth and its branches in Canada, Belgium, India, and Iran.

**Fixed Operational Expense**—This includes all literature production and distribution costs that are not included under Total Cost of Goods Sold.

**Production**—This includes the lease for reproduction equipment to print most translated booklets and IPs ; service materials; publications other than the English *NA Way*; and reports. We've partnered with a local printer to produce all of our translated books and booklets to give us greater flexibility and control of small-quantity products and to ensure a consistent, higher quality of the materials. We have moved the cost of equipment previously reported under Overhead to this line item for the 2020–2022 proposed budget.

**Translations**—The majority of our translation expenses are not shown in this line item, This line item only covers the direct expense for translations of recovery and service material into languages other than English that is not already captured under the COG for each specific project. Most of the expense for translating recovery and service material is under COG for each specific project, and the translation expenses for periodicals are in the two line items for Publications.

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

**Shipping**—This expense is based on the shipping charges for 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 other direct costs to protect 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. Additionally, as required by law, a portion of this group fulfills the audit committee function. This workgroup's function and expenses have been moved into fixed operations with the concurrence of the Conference.

**Literature Production and Distribution Travel & Exchange Expenses**—This allocation allows us to interact directly with branch offices and literature production locations around the world, and includes currency exchange loss or gain.

## 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*, the *Conference Agenda Report*, and Conference Approval Track material once each Conference cycle; and *NAWS News* approximately four times per year. The expense for translating *NAWS News* and the *CAR* is also included here.

**World Service Conference**—These are the expenses for the site and equipment needed for the event; funding for staff, World Board, WSC Cofacilitators, and the Human Resource Panel; and the travel

expense for what was 118 and is now 128 delegates from around the world. It is hard to predict the future for WSC 2022, but we have included a 7% increase in this line item.

**World Board**—The World Board is scheduled to meet three times in the first year of the upcoming cycle and four times in the second year. Our average cost per meeting in this past cycle was approximately \$40,000 per meeting, with only 11 board members. We expect the expense per meeting to go up after elections at WSC 2020. Because the number of meetings is different for each year of the cycle, we base the line item for the World Board on a 25% increase from prior actuals, rather than using the annualized number. We also include incidental expenses associated with the World Board.

The Executive Committee continues to schedule their meetings to coincide with a World Board or Business Plan meeting.

**Human Resource Panel**—This group is scheduled to meet a minimum of five times during the cycle to work on nominations and manage the World Pool. Part of one of these meetings will be used for orientation and training.

**WSC Cofacilitators**—The WSC Cofacilitators are scheduled to meet to prepare for the Conference with the World Board and HRP.

## FELLOWSHIP DEVELOPMENT

**Fixed Operational Expense**—This section of the budget covers the expenses associated with support to the Fellowship.

**Publications**—These are the projected expenses for producing, publishing, and distributing *Reaching Out* four times per year and *The NA Way Magazine* four times per year in six languages. *The NA Way* is also translated into a seventh language, Farsi, but since WSO Iran charges for these issues, there is no expense. Every effort is being made to encourage members to opt for the electronic subscription, which features additional content and links to our worldwide Fellowship. We are happy to report that many communities have been translating *Reaching Out* to use in their H&I efforts. We will be discussing this more in the *Conference Report* and at WSC 2020.

**Fellowship Support**—This is World Services' face-to-face interaction with the Fellowship, primarily in workshops and forums. This includes interactions at zonal forums, workshops, and local Fellowship development activities, as well as funding for events such as the African Zonal Forum.

**Public Relations**—This is the cost of NAWS' efforts aimed at furthering NA's primary purpose by making professionals in various fields aware that NA is a community resource for addicts. This includes attendance at and participation in professional events for NAWS and NAWS' cooperation with local PR events. These activities reach those who interact with addicts.

A related public relations activity is providing information about Narcotics Anonymous in various magazines aimed toward professional fields such as corrections and treatment. Awareness of NA and NA recovery literature helps professionals connect addicts to the NA Fellowship.

**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 ever-increasing expenses for shipping, customs, and duties. We are still working on better reflecting this activity in our financial reports. To see the actual amounts, see the description for "Developmental Subsidies & Allowances" under the Income heading.

## EVENTS

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

**Future and Prior Conventions**—These are the expenses associated with planning up to five Conventions at any time.

If you are following along in the budget draft, at this point you will see the total expenses projected by fiscal year and for the cycle. We have added the following line item, which was previously reported in Overhead:

**Amortization & Depreciation Expense:** Amortization and Depreciation are accounting practices to write off the cost and value of an asset over its useful life. Amortization is used for intangible items such as trademarks and copyrights, and Depreciation is used for tangible assets such as equipment and furniture. Amortization and depreciation are non-cash expenses required under generally accepted accounting principles (GAAP).

### **WCNA 38 – Melbourne, Australia**

**Convention Budget**—We stick the Convention at the bottom of the budget to show the effect of all of the other activity prior to factoring in an event that occurs every three years and can differ drastically depending on where it is held. WCNA 38 is projected to allow for as close to break-even as possible. The World Board will set the registration price to cover the fixed expenses of additional audiovisual equipment, convention center rental, security and first aid, setup costs, and so on. Those “core” expenses are projected at an amount per expected registrant.

We are still in the planning stages for WCNA 38. We are providing an overview of income and expense in this budget draft, and we will have updated information available by WSC 2020.

## 2020–2022 World Services Variable Operations

The “Guidelines for the NA World Services Budget” (*GWSNA*, p. 28) call for a specific process for the consideration, evaluation, development, and approval of World Services projects and those activities that vary from year to year.

This cycle we are proposing only one face-to-face workgroup for a project; that expense is listed as *Daily Meditation Book* under the Fellowship Development heading.

### **Other Financial Notes**

We are proposing that the meal and incidental allowance remain the same at \$60. The proposed reimbursement policy for 2020–2022 is included in this Conference Approval Track material packet for consideration at the upcoming Conference.

The Cash Basis sheet for the proposed 2020–2022 budget will also be distributed at or before WSC 2020. This sheet shows the actual cash values for NAWS each cycle. For example, there are items in the NAWS financial reports that have an impact on net proceeds but aren’t really cash that we spend. Things like the decreasing/increasing value of our Fixed Assets—called Depreciation/Amortization—are where these types of noncash items are reflected on our Statement of Financial Position, or what used to be referred to as the Balance Sheet. A reduction in our fixed asset value results in a lowering of our Net Proceeds on that statement. Since this is only an accounting entry, as it does not actually involve spending that amount, we

put that amount back into the reflection of our cash position to provide a more realistic view of our cash assets.

We then take those major expenses that we project to spend cash on and show their respective impacts on our cash position by the end of the cycle. Investments in computer hardware or software, furniture, leasehold improvements, or other items are just a few examples of these kinds of expenses. So, in a budget cycle where we expect a negative income/expense result, we allocate cash as a backup to better support our ability to accomplish the items mentioned above or projects approved by the WSC.

**NARCOTICS ANONYMOUS WORLD SERVICES, INC.**  
**PROPOSED BUDGET FOR FISCAL YEARS 2019 and 2020**

	2017-18 Actual	2018-19 Actual	24 month total	Annualized	Proposed July 2020 - June 2021	Proposed July 2021 - June 2022	Cycle Total for Fiscal Years 2020 and 2021
	audited totals	unaudited totals					
<b>INCOME</b>							
<b>RECOVERY LITERATURE INCOME</b>							
BASIC TEXT: Hardcover English	\$2,034,591	\$2,131,603	\$4,166,194	\$2,083,097	\$2,083,097	\$2,083,097	\$4,166,194
BASIC TEXT: Translated	207,399	263,455	470,854	235,427	235,427	235,427	470,854
BASIC TEXT: Softcover	1,007,053	1,020,295	2,027,348	1,013,674	1,013,674	1,013,674	2,027,348
JUST FOR TODAY	789,525	781,482	1,571,007	785,503	785,503	785,503	1,571,007
IT WORKS: HOW & WHY	596,313	611,914	1,208,227	604,113	604,113	604,113	1,208,227
SPONSORSHIP BOOK	30,043	28,268	58,311	29,155	29,155	29,155	58,311
STEP WORKING GUIDES	851,522	867,641	1,719,163	859,581	859,581	859,581	1,719,163
LIVING CLEAN	362,847	411,227	774,074	387,037	387,037	387,037	774,074
GUIDING PRINCIPLES	250,412	195,382	445,794	222,897	222,897	222,897	445,794
ePUB BOOKS	98,367	98,867	197,234	98,617	98,617	98,617	197,234
LITERATURE INCOME (IRAN)	611,687	307,852	919,539	459,770	459,770	459,770	919,539
OTHER RECOVERY LITERATURE	1,177,286	1,352,065	2,529,351	1,264,676	1,264,676	1,264,676	2,529,351
<b>Subtotal</b>	<b>\$8,017,045</b>	<b>\$8,070,049</b>	<b>\$16,087,094</b>	<b>\$8,043,547</b>	<b>\$8,043,547</b>	<b>\$8,043,547</b>	<b>\$16,087,094</b>
<b>OTHER INVENTORY INCOME</b>							
MEDALLIONS	\$869,201	\$910,411	\$1,779,612	\$889,806	\$889,806	\$889,806	\$1,779,612
KEYTAGS & CHIPS	1,340,334	1,286,969	2,627,303	1,313,652	1,313,652	1,313,652	2,627,303
NON-FIPT INFORMATION BOOKLETS	201,721	33,632	235,353	117,676	117,676	117,676	235,353
SERVICE MATERIAL	318,216	180,534	498,750	249,375	249,375	249,375	498,750
SPECIALTY ITEMS	87,177	111,871	199,048	99,524	99,524	99,524	199,048
MIRACLES HAPPEN	17,443	20,020	37,463	18,732	18,732	18,732	37,463
<b>Subtotal</b>	<b>2,834,092</b>	<b>2,543,437</b>	<b>5,377,529</b>	<b>2,688,765</b>	<b>2,688,765</b>	<b>2,688,765</b>	<b>5,377,529</b>
SHIPPING	\$573,306	\$578,439	\$1,151,745	\$575,873	\$575,873	\$575,873	\$1,151,745
DISCOUNTS	(1,462,747)	(1,493,415)	(2,956,162)	(1,478,081)	(1,478,081)	(1,478,081)	(2,956,162)
DEVELOPMENTAL SUBSIDIES & ALLOWANCES	(92,073)	(260,934)	(353,007)	(176,503)	(176,503)	(176,503)	(353,007)
<b>Subtotal</b>	<b>(\$981,514)</b>	<b>(\$1,175,909)</b>	<b>(\$2,157,423)</b>	<b>(\$1,078,712)</b>	<b>(\$1,078,712)</b>	<b>(\$1,078,712)</b>	<b>(\$2,157,423)</b>
<b>Gross Literature Income (less discounts)</b>	<b>9,869,623</b>	<b>9,437,577</b>	<b>19,307,200</b>	<b>9,653,600</b>	<b>9,653,599.94</b>	<b>9,653,599.94</b>	<b>19,307,199.87</b>
<b>Gross Literature Income (without Iran)</b>	<b>9,257,936</b>	<b>9,129,725</b>	<b>18,387,661</b>	<b>9,193,830</b>	<b>9,193,830</b>	<b>9,193,830</b>	<b>18,387,661</b>
<b>RECOVERY LITERATURE COST OF GOODS</b>							
BASIC TEXT: Hardcover English	349,317	430,169	779,486	389,743	389,743	389,743	779,486
BASIC TEXT: Translated	40,467	45,473	85,940	42,970	42,970	42,970	85,940
BASIC TEXT: Softcover	119,883	130,198	250,081	125,041	125,041	125,041	250,081
JUST FOR TODAY	67,348	82,919	150,267	75,133	75,133	75,133	150,267
IT WORKS: HOW & WHY	91,212	101,986	193,198	96,599	96,599	96,599	193,198
SPONSORSHIP BOOK	5,524	5,659	11,183	5,592	5,592	5,592	11,183
STEP WORKING GUIDES	82,114	102,164	184,278	92,139	92,139	92,139	184,278
LIVING CLEAN	44,249	47,849	92,098	46,049	46,049	46,049	92,098
GUIDING PRINCIPLES	34,569	22,819	57,388	28,694	28,694	28,694	57,388
ePUB BOOKS	29,959	29,660	59,619	29,809	29,809	29,809	59,619
LITERATURE PRODUCTION (IRAN)	350,504	194,039	544,543	272,272	272,272	272,272	544,543
OTHER RECOVERY LITERATURE	242,014	348,190	590,204	295,102	295,102	295,102	590,204
<b>Subtotal</b>	<b>1,457,160</b>	<b>1,541,125</b>	<b>2,998,285</b>	<b>1,499,142</b>	<b>1,499,142</b>	<b>1,499,142</b>	<b>2,998,285</b>

**NARCOTICS ANONYMOUS WORLD SERVICES, INC.**  
**PROPOSED BUDGET FOR FISCAL YEARS 2019 and 2020**

	2017-18 Actual	2018-19 Actual	24 month total	Annualized	Proposed July 2020 - June 2021	Proposed July 2021 - June 2022	Cycle Total for Fiscal Years 2020 and 2021
	audited totals	unaudited totals					
MEDALLIONS	\$208,942	\$189,279	\$398,221	\$199,111	\$199,111	\$199,111	\$398,221
KEYTAGS & CHIPS	302,484	266,362	568,846	284,423	284,423	284,423	568,846
NON-FIPT INFORMATION BOOKLETS	36,635	96,826	133,461	66,731	66,731	66,731	133,461
SERVICE MATERIAL	87,272	84,298	171,570	85,785	85,785	85,785	171,570
SPECIALTY ITEMS	23,381	64,049	87,430	43,715	43,715	43,715	87,430
MIRACLES HAPPEN	3,430	3,981	7,411	3,706	3,706	3,706	7,411
INVENTORY ADJUSTMENT	-	205			0	0	0
<b>Subtotal</b>	<b>\$662,144</b>	<b>\$705,002</b>	<b>\$1,366,941</b>	<b>\$683,470</b>	<b>\$683,470</b>	<b>\$683,470</b>	<b>\$1,366,941</b>
<b>Total Cost of Goods</b>	<b>\$2,119,304</b>	<b>2,246,126</b>	<b>\$4,365,225</b>	<b>\$2,182,613</b>	<b>\$2,182,613</b>	<b>\$2,182,613</b>	<b>\$4,365,225</b>
<b>Total Cost of Goods (without Iran)</b>	<b>\$1,768,800</b>	<b>\$2,052,087</b>	<b>\$3,820,682</b>	<b>\$1,910,341</b>	<b>\$1,910,341</b>	<b>\$1,910,341</b>	<b>\$3,820,682</b>
<b>Net Literature Income</b>	<b>\$7,750,319</b>	<b>\$7,191,451</b>	<b>\$14,941,975</b>	<b>\$7,470,987</b>	<b>\$7,470,987</b>	<b>\$7,470,987</b>	<b>\$14,941,975</b>
<b>Net Literature Income (without Iran)</b>	<b>\$7,489,136</b>	<b>\$7,077,638</b>	<b>\$14,566,979</b>	<b>\$7,283,489</b>	<b>\$7,283,489</b>	<b>\$7,283,489</b>	<b>\$14,566,979</b>
<b>FELLOWSHIP CONTRIBUTIONS</b>							
<i>BREAKDOWN BY DONOR TYPE</i>							
Members	\$77,444	\$59,192	\$136,636	\$68,318	\$68,318	\$68,318	\$136,636
Groups	86,203	80,676	166,879	83,440	83,440	83,440	166,879
Areas	138,513	131,125	269,638	134,819	134,819	134,819	269,638
Regions	599,680	450,177	1,049,857	524,929	524,929	524,929	1,049,857
Events/Conventions	51,380	27,741	79,121	39,560	39,560	39,560	79,121
Unity Day	0	23,349	23,349	11,675	11,675	11,675	23,349
Zonal & Other Forums	47,080	32,947	80,027	40,013	40,013	40,013	80,027
<b>Total Contributions</b>	<b>\$1,000,300</b>	<b>\$805,208</b>	<b>\$1,805,508</b>	<b>\$902,754</b>	<b>\$902,754</b>	<b>\$902,754</b>	<b>\$1,805,508</b>
<b>MISCELLANEOUS INCOME</b>							
LICENSED VENDOR PAYMENTS	\$33,596	\$34,672	\$68,268	\$34,134	\$34,134	\$34,134	\$68,268
INTEREST	6,777	6,938	13,715	6,857	6,857	6,857	13,715
MISCELLANEOUS	1,978	(1,652)	326	163	0	0	0
<b>Total Miscellaneous Income</b>	<b>\$42,351</b>	<b>\$39,958</b>	<b>\$82,309</b>	<b>\$41,154</b>	<b>\$40,992</b>	<b>\$40,992</b>	<b>\$81,983</b>
<b>OPERATING INCOME (Not including event specific)</b>	<b>\$8,792,970</b>	<b>\$8,036,617</b>	<b>\$16,829,792</b>	<b>\$8,414,896</b>	<b>\$8,414,733</b>	<b>\$8,414,733</b>	<b>\$16,829,466</b>
<b>OPERATING 'INCOME (Not including Iran)</b>	<b>\$8,531,787</b>	<b>\$7,922,804</b>	<b>\$16,454,796</b>	<b>\$8,227,398</b>	<b>\$8,227,235</b>	<b>\$8,227,235</b>	<b>\$16,454,470</b>

**NARCOTICS ANONYMOUS WORLD SERVICES, INC.**  
**PROPOSED BUDGET FOR FISCAL YEARS 2019 and 2020**

	2017-18 Actual	2018-19 Actual	24 month total	Annualized	Proposed July 2020 - June 2021	Proposed July 2021 - June 2022	Cycle Total for Fiscal Years 2020 and 2021
	<small>audited totals</small>	<small>unaudited totals</small>					
<b>EXPENSE</b>							
<b>LITERATURE PRODUCTION &amp; DISTRIBUTION</b>							
<b>FIXED OPERATIONAL EXPENSES</b>							
PRODUCTION	117,069	75,946	193,015	627,262	627,262	627,262	1,254,524
TRANSLATIONS (not included in Cost of Goods)	32,928	51,089	84,017	42,008	42,008	42,008	84,017
LITERATURE DISTRIBUTION (IRAN)	62,294	41,044	103,338	51,669	51,669	51,669	103,338
SHIPPING	585,956	576,206	1,162,162	581,081	581,081	581,081	1,162,162
BUSINESS PLAN WORKGROUP	484	6,455	6,939	3,469	7,700	7,700	15,400
LEGAL	24,461	8,964	33,425	16,713	16,713	16,713	33,425
LIT P&D TRAVEL AND EXCHANGE EXPENSES	15,992	165,965	181,957	90,979	90,979	90,979	181,957
ACCOUNTING	17,666	21,930	39,596	19,798	19,916	19,916	39,831
PERSONNEL (Includes amt budgeted to variable projects)	1,409,655	1,585,548	2,995,203	1,497,601	1,506,999	1,506,999	3,013,998
OVERHEAD	837,526	938,795	1,776,321	550,457	596,382	596,382	1,192,764
TECHNOLOGY	115,822	158,937	274,759	137,379	138,152	138,152	276,303
<b>Total Literature Production &amp; Distribution</b>	<b>\$3,219,853</b>	<b>\$3,630,878</b>	<b>\$6,850,731</b>	<b>\$3,618,416</b>	<b>\$3,678,860</b>	<b>\$3,678,860</b>	<b>\$7,357,719</b>
<b>Total Literature Production &amp; Distribution (without Iran)</b>	<b>\$3,157,559</b>	<b>\$3,589,834</b>	<b>\$6,747,393</b>	<b>\$3,566,747</b>	<b>\$3,627,191</b>	<b>\$3,627,191</b>	<b>\$7,254,381</b>
<b>WORLD SERVICE CONFERENCE SUPPORT</b>							
<b>FIXED OPERATIONAL EXPENSES</b>							
PUBLICATIONS	\$29,655	\$8,540	\$38,195	\$19,097	\$19,097	\$19,097	\$38,195
WORLD SERVICE CONFERENCE BIENNIAL MTG	465,081	28,497	493,578	246,789	30,491	497,637	528,128
WORLD BOARD	171,233	166,519	337,752	168,876	211,095	211,095	422,190
HUMAN RESOURCE PANEL	14,625	11,304	25,929	12,964	12,964	12,964	25,929
WSC COFACILITATORS	4,885	-	4,885	2,443	4,885	4,885	4,885
ACCOUNTING	10,128	12,696	22,824	11,412	11,530	11,530	23,060
PERSONNEL (Includes amt budgeted to variable projects)	808,202	917,949	1,726,151	863,075	872,473	872,473	1,744,946
OVERHEAD	458,903	543,586	1,002,489	305,732	345,274	345,274	690,547
TECHNOLOGY	66,405	92,016	158,421	79,211	79,983	79,983	159,965
<b>Subtotal</b>	<b>\$2,029,117</b>	<b>\$1,781,106</b>	<b>\$3,810,223</b>	<b>\$1,709,599</b>	<b>\$1,582,907</b>	<b>\$2,054,938</b>	<b>\$3,637,845</b>
<b>VARIABLE OPERATIONAL EXPENSES</b>							
PROJECTS ADOPTED AT PREVIOUS WSC		46,765	\$46,765	\$23,383	0	0	0
<b>Subtotal</b>	<b>\$0</b>	<b>\$46,765</b>	<b>\$46,765</b>	<b>\$23,383</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>Total World Service Conference Support</b>	<b>\$2,029,117</b>	<b>\$1,827,872</b>	<b>\$3,856,989</b>	<b>\$1,732,982</b>	<b>\$1,582,907</b>	<b>\$2,054,938</b>	<b>\$3,637,845</b>

**NARCOTICS ANONYMOUS WORLD SERVICES, INC.**  
**PROPOSED BUDGET FOR FISCAL YEARS 2019 and 2020**

	2017-18 Actual	2018-19 Actual	24 month total	Annualized	Proposed July 2020 - June 2021	Proposed July 2021 - June 2022	Cycle Total for Fiscal Years 2020 and 2021
	audited totals	unaudited totals					
<b>FELLOWSHIP DEVELOPMENT</b>							
<b>FIXED OPERATIONAL EXPENSES</b>							
PUBLICATIONS	\$90,560	\$83,106	\$173,666	\$86,833	\$86,833	\$86,833	\$173,666
FELLOWSHIP SUPPORT	459,901	290,091	749,992	374,996	374,996	374,996	749,992
PUBLIC RELATIONS	43,977	91,538	135,515	67,757	67,757	67,757	135,515
DEVELOPMENTAL LITERATURE	286,182	571,382	857,564	428,782	428,782	428,782	857,564
ACCOUNTING	16,017	20,199	36,216	18,108	18,343	18,343	36,687
PERSONNEL (Includes amt budgeted to variable projects)	1,278,087	1,460,373	2,738,460	1,369,230	1,388,026	1,388,026	2,776,051
OVERHEAD	1,000,550	864,679	1,865,229	621,572	549,299	549,299	1,098,598
TECHNOLOGY	105,012	146,389	251,401	125,701	127,245	127,245	254,490
<b>Subtotal</b>	<b>\$3,280,286</b>	<b>\$3,527,757</b>	<b>\$6,808,043</b>	<b>\$3,092,979</b>	<b>\$3,041,281</b>	<b>\$3,041,281</b>	<b>\$6,082,563</b>
<b>VARIABLE OPERATIONAL EXPENSES</b>							
PROJECTS ADOPTED AT PREVIOUS WSC		0	(\$0)	(\$0)	0	0	0
MENTAL HEALTH/ILLNESS PAMPHLET		37,544	37,544	18,772	0	0	0
SPIRITUAL PRINCIPLE A DAY BOOK		24,511	24,511	12,255	75,000	0	75,000
<b>Subtotal</b>	<b>\$0</b>	<b>\$62,055</b>	<b>\$62,055</b>	<b>\$31,027</b>	<b>\$75,000</b>	<b>\$0</b>	<b>\$75,000</b>
<b>Total Fellowship Development</b>	<b>\$3,280,286</b>	<b>\$3,589,811</b>	<b>\$6,870,097</b>	<b>\$3,124,006</b>	<b>\$3,116,281</b>	<b>\$3,041,281</b>	<b>\$6,157,563</b>
<b>EVENTS</b>							
<b>FIXED OPERATIONAL EXPENSES</b>							
FUTURE (AND PRIOR) CONVENTIONS	(\$741)	\$31,376	\$30,635	\$15,318	\$0	0	0
ACCOUNTING	3,298	2,886	6,184	3,092	2,620	2,620	5,241
PERSONNEL (Includes amt budgeted to variable projects)	263,136	208,625	471,761	235,880	198,289	198,289	396,579
OVERHEAD	148,673	123,526	272,199	91,665	78,471	78,471	156,943
TECHNOLOGY	21,620	20,913	42,533	21,266	18,178	18,178	36,356
<b>Total Events (without event specific)</b>	<b>\$435,986</b>	<b>\$387,325</b>	<b>\$823,311</b>	<b>\$367,221</b>	<b>\$297,559</b>	<b>\$297,559</b>	<b>\$595,118</b>
<b>EXPENSE (For activity areas only)</b>	<b>\$8,965,242</b>	<b>\$9,435,886</b>	<b>\$18,401,128</b>	<b>\$8,842,625</b>	<b>\$8,675,607</b>	<b>\$9,072,638</b>	<b>\$17,748,245</b>
<b>EXPENSE (Activity Areas w/o IRAN)</b>	<b>\$8,902,948</b>	<b>\$9,394,842</b>	<b>\$18,297,790</b>	<b>\$8,790,956</b>	<b>\$8,623,938</b>	<b>\$9,020,969</b>	<b>\$17,644,907</b>
<b>EXCESS REVENUE/EXPENSE (Activities only)</b>	<b>(\$433,455)</b>	<b>(\$1,513,082)</b>	<b>(\$1,946,332)</b>	<b>(\$615,227)</b>	<b>(\$448,372)</b>	<b>(\$845,403)</b>	<b>(\$1,293,775)</b>
<b>Depreciation and Amortization Expense</b>				\$357,940	\$357,940	\$357,940	\$715,880
<b>TOTAL EXPENSE</b>	<b>\$8,965,242</b>	<b>\$9,435,886</b>	<b>\$18,401,128</b>	<b>\$9,200,565</b>	<b>\$9,033,547</b>	<b>\$9,430,578</b>	<b>\$18,464,125</b>
<b>EXCESS REVENUE/EXPENSE (without event specific)</b>	<b>(\$172,272)</b>	<b>(\$1,399,269)</b>	<b>(\$1,571,336)</b>	<b>(\$785,669)</b>	<b>(\$618,814)</b>	<b>(\$1,015,845)</b>	<b>(\$1,634,659)</b>
<b>EXCESS REVENUE/EXPENSE (without Iran)</b>	<b>(\$371,161)</b>	<b>(\$1,472,038)</b>	<b>(\$1,842,994)</b>	<b>(\$921,498)</b>	<b>(\$754,643)</b>	<b>(\$1,151,674)</b>	<b>(\$1,906,317)</b>
<b>WCNA 38 INCOME</b>							
REGISTRATION					\$ 574,500	\$ 574,500	\$ 574,500
NEWCOMER DONATIONS					\$ 10,000	\$ 10,000	\$ 10,000
MERCHANDISE					\$ 220,000	\$ 220,000	\$ 220,000
Rebates					\$ 498,000	\$ 498,000	\$ 498,000
<b>TOTAL WCNA 37 INCOME</b>					<b>\$ 1,302,500</b>	<b>\$ 1,302,500</b>	<b>\$ 1,302,500</b>
REGISTRATION					\$ 144,700	\$ 144,700	\$ 144,700
SPECIAL EVENTS					\$ 62,000	\$ 62,000	\$ 62,000
PROGRAM					\$ 72,000	\$ 72,000	\$ 72,000
MERCHANDISE					\$ 166,000	\$ 166,000	\$ 166,000
FACILITIES					\$ 668,993	\$ 668,993	\$ 668,993
WCNA 37 Workgroup					\$ 23,350	\$ 23,350	\$ 23,350
ADMINISTRATION					\$ 128,338	\$ 128,338	\$ 128,338
<b>TOTAL WCNA 37 EXPENSE</b>					<b>\$ -</b>	<b>\$ 1,265,381</b>	<b>\$ 1,265,381</b>
<b>WCNA 37 NET REVENUE</b>					<b>\$ -</b>	<b>\$ 37,119</b>	<b>\$ 37,119</b>
<b>EXCESS REVENUE/EXPENSE INCL. EVENT SPECIFIC</b>					<b>(\$618,814)</b>	<b>(\$978,726)</b>	<b>(\$1,597,540)</b>
<b>EXCESS REVENUE/EXPENSE (without Iran)</b>					<b>(\$754,643)</b>	<b>(\$1,114,555)</b>	<b>(\$1,869,198)</b>



## NA World Services

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**To:** WSC 2020 Participants  
**From:** World Board  
**Date:** 23 January 2020  
**Re:** WSC Seating Requests and World Board Recommendations

This report includes the following:

- A. An introduction
- B. Our recommendations for your consideration for those regions seeking seating at WSC 2020
- C. The workgroup's thoughts on regions that applied for seating and additional thoughts about the process
- D. A brief summary of the background and recent Conference decisions about seating
- E. The Criteria for Recognition of New Conference Participants from *A Guide to World Services in NA (GWSNA)*
- F. The completed seating request from each region, including background information about Brazil

### A. Introduction—Applications for Seating at the 2020 WSC

Five regions applied for Conference seating by the 1 April 2019 deadline: Brazil Central, Brazil Nordeste, Minas (Brazil), North-West Russia, and Thailand.

We again decided to form a seating workgroup this cycle composed of one Board member and three regional delegates (RDs), and we are grateful to these members for their efforts in carefully and diligently considering the applications. The workgroup members for this cycle were Junior B (World Board), Julie R (RD, California Mid-State), Lea Anne H (RD, Best Little Region), and Simon J (RD, UK). We appreciate how difficult their task was, and want to express our thanks to each of them for their service on this workgroup.

Every workgroup gets a written “charge” from the World Board (WB) that outlines their task and some of the Board’s expectations. The Seating Workgroup’s charge articulated some of the challenges for both the workgroup and the WB. What we wrote to them is:

Your charge is very similar to the World Board’s responsibility with this issue: that is to frame a recommendation for each region that has applied for seating that Conference participants can consider before they arrive at the WSC. As we all know, seating at the WSC has been an emotionally charged issue and WSC participants have seemed to use the applications as much as the recommendations in coming to their own decisions. Consequently, we had stopped using a workgroup in 2006 because it seemed such a duplication of effort.

The Criteria for Recognition is a policy that has not been what we hoped: it does not seem to lead to definitive, objective recommendations. As the criteria itself explains, “Due to the complex nature of regional development, each application is considered on a case-by-case basis, rather than through some arbitrary criteria that establish minimum sizes and structure of regions in order to address local service issues.” It is our collective responsibility, the workgroup’s and the World Board’s, to ensure that the WSC has the information it needs to make an informed decision. We are asking you to consider the policy, the individual applications, ask for any missing or lacking information, and then hopefully, come to consensus as a workgroup about your recommendation to the WSC. The rationale for your recommendation will be published in the CAT along with the World Board’s.

Thank you for being willing to undertake this task.

The challenge we expressed in the 2016 seating report remains, if anything, even more true today:

At this point in our collective history: The Conference is engaged in a process of change while at the same time having to deal with the current reality of seating as outlined in *GWSNA*. This presents us all with a dilemma: How can we safeguard the sustainability and effectiveness of the WSC, while also responding responsibly to regions that apply for seating?

We believe that we are still engaged in a process of change, including having voting zonal delegates at the WSC for the first time. Given that the Conference has not yet provided any direction on the current seating process, we are continuing to offer recommendations on the regions that have applied based upon the criteria in *GWSNA*. We believe that this fulfills our responsibility to offer the necessary information to Conference participants to aid in any decisions they may make. We have tried to provide as much information as we can in this report to help you understand our recommendations.

## **B. World Board Seating Recommendations**

If participants choose to seat anyone at WSC 2020, we are in agreement with the recommendations made to us by the workgroup that the Minas and North-West Russia regions qualify for seating under the current criteria.

### **Minas**

The main points of the workgroup’s discussion are summarized below:

- The region fulfills the requirement to have functioned as a service body for at least three years.
- Minas is a densely populated state that is culturally different from its neighboring regions.
- The region has benefited from the FD efforts of the neighboring HOW region and delivers a range of services. PR and FD services were noted in particular, as was the region’s discussions of NAWS- and Conference-related topics.
- The workgroup did note that the region only occupies approximately 80 percent of the state of Minas Gerais, which was seen as a negative factor. There was also some concern that the region wanted to be seated more because of a desire to participate in the decision-making process than to contribute to the work of the Conference. Despite these concerns, the workgroup reached consensus that the region’s service efforts were sufficiently developed to be able to make a positive contribution to the Conference.
- It was also noted that the three Brazilian regions that have applied for seating are all similar in size, but that Minas seemed to be the most developed in its service efforts.
- The seating application was well written and thorough.
- The extensive use of graphics in the regional minutes demonstrated a high level of involvement and commitment from its trusted servants.

**North-West Russia**

The main points of the workgroup's discussion are summarized below:

- The region satisfies the criteria contained in *A Guide to World Services in NA (GWSNA)*, in particular the amount of time the region has been delivering services and the geographic boundaries of the community.
- The region's application and minutes detailed a wide range of services being provided. In particular, the workgroup noted the community's efforts to reach out to geographically distant parts of the region.
- The region appears to have a stable base of trusted servants who are committed to their positions.
- The high percentage of regional funds derived from group and area contributions was also noted as a positive factor, as was the region's contributions to other levels of service.
- The region has been providing support to the neighboring region of Estonia.
- Some concern was voiced about the lack of *CAR* workshops in the community, but it was also understood that this was not unusual both in their culture and for an unseated region.
- The region has had some internal friction and budgetary issues but appears to have resolved these satisfactorily, and the workgroup did not consider them a barrier to being seated.
- The region is an active participant in the Russian-Speaking Zonal Forum, which is a positive factor due to their involvement in the services that body provides, but it was also noted that a Russian zonal delegate will be attending the next WSC and may be making a similar contribution to the Conference.

**C. Workgroup Thoughts on All Regions Applying for Seating**

**Minas—see above**

**North-West Russia—see above**

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The Board concurs with the consensus reached by the workgroup to not recommend seating the other three regions that applied. We have included below the workgroup's thoughts on why they are not recommending each application.

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**Brazil Central**

- After discussion, the workgroup came to consensus that this region was not yet developed enough in their service delivery efforts to be seated.
- The workgroup had concerns that parts of the Brasilia Federal District are not affiliated with the region even though they are within the territory of the Central Brazil Region.
- Although the region is geographically large, many parts of it are sparsely populated. It appears that meetings are concentrated in the major population centers and have yet to develop outside of those areas.
- The region does not have significant cultural differences or a difference in "voice" from the Brazil Region.
- The workgroup agreed that the region is already connected with the wider NA Fellowship through its attendance at the Brazilian Zonal Forum and the presence of a delegate from that zone at the WSC.
- Some concern was expressed that the reason to apply for seating was primarily about gaining a seat at the Conference rather than embracing the responsibilities that come with being a seated region, although their desire to gain experience was seen as a positive factor.
- Although the application specified that decisions are reached by consensus-based decision making (CBDM), the minutes did not appear to support this.
- It was noted that this region has had attendance by NAWs trusted servants at local events.

**Brazil Nordeste**

- The workgroup noted from this region's application that their service delivery efforts are not yet developed enough for them to be seated. Concern was expressed that they appear overreliant on a small group of trusted servants and do not have wide participation in their regional service efforts.
- Concern was expressed that the neighboring state of Bahia was not a part of the region, even though it is culturally very similar to the rest of the northeastern part of Brazil. The other two states neighboring the region, Alagoas and Sergipe, are not currently within the Brazil Nordeste Region even though they are considered a part of northeast Brazil.
- The regional minutes showed very little involvement or discussions in relation to NAWS topics.
- As with Brazil Central, the workgroup came to agreement that the region is already connected with the wider NA Fellowship through its attendance at the Brazilian Zonal Forum and the presence of a delegate from that zone at the WSC.
- Some concern was expressed that the reason to apply for seating was primarily about influencing decisions at the Conference rather than embracing the responsibilities that come with being a seated region.
- It was noted that this region has had attendance by NAWS trusted servants at local events.
- While it was observed that the region covers a sizable area, it was found that this was not a compelling enough reason on its own to recommend seating the region.
- It was noted that the region is providing valuable services, particularly in the area of H&I and Fellowship development.

**Thailand**

- The current level of service provision in the community led the workgroup to agree that it does not currently rise to the level of a region. The workgroup acknowledged that some valuable services are being delivered, but felt that more time was needed for the community to grow and mature. It was also noted that there is a low level of participation by trusted servants at the region.
- The community seems to consist primarily of non-Thai-speaking members, and there appears to be only one Thai-national trusted servant at the RSC.
- The application did not address the low number of indigenous NA members mentioned in the regional minutes.
- The regional website is in English and has no links to the Thai literature that is posted on na.org.
- One of the areas in the region consists of only four members, and others do not consistently offer NA meetings.
- The application does not offer any detail on how seating will benefit the community in Thailand. The workgroup does not believe that seating the region will help it to grow, and viewed its consistent attendance at the Asia Pacific Forum (which it has hosted several times) as a more productive way for them to be supported. It was also noted that NA World Services has visited Thailand regularly.
- The APF has a zonal delegate who will be able to participate on behalf of unseated regions within the zone.
- The application did not offer any detail on what Thailand will be able to offer the Conference as a seated participant, but instead focused on their belief that they had a right to be seated. The workgroup did not agree with this perspective and views participation at the Conference as being more about responsibility to NA as a whole.
- The regional minutes contained very little discussion about the decision to apply for seating.

### **Additional Thoughts About the Process from the Seating Workgroup**

As in the last two cycles, the workgroup had concerns about continuing to seat regions while the WSC continues to evolve. At times it was a challenge to separate this concern from the consideration of each of the applications solely in the light of the seating criteria.

It was also again mentioned, as in previous workgroups, that the standards being applied to new applications for seating are far more stringent than in previous years, largely due to the increasing size of the Conference, and that some of the regions currently seated would not satisfy them if they were to reapply today. The workgroup discussed how, as the Conference has grown over the decades, its processes have evolved. The presence of seating criteria provides a framework for a conversation about each individual application rather than simply a checklist of requirements to be seated.

Some time was also spent discussing the geographic size of some of the applying regions and how this alone is not a sufficient reason for seating a new region at the Conference. The workgroup also discussed how the ratio of groups within a community and the number of seats it already had put some pressure on their decision-making process. It was understood that it is not possible in a diverse Fellowship like NA to create equitable criteria that give a certain number of seats to a community based on the number of groups it contains. Nevertheless, the workgroup acknowledged that as the Conference grows and the existing criteria are more stringently applied to each application, this pressure will continue to be felt.

The workgroup recognized that these discussions were outside the scope of their task, but wanted to offer them in addition to their evaluation of each of the applications.

#### **D. Background and Recent Conference Decisions Regarding Seating**

Seating at the WSC is an issue that has challenged successive Conferences over the years. One of the consequences of our own success as a Fellowship is that as NA has grown, the Conference has become larger and increasingly expensive, to the point where its sustainability and effectiveness are threatened.

The Criteria for Recognition of New Conference Participants was created in 2000 as a part of a larger set of Conference policy changes, including a two-year Conference cycle and the WSC funding of delegates' attendance. The idea was that if the WSC was going to fund regional delegates, there needed to be some sort of criteria in place for Conference participants. This policy quickly proved ineffective, however. In an effort to draft a policy that could adequately deal with the diversity of our Fellowship, we ended up with very few objective criteria. The seating process does not seem to adequately consider the needs of either the Conference or the regions applying for seating. Without an effective policy in place, and with a growing need to consider the size and the cost of the WSC while also continuing to welcome new NA communities to the table, Conference decisions related to seating have become increasingly emotional and difficult.

Included below are the specific seating-related decisions since the 2008 Conference.

WSC 2008 passed by voice vote the following motion adopting a moratorium on the consideration of regions resulting from a regional split for two Conference cycles. That motion was:

To place a moratorium on the current *Criteria for Recognition of New Conference Participants* from *A Guide to World Services in NA* until WSC 2012. The World Board would continue to make recommendations to the conference in 2010 and 2012 concerning regions that did not result from a division of a conference seated community.

All Conference motions take effect at the close of the WSC at which they are adopted, so the moratorium came into effect at the end of WSC 2008.

Seven regions—Egypt, El Salvador, Nepal, Nicaragua, Poland, North Carolina, and Southern Brazil—were seated at WSC 2008.

WSC 2010 considered the following amendment to the moratorium, which failed by a standing vote of 80-40-1-0 (yes-no-abstain-present not voting). (The amendment required a two-thirds majority of voting members to pass, in this case, 81.)

To revise the conditions of the moratorium adopted at WSC 2008 as follows:

To place a moratorium on the current *Criteria for Recognition of New Conference Participants* from *A Guide to World Services in NA* until WSC 2012. ~~The World Board would continue to make recommendations to the conference in 2010 and 2012 concerning regions that did not result from a division of a conference seated community.~~ No regions will be considered for seating at WSC 2012.

Intent: To allow the conference time to discuss WSC seating and the attendant policies without the added consideration of new regions requesting seating for this one conference only.

Two regions were seated at WSC 2010—Lithuania and Denmark.

WSC 2012 considered the following questions about seating:

Do you support the WB recommendation to not consider any region for seating at WSC 2014?  
Straw poll results: 41 in favor, 55 opposed

Continue the spirit of the existing moratorium for one cycle? (Do not consider regions resulting from a split.) Straw poll results: 73 in favor, 20 opposed

This resolution from the 2012 *Conference Agenda Report* was passed:

Resolution 8: To Approve in Principle: State/national/province boundaries are the primary criterion for seating consideration at the World Service Conference.

Carried by standing vote: 60-46-1-3 (yes-no-abstain-present not voting)

No regions were seated at WSC 2012.

Two World Board motions in the 2014 *Conference Agenda Report* to discontinue participation by alternate delegates and cease the automatic funding of a delegate from every seated region were offered as a means of controlling both the cost and the size of the WSC. Neither of these motions was supported.

One region—the Dominican Republic—was seated at the 2014 Conference.

Three regions were seated at WSC 2016—Grande São Paulo, HOW, and Rio de Janeiro.

Three regions were seated at the 2018 WSC—Mexico Occidente, Netherlands, and Ukraine. This Conference also passed the following motion to create zonal delegates with the same voting and funding privileges as regional delegates:

Motion #18: That any Zonal Forum with two or more zonally seated regions or communities that are not seated at the World Service Conference, may choose to send one Zonal Delegate to the World Service Conference to represent those regions or communities.

The last three Conferences have engaged in a range of discussions and decisions about the future of the WSC, which have been continued during the 2018–2020 Conference cycle under the auspices of the WSC of the Future Project.

### E. Criteria for Recognition of New Conference Participants (GWSNA 2018–2020)

*When WSC 2008 approved a moratorium on this conference policy until after WSC 2012, the policy was removed from this Guide. When straw polled, WSC 2012 supported (73-20) continuing the spirit of the moratorium for one more conference cycle, until WSC 2014. The 2014 and 2016 conferences made no formal decisions about the seating policy though there were a series of discussions at the conferences focused on the future of the WSC. The policy included in this Guide is unchanged from 2008 when the conference passed the seating moratorium.*

*With the WSC 2018 decision to seat zonal delegates from zones with two or more regions that are not seated at the WSC, criteria for the recognition of zones will need to be developed.*

If you need more information, please contact the World Board.

1. A new region is eligible to apply for recognition as a conference participant after having functioned as a service body for at least three years. For regions forming out of an already existing region, the newly formed region has to have functioned as a separate body for at least three years.
2. New regions should conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, unless there are certain conditions to the contrary. A region forming out of an already existing region may be seated at the conference by demonstrating that it meets the specific conditions that necessitate separation. From time to time, local service delivery needs arise in existing regions that result in the establishment of multiple regions. These circumstances should be reserved for situations caused as a result of large NA populations, great geographic distances, or such diversity of language or custom so as to impede effective, direct communication between the service committee and the Fellowship.
3. A region that meets these criteria may then initiate its request to be recognized as a conference participant by submitting a letter of intent to the World Board not less than one year before a World Service Conference.
4. Upon receiving notification from the region, the World Board will request that the region provide information on the current and past history of the service delivery within the region. The Board will inform the region of the type of information that should be submitted.
5. If the region is forming out of an already existing region, the new region should also provide information as to the nature of the extraordinary circumstances that precipitated the formation of the new region, and summarize the consideration and decision-making processes used to create the new region. This statement should also address what special circumstances exist that would preclude the new region from continuing to have its voice heard at the conference by simply participating in some form of shared services (regional assemblies, workshops, or any form of participation in collecting group conscience) with the old region.
6. All regions will also be asked to answer questions such as:
  - Why do you want to become a conference participant?
  - Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?
  - Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the Fellowship? If so, explain how.
  - Will participation at the conference affect your local NA community? If so, how?
  - Do you believe that your region adds a voice or a value to the conference that does not exist in the current conference body?

7. The World Board reviews the information provided using a group of conference participants—World Board members and regional delegates—as a workgroup, who are involved throughout this process, while working directly with the region to obtain any further information. Interactions between the Board, its workgroup, and the region may continue until the Board is satisfied that it has collected all the information needed. The Board, with the assistance of the workgroup involved, will produce a final report with recommendations for the upcoming conference. The requesting region will see the report before it is distributed to conference participants and may include any additional information it believes is relevant for the conference to consider. A report of the information will then be distributed to conference participants prior to the WSC. Due to the complex nature of regional development, each application is considered on a case-by-case basis, rather than through some arbitrary criteria that establish minimum sizes and structure of regions in order to address local service issues.
8. Upon the presentation of information to the WSC, the conference will consider the request. Formal recognition as a conference participant requires a new business proposal to pass with a two-thirds vote of approval by the conference. There is no need for the region to be present at the conference at which their request is being considered and funding for attendance will not be provided.
9. The addition of the new region will take effect upon the close of the World Service Conference at which its application is approved. Upon approval, the newly recognized region's delegate is automatically funded to the next WSC.

## F. Profiles from Each Region and Background Information on Brazil

The following bullets explain some of the main points related to the development of the current regional structure in Brazil. These, along with the Brazilian regional map supplied by the Brazilian Zonal Forum, are offered in an effort to explain some of the unique circumstances within Brazil and are intended to aid in the decision-making process of Conference participants.

- 1992—Brazil Region seated at the WSC. Region covers the entire country of Brazil.
- Late 1990s to early 2000s—Discussions of the challenges related to the geographic size of Brazil result in the proposal to form a new level of service called nucleos in 2002. These are multiarea service bodies that are positioned between the ASC and the RSC. They are intended to enable neighboring areas to support each other, promote Fellowship growth in less-developed areas, and save on travel expenses.
- 2002 to the present day—nucleos form in different parts of Brazil, initially in the major population centers of Rio de Janeiro and São Paulo.
- 2005—Southern Brazil Region formed.
- 2007—Grande São Paulo Region formed.
- 2008—Southern Brazil Region seated.
- 2009—HOW and Rio de Janeiro Regions formed.
- 2011—Rio Grande do Sul Region formed.
- 2013—Brazil Central and Brazil Nordeste Regions formed.
- 2015—Minas Region formed.
- 2016—Grande São Paulo, HOW, and Rio de Janeiro Regions seated.





# WSC 2020 Seating Request Form

## Brazil Central Region

*\*\*Please note: If you do not have precise figures for some of the questions here but can give a close estimate, approximations are fine. When numbers are requested, please answer with a number rather than spelling out the word.*

### **Seating Questions (from A Guide to World Services in NA)**

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Why do you want to become a conference participant?

We'd like to take part of the group conscience worldwide to add our experience with fellowship development over a large geographical area, which brings it's own specific challenges. We'd like to learn from other regions/zones and take part in the decision making processes. Also very important for us is participation in the discussions about the future of WSC and the zonal representation. Besides, we would to be heard concerning the NA literature development.

Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?

Currently our voice will be heard through our Zonal Forum (ABNA). However, this will be only indirectly because it is practically impossible to exert any influence on the decisions made by the WSC.

Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the Fellowship? If so, explain how.

Yes. We use consensus based decision making. We have experience doing PI, H&I, Fellowship Development, Literature Review and Translation.

How will participation at the conference benefit your local NA community?

We hope to get support to take help to places where NA has not yet arrived.

Please tell us about any other regional information or comments regarding the region's experience with the seating process.

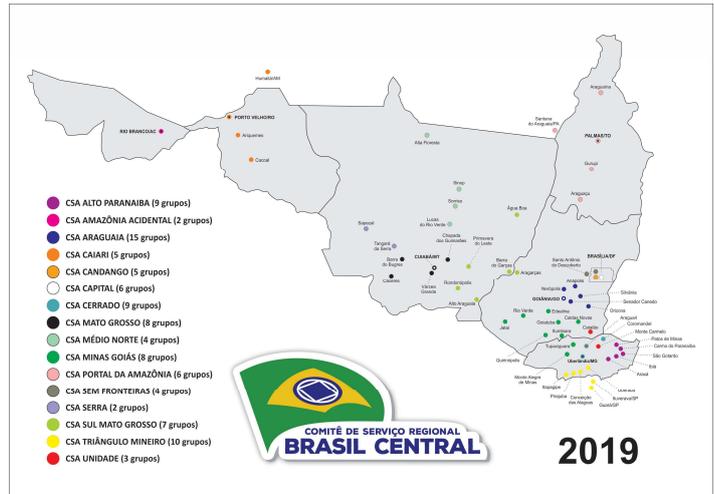
This is our third request for seating in the WSC. In WSC 2016, the region didn't fulfill the requirements. In WSC 2018, the workgroup came to consensus that this region was not yet developed enough in its service delivery efforts to be seated. Also had concerns that the region does not conform to state boundaries within Brazil, and agreed that these issues should be addressed before seating of the region. With this request, we attach the updated map and materials for a better evaluation. There is a video of our Second Prison Meeting of the Twelve Steps carried in the city of Araxa.

Does your region represent all of the groups/meetings in your NA community? ..... Yes

### **Regional formation and history**

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Does the region conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, as recommended in A Guide to World Services? If not, why? Yes. State boundaries. However, some ASC in the Minas Gerais State are part of the Brazil Central Region. These ASC supported the formation of the Brazil Central Region. Even after Minas Region was formed in 2015, these ASC chose to remain part of the Brazil Central Region. See following maps. In orange, the Brazil Central Region in the map of Brazil.



If any part of the region was previously part of another region, what was the reason for the division?  
 The ASCs that make up the Brazil Region formed an intermediary service body in Brazil Region. That intermediary service body was called “Nucleo NA Estrada”. It was a tentative experience to reduce the costs of RCMs did go to the Brazil Region meeting, as well as an experience of doing service more locally and less centralized. Although we felt that the local services benefited from having a local service body, it was not a positive experience in regard to the representational chain of information/decision making process. Another level was added, distancing the groups from the world level. This has proven to be a mistake. The information and decision-making process that came from the World level hardly reached the group level. Hence, the "Nucleo" no longer was being productive as a service structure organization. So, in November 2013, after much studying and discussion, the community decided to become a region.  
 What was the date of the regional formation? ..... November 15, 2013  
 When did the region begin to administer services? As explained above, regional like services were administered since the start of the “Nucleo NA Estrada”.  
 What year did NA recovery meetings begin in the region? ..... May 1987

Please provide copies of notes/minutes from your last three RSC meetings (in English only, if possible).

**Facts about your Region**

Name of Region ..... Brazil Central  
 Name of Regional Delegate ..... Marco Emilio Goncalves  
 Name of Alternate Delegate..... Vacant  
 How long is the RD term in your region?..... 2 years  
 How many areas are in the region?..... 16  
 How many groups are in the region?..... 105  
 How many meetings take place each week in the region?..... 298  
 How many H&I panels take place each week in the region? (Please count panels facilitated by all service bodies, not just the RSC.) ..... 30  
 Does it seem as though the number of members in your region has been growing, shrinking, or staying the same since WSC 2018?    X growing    shrinking     staying the same

**Budget (Please specify currency if not giving amounts in US dollars)**

What percentage of your RSC’s annual budget comes from group and area contributions? (Please use numbers only)..... 80%  
 What percentage comes from conventions and events?..... 20%  
 What percentage comes from literature sales? ..... 0%  
 What was the total amount of money contributed by the region to your zonal forum during your last fiscal year? ..... U\$ 50,00

**Your Regional Service Structure**

How often does your RSC meet face-to-face? (Number of meetings per year) ..... 4  
 How often does your RSC meet virtually? (Number of meetings per year) ..... 4  
 How often does your regional admin body meet virtually? (Number of meetings per year) **The regional add body communicates daily through WhatsApp group. The regional add body communicates daily through WhatsApp group to make decisions. When necessary, there are virtual meetings.**  
 Does your RSC meet in the same place each time? ..... Yes  
 If no, please explain. .... n/a  
 Does your region have a regional office?..... No  
 Does your region have a regional convention? ..... Yes

If yes, is attendance:  Increasing     Decreasing     Staying the same

What committees or workgroups do you have at your RSC?

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Convention/Events | <input checked="" type="checkbox"/> FD/Outreach      | <input checked="" type="checkbox"/> H&I               |
| <input type="checkbox"/> Human Resources              | <input type="checkbox"/> Literature distribution     | <input checked="" type="checkbox"/> Literature Review |
| <input checked="" type="checkbox"/> Phonenumber       | <input checked="" type="checkbox"/> PR/PI            | <input type="checkbox"/> Project Based Workgroups     |
| <input type="checkbox"/> Regional Service Office      | <input checked="" type="checkbox"/> Translations     | <input type="checkbox"/> Website                      |
| <input type="checkbox"/> Youth                        | <input type="checkbox"/> Other, please specify _____ |   |

Are any of these workgroups/committees new since the last WSC?..... Yes  
 If yes, which ones?..... **Literature Review and Translation**  
 Does your RSC use Consensus Based Decision Making (CBDM) to reach decisions? ..... Yes  
 Do any of your areas use CBDM to reach decisions? **Yes. When a proposal is submitted, they consider all points of view. Absent a contrary point of view, consider the proposal approved. Having a contrary view, all make considerations about it. After all opinions: 1) Or the tenderer withdraws the tender, 2) Or the tenderer adjusts the proposal, 3) Or suspend decision making until the next meeting, 4) Or vote on the proposal if urgent.**

**Service Delivery & Best Practices**

Are fellowship development (FD) or outreach efforts provided within your region?  
**Yes. The FD subcommittee meets in virtual meetings every month through the Zoom app. There is exchange of experience and requests for help.**  
 Have Issue Discussion Topic workshops been held in your region? .....  
**Yes. In all service forums and workshops topics related to fellowship development are discussed. We discussed the presence of the fellowship in social media.**  
 What kind of training and mentoring efforts take place in your region and/or its areas?  
**Service forums and workshops. Our areas have subcommittees for each branch of service (PI, H&I and Phonenumber). The region annually makes a Service Forum.**  
 Describe what kind of planning your region and/or its areas utilize.  
**We hold a biannual assembly focused on budget and planning. Our areas hold annually events with the same purpose.**

Does your region or its areas have any shared services with other service bodies? **Yes. The Brazil Central Region shares a phonenumber with HOW Brazil Region and Grande Sao Paulo Region. The monthly expenses of the phonenumber is divided between the three Regions. This phone costs two hundred and fifty dollars a month for the Brazil Central Region. The phonenumber number is: 0800 888 6262.**

Has your region discussed where NA does not exist in your region? ..... **Yes. Often.**  
If you have had any particular successes with communication strategies in your region and/or its areas please share them. **Yes. The RSC and subcommittees use the Zoom app to hold virtual meetings and WhatsApp groups to communicate daily.**

If you have had any particular successes with utilizing technology in new ways within your region and/or areas please share them. **Yes. The face to face meetings of the RSC are transmitted by Zoom app to the farthest ASCs. These ASC participated with voice and vote.**

Please describe the different types of public relations efforts (PR/PI) carried out in your region  
**We make IP panels in schools, hospitals, police stations and community centers. We fixed posters and banners. Our contacts with Justice, Health and Education are being done in a continuous manner. Also, we are studying to doing PI on social media.**

How many statewide/national conferences per year do the PR/PI committees in your region and areas participate in/exhibit at? **Every year, we conducted a Service Forum debating issues on IP in one of the ASC. Every two years, Forum Zonal holds a Service Forum discussing IP issues in one of the Regions.**

Does your region have any type of NA phonenumber or a helpline? **Yes. The Brazil Central Region shares a phonenumber with HOW Brazil Region and Grande Sao Paulo Region. The monthly expenses of the phonenumber is divided between the three Regions. This phone costs two hundred and fifty dollars a month for the Brazil Central Region. The phonenumber number is: 0800 888 6262.**

Do you have a regional website? **Yes. The Brazil Central Region shares a website with the other Brazilian Regions. URL: <https://www.na.org.br/relatorio>**

If yes, do you keep your meeting information updated on the website?..... **Yes**

**Reaching Decisions on WSC Issues**

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Has your region hosted CAR workshops? **No. Until WSC 2018, the groups considered holding CAR workshops a waste of time, because it was impossible to send the votes to the WSC. With Zonal Delegates, this will be partially possible at WSC 2020.**

We are aware of three main methods for reaching a conscience on motions in the CAR:

- A tally of votes on each motion **or**
- At a community gathering where the motions are discussed and voted on **or**
- It is left to the delegate’s discretion.

Which of these methods does your community use to reach a conscience on the CAR? (Please check one only. **If your community uses more than one, please indicate the main method and use the “Other” option to provide further details.**)

- Tally—one vote per Area       Tally—one vote per group       Tally—one vote per member
- Other tally, please describe.....
- Discussion and vote by GSRs at regional workshop/assembly
- Discussion and vote by RCMs at RSC meeting
- Other community gathering, please describe.....
- Delegate decisions to the RD/AD
- Other, please describe.....

Does your region discuss the parts of the CAR not related to motions? ..... **No**

If yes, please describe these efforts ..... **n/a**

Does your region engage in gathering a conscience for CAT material? ..... No  
If yes, please describe these efforts ..... n/a

**Innovations and Challenges**

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What subject generated the most interest and discussion in your region over the past conference cycle?

The discussions about the future of WSC and the zonal representation.

Please describe the most significant challenge your region has faced since WSC 2018

Our challenges remain the same, it's overcoming our large geographic distances.

Please describe some highlights or successes your region has experienced since WSC 2018

Broadcasting face-to-face meetings through the Zoom app with effective participation from the most distant ASCs.

What additional information would you like to share with other conference participants?

Alone we don't get.

Seating Questions (from A Guide to World Services in NA)

**Why do you want to become a conference participant?**

Minas Region believes that it has enough experience to exchange. We have developed a lot since our creation and we would love to be part of the decision making process worldwide and we also believe that we are part of the NA structure. Our mission is to contribute to the fellowship development locally and worldwide.

**Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?**

We were at the last conference. We felt that we could and should participate of all that experience changing and decision making process that happened there. We feel that the Minas region's voice was not heard because we didn't have seat, even though we were there. We believe in the principle of inclusion and we trust that seating Minas region at WSC would be good for the whole fellowship.

**Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the Fellowship? If so, explain how.**

Yes, our Region came from a State service forum created in 2006. Through the years we have developed and worked in the idea of being a region, so in 2015 we became one. We have more than 150 groups in 14 areas, H&I, PR, Phone line and FD/Outreach. We have just had a convention and we are huge geographically.

**How will participation at the conference benefit your local NA community?**

We intend to hear the voice of our groups and take it to WSC as well as bring back all the experience to our groups. We feel that we are going to be part of the worldwide fellowship. One specific point is about money; it would be easier to make our members aware of the money flow, increasing the donations. Another and most important point is that we believe that we can improve our services if we bring other regions experiences back home.

**Please tell us about any other regional information or comments regarding the region's experience with the seating process.**

We requested a seat at last WSC. According to the WSGNA, we met almost all the criteria, we hadn't had a convention and was missing few months to complete 3 years. Now we meet all the requirements, we became a region in January 2015 and we had our first convention in Ouro Preto City, we also had a World Board member in our convention talking about the world services and carrying workshops.

**Does your region represent all of the groups/meetings in your NA community?**

Yes.

**Regional formation and history**

**Does the region conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, as recommended in A Guide to World Services? If not, why?**

80 % of the state is seated in Minas Region, the rest of the groups are not here because of geography, if they were here would be much more expensive for the fellowship.

**If any part of the region was previously part of another region, what was the reason for the division? Please briefly describe the division process.**

Minas region, as all other Brazilian regions, came from Brasil region which was too big, there is no point on keep seated there and spend triple the money we do today and we wouldn't be able to do the amount of service with quality we do now. It is important to know that the transition from forum to region was very long (almost 10 years).

**What was the date of the regional formation?**

January of 2015.

**When did the region begin to administer services?**

Since we became a region, we were able to do all the service with just the Money coming from the areas during almost 4 years, after that we had our convention which gave us some extra money.

**What year did NA recovery meetings begin in the region?**

The first group of the state started in the 80's in São João Del Rey city.

**Please provide copies of notes/minutes from your last three RSC meetings (in English only, if possible).**

**Facts about your Region**

**Name of Region**

Minas Region

**Name of Regional Delegate**

Raphael Vinícius França da Silva

**Name of Alternate Delegate**

Vacant

**How long is the RD term in your region?**

2 years

**How many areas are in the region?**

14 areas.

**How many groups are in the region?**

142 groups.

**How many meetings take place each week in the region?**

292 per week.

**How many H&I panels take place each week in the region? (Please count panels facilitated by all service bodies, not just the RSC.)**

16 panels per week.

**Does it seem as though the number of members in your region has been growing, shrinking, or staying the same since WSC 2018? growing ?shrinking ? staying the same**

The number of members have been growing

**Budget (Please specify currency if not giving amounts in US dollars)**

**What percentage of your RSC's annual budget comes from group and area contributions? (Please use numbers only)**

49%

**What percentage comes from conventions and events?**

51%

**What percentage comes from literature sales?**

None, we do not distribute literature

**What was the total amount of money contributed by the region to your zonal forum during your last fiscal year?**

\$ 625.00

**Your Regional Service Structure**

**How often does your RSC meet face-to-face? (Number of meetings per year)**

4 meetings per year.

**How often does your RSC meet virtually? (Number of meetings per year)**

None.

**How often does your regional admin body meet virtually? (Number of meetings per year)**

Our admin body meets every 3 months alternating with the RSC meeting, we do that face to face, however, there are 2 members of the body who lives far away and they follow the meeting virtually.

**Does your RSC meet in the same place each times? yes ? no? If no, please explain.**

Sim, we found the best place to all 13 areas .

**Does your region have a regional office? yes ? no**

Yes, we do.

**Does your region have a regional convention? yes ? no If yes, is attendance: ? Increasing ? Decreasing? Staying the same?**

Yes, we had only one convention so far and we are planning the second

**What committees or workgroups do you have at your RSC?**

? Convention/Events ? FD/Outreach ? H&I

? Human Resources ? Literature distribution ? Literature Review

? Phonenumber ? PR/PI ? Project Based Workgroups

? Regional Service Office ? Translations ? Website

? Youth ? Other, please specify

We have Conventions, H&I, Phonenumber, PR, FD/Outreach, WGs and our regional service office.

**Are any of these workgroups/committees new since the last WSC? ? Yes ? No If yes, which ones?**

No, all of them exist since the region creation.

**Does your RSC use Consensus Based Decision Making (CBDM) to reach decisions? yes ? no**

Yes.

**Do any of your areas use CBDM to reach decisions? ? yes ? no**

Yes, all of them follow the same way of the region.

**Comments about how that works**

When a proposal comes to the body, we listen all the point of views, after discussing them we ask if there is a consensus, in case we don't have, we listen the minority and keep discussing, after listen them again we take the decision. Almost every time we get it, in the last case we open for voting.

**Service Delivery & Best Practices**

**Are fellowship development (FD) or outreach efforts provided within your region? Yes ? No**  
Yes.

**If yes, please describe these efforts. If you have an FD or outreach workgroup/committee, please describe this**

We have as a main goal to develop the North of the state where we have just few NA meetings. We have a specific WG to work in that place; they work with the closest area.

**Have Issue Discussion Topic workshops been held in your region? Yes ? No If yes, please describe these efforts**

No.

**What kind of training and mentoring efforts take place in your region and/or its areas? Describe what kind of planning your region and/or its areas utilize.**

**Does your region or its areas have any shared services with other service bodies? Yes ? No If yes, please describe these efforts.**

Yes, we are very active in Brazilian Zonal Forum, we share all types of services with the other 8 Brazilian Regions.

**Has your region discussed where NA does not exist in your region? Yes ? No**

Yes, as mentioned before our main goal to develop the North of the state

**If you have had any particular successes with communication strategies in your region and/or its areas please share them.**

Due to the geographical distance of our areas, we have been using the Zoom platform to do some meetings of our subcommittees and the admin body. We are also collecting information and experiences of other regions about virtual recovery meetings.

**If you have had any particular successes with utilizing technology in new ways within your region and/or areas please share them.**

As mentioned before, we use Zoom platform.

**Please describe the different types of public relations efforts (PR/PI) carried out in your region**

- Soccer stadium advertising
- Advertising in Freeways toll cabins
- Social medias
- Posters and pamphlets

- Bus door

- Etc.

**How many statewide/national conferences per year do the PR/PI committees in your region and areas participate in/exhibit at?**

We have an annual regional conference/forum, and we also participate in all National conference every two years.

**Does your region have any type of NA phonenumber or a helpline? Yes ? No If yes, please describe these efforts.**

We have a regional subcommittee which gives all the support to our areas. Each area has its own line.

**Do you have a regional website? ? Yes ? No If yes, please include the URL**

Together with the other Brazilian regions, we decided to have just one national website. The URL is [www.na.org.br](http://www.na.org.br)

**If yes, do you keep your meeting information updated on the website? Yes ? No**

Yes, we have a permanent workgroup in charge of update the informations.

**Reaching Decisions on WSC Issues**

**Has your region hosted CAR workshops? Yes ? No If yes, please describe these efforts, such as number of workshops and average attendance**

Yes, we have approved an event of three days where we invite all the areas to work with the CAR information. The area representative takes all the information to their communities and they send the votes afterwards.

**We are aware of three main methods for reaching a conscience on motions in the CAR:**

- **A tally of votes on each motion or**
- **At a community gathering where the motions are discussed and voted on or**
- **It is left to the delegate's discretion.**

**Which of these methods does your community use to reach a conscience on the CAR? (Please check one only. If your community uses more than one, please indicate the main method and use the "Other" option to provide further details.)**

**Tally—one vote per Area ? Tally—one vote per group? Tally—one vote per member ? Other tally, please describe ? Discussion and vote by GSRs at regional workshop/assembly ? Discussion and vote by RCMs at RSC meeting ? Other community gathering, please describe ? Delegate decisions to the RD/AD ? Other, please describe**

One vote per group

**Does your region discuss the parts of the CAR not related to motions? Yes ? No If yes, please describe these efforts**

Yes, before going to the motions we work with the other subjects and we start with them.

**Does your region engage in gathering a conscience for CAT material? ? Yes ? No**

**If yes, please describe these efforts**

No, unfortunately there is no translation for the CAT what makes difficult to work with it.

**Innovations and Challenges**

**What subject generated the most interest and discussion in your region over the past conference cycle?**

Zonal representation at WSC.

**Please describe the most significant challenge your region has faced since WSC 2018**

Creating a incorporation and to deal with legal subjects

**Please describe some highlights or successes your region has experienced since WSC 2018**

- Our first convention
- Growth the number of groups in the region.
- To develop a very small community of our region (ASC União dos Vales)
- Regional service forum with more than 100 people of attendance
- Good financial health and we know our responsibility of sending Money to other structures

**What additional information would you like to share with other conference participants?**

We believe that all the information we provided reflects very good about Minas Region. We would like to thank the possibility of being part of.

Raphael V.

Delegado Região Minas



*\*\*Please note: If you do not have precise figures for some of the questions here but can give a close estimate, approximations are fine. When numbers are requested, please answer with a number rather than spelling out the word.*

**Seating Questions (from *A Guide to World Services in NA*)**

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Why do you want to become a conference participant? **The desire of stop using is the only requirement for belonging to NA, and believing that it is enough, based on Tradition 3. Our Region has existed since 2013 as a result of the “Núcleo do Sol” Nucleus. We’d like to take part of the worldwide consciousness to add our experience and lessons from other regions/zones and take part in the decision-making processes. Our community believes we are ready to contribute to World Services.**

Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why? **Yes. Currently our voice is heard through ABNA (NA Brazilian Association). Yet, this is only heard indirectly, which makes it much more complicated and virtually impossible to have any influence on the decisions made on the WSC. We are a country of continental dimensions, where our 6 Northeast states that are part of RSC Nordeste, by themselves represent in territorial area, the size of several countries. Our size in territory is: 940,032 Km2, where Brazil has 8,516,000 Km2. Look at the attached maps(1and 2 folder). The other Regions that emerged from the Brazil Region had the same need due to the territorial dimensions and cultural differences within a country like Brazil.**

Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the Fellowship? If so, explain how. **Yes, we do believe we have enough NA service and recovery experience to be a positive contributor. We have experience in development in areas far from major centers, where we have records of the first meetings in 1994. This year we are completing 25 years of NA in the Northeast States (except the State of Bahia). From where we left 1 Area in 1999 to 7 Areas in 2008 and today (2019) we are 14, with Long Reach projects for four more Areas in the Central Regions of the states of Ceará, Pernambuco, Piauí and Rio Grande do Norte. We have experiences traveling over 1000km by bus to support fellowship development. A local development experience with many Service Forums, Conventions, Step Events, Tradition Events and Concept Events, and we have a local convention in Fortaleza that will complete 10 years of existence in 2020. We have a Literature Translation Committee, where we pioneered Internet translations, where we are already going to the Eighth National Conference of Literature Translators, Brazil level. This has led to a consistent development and maturity of our community. An example of this is the number of weekly meetings and services provided: better than before.**

How will participation at the conference benefit your local NA community? **We believe that our participation in the conference will further boost our local growth. Due to the exchange of direct experience with other countries. Being in close contact with our neighboring regions will make it easier to bring your experiences to our groups.**

Please tell us about any other regional information or comments regarding the region’s experience with the seating process. **The experience of having gone through two previous processes has created a WSC 2020 Working Group, with the full support of all that are part of RSC Nordeste.**

Does your region represent all of the groups/meetings in your NA community? **YES** .....

**Regional formation and history**

---

Does the region conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, as recommended in A Guide to World Services? If not, why? **Yes, National Boundaries.** .....

If any part of the region was previously part of another region, what was the reason for the division? Please briefly describe the division process. **Yes, we were part of Brazil Region for many years, it was the only Region in the country. In 1999, Brazil Region helped us to have an area meeting in Salvador - BA, with the 9 groups in the states of Bahia, Sergipe, Piauí, Pernambuco, Ceará and Rio Grande do Norte, and we created the first two NA areas of northeastern Brazil, where one was called Northeast Area with the states of Ceará, Pernambuco, Rio Grande do Norte and Piauí, with 5 groups. 2 in Ceará; 1 in Pernambuco, 1 in Piauí and 1 in Rio Grande do Norte. And the other Area was called BASE, with the states of Bahia and Sergipe . All linked to Brazil, in the same year of 1999 we had the 1st Northeast Service Forum in Fortaleza - CE, with the presence of all groups that were in Salvador – BA meeting. And then with the help of CSR Brasil, it truly formed the Northeast , where shortly after it was dissolved, (a year and a half after it was formed), and we were isolated groups, the place where NA grew most in Fortaleza, was where he formed the CSA do Sol, and the Groups kept opening and in 2007, there were already Groups in Paraíba, and in Alagoas, Piauí we lost touch. So CSA do Sol was formed in Fortaleza. With the help of Brazil Region, we created a project to grow, called RENAJO CAM, where we made Local Development Forums, to join groups and form Areas in these states. The 1st RENAJO CAM Forum was in Recife-PE. The 2nd RENAJO CAM Forum in Natal – RN. The 3rd RENAJO CAM Forum was in Recife again. And the 4th RENAJO CAM Forum was in João Pessoa – PB. And the last RENAJO CAM Forum was in Maceió - AL. It was in Maceió that the first AREA emerged as a result of the RENAJO CAM Forums. And CSAs began to emerge in every state and CSR Brazil helped us form the “Núcleo do Sol” in January 2008. and we had our Nucleus structure until May 2013. Where through the AREAS consciousness that was formed through Forums Service, which showed the difference of a Region and a Nucleus. And the Areas decided to support the formation of NORDESTE REGION. We participated in Brazilian Zonal Forum (FZB) since the “Nucleo do Sol” formation and continued after becoming Region. ....**

What was the date of the regional formation? **May 2013**.....

When did the region begin to administer services? **Immediately after founding, the Nordeste Region took over the administration of all regional services from “Nucleo do Sol.”.**

What year did NA recovery meetings begin in the region? **1994 Renovavida Group in Fortaleza, Group come from TA (Addicts Anonymous)** .....

Please provide copies of notes/minutes from your last three RSC meetings (in English only, if possible).

**Facts about your Region**

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Name of Region: **Nordeste Region Brazil** .....

Name of Regional Delegate: **Raimundo F. L. dos Santos (Magal)** .....

Name of Alternate Delegate: **Vacancy** .....

How long is the RD term in your region? **2 years** .....

How many areas are in the region? **14** .....

How many groups are in the region? **131** .....

How many meetings take place each week in the region? **264** .....

How many H&I panels take place each week in the region? (Please count panels facilitated by all service bodies, not just the RSC.): **24** .....

Does it seem as though the number of members in your region has been growing, shrinking, or staying the same since WSC 2018?  growing  shrinking  staying the same

## Budget (Please specify currency if not giving amounts in US dollars)

---

What percentage of your RSC's annual budget comes from group and area contributions? (Please use numbers only) **R\$ 27.460,00 = 52%** .....

What percentage comes from conventions and events? **R\$ 25.169,97= 48%**.....

What percentage comes from literature sales? **0 %** .....

What was the total amount of money contributed by the region to your zonal forum during your last fiscal year? **R\$ 300,00** .....

## Your Regional Service Structure

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How often does your RSC meet face-to-face? (*Number of meetings per year*) **3**.....

How often does your RSC meet virtually? (*Number of meetings per year*) **1**.....

How often does your regional admin body meet virtually? (*Number of meetings per year*) **78 by Skype and Zoom App** .....

Does your RSC meet in the same place each time?.....  yes  no?

If no, please explain. **At least we have 1 meeting outside of Fortaleza a year to bring the region closer to the communities.** .....

Does your region have a regional office? **Rua Norvinda Pires, 60 -Aldeota-Fortaleza-CE- Brazil ZIPCODE: 60150-280** .....

Does your region have a regional convention? **In Septemper our Region will make the Third Regional Convention on São Luiz City in Maranhão state. Attached is the informative folder only in Portuguese (3 folder).**.....  Xyes  no

If yes, is attendance:  Increasing  Decreasing  Staying the same

What committees or workgroups do you have at your RSC?

XConvention/Events

FD/Outreach

H&I

Human Resources

Literature distribution

X Literature Review

Phonenumber

PR/PI

X Project Based Workgroups

X Regional Service Office

XTranslations

Website

Youth

X Other, please specify: **Unit & Service Responds by all**

**Committees. PR/PI – Phonenumber – H&I – FD/Outreach.** .....

Are any of these workgroups/committees new since the last WSC? .....

X Yes  No

If yes, which ones? **WG to WSC 2020 Seating / WG to Acquire Virtual Meeting Zoom Platform / WG to Convention Unification on Brazil Region and Nordeste Region.**.....

Does your RSC use Consensus Based Decision Making (CBDM) to reach decisions? .....

X yes  no

Do any of your areas use CBDM to reach decisions? .....

Xyes  no

Comments about how that works: **We put the motion in the plenary, where it is debated and, after the debate, we went to vote to reach consensus.** .....

## Service Delivery & Best Practices

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Are fellowship development (FD) or outreach efforts provided within your region? .....

X Yes  No

If yes, please describe these efforts. If you have an FD or outreach workgroup/committee, please

describe this: **The Unit & Service Subcommittee is responsible for Long Reach and Local Fellowship Development services. We even have a project for the development of new areas in the south of the state of Ceara, where there are a population over 350.000/500.000, and in the states of Piauí, Pernanbuco and Rio Grande do Norte, where the population in these cities is over 1.000.000.This project will be to development in the center of states. The project will be done through Local Help Forums (FAL in Portuguese).**.....

Have Issue Discussion Topic workshops been held in your region? .....  X Yes  No

If yes, please describe these efforts: **CAR Workshop in all WSCs since we were “Nucleo”, and in all presential Region Meetings there is a Workshop on a subject of interest to CSAs, the last meeting was about reporting.**.....

What kind of training and mentoring efforts take place in your region and/or its areas? **H&I, PR/PI, HELPLINE, LONG REACH. Learning Days. 1<sup>st</sup> Conference from Helpline by Zoom App. (Attached is the informative folder only in Portuguese) (Folder 4).**.....

Describe what kind of planning your region and/or its areas utilize. **RSC / AREAs Term Planning for Actions and Finance, Agenda of Events.** .....

Does your region or its areas have any shared services with other service bodies? .....  X Yes  No

If yes, please describe these efforts. **National Service Forum / National Literature Conference / NA BRAZILIAN ASSOCIATION / HELPLINE Fortaleza / The Unified AREAs Forums** .....

Has your region discussed where NA does not exist in your region? .....  X Yes  No

If you have had any particular successes with communication strategies in your region and/or its areas please share them: **The change of address from an AREA in the state capital of Piaui to the interior, which increased the opening of new fellowship groups in the interior of the state, and we observed that areas in centralized locations have greater possibilities of growth.** .....

If you have had any particular successes with utilizing technology in new ways within your region and/or areas please share them. **The use of the Zoom platform, used in meetings of Regional Subcommittees, as well as the use by AREAs to development services through their Subcommittees. We also had a virtual meeting of Nordeste Region, where a decision-making process, took place to change the address of the new RSC office. And where we have already lent our virtual room to other Regions of Brazil to use on an experimental experience. We participated in World Service Day and World PR Week. Our 1<sup>st</sup> HELPLINE Conference was all done by the Zoom Platform with the participation of members from Brazil.** .....

Please describe the different types of public relations efforts (PR/PI) carried out in your region: **Radio shows, Bus poster collage (Photo 5), out bus, billboard (Photo 10), Groups signs, Water bill Helpline number, bread bags, Facebook and Instagram shots”(Photo 6), Faces painted (Caras Pintadas) on commemorative dates (Photo 7), Building elevators Out light. Stand at fairs in universities and state road. NA literature exhibition at the Federal University Library. Wall painting (Photo 8). Passage with NA band at football stadiums before game (Attached photo 9).** .....

How many statewide/national conferences per year do the PR/PI committees in your region and areas participate in/exhibit at? **Over 10. National PR Conference / National Service Conference / National Literature Conference / Forum for Health Professionals / State Drug Repression Forum of Rio Grande do Norte, among other.**.....

Does your region have any type of NA phonenumber or a helpline? .....  X Yes  No

If yes, please describe these efforts: **The Region Helplines receive an average of 15 calls / month each. 13 AREAs have Hephlines, 12 AREAs that use WhatsApp in Helpline. With 11 calls / month each. In an average total of 3924 calls per year.** .....

Do you have a regional website?  Yes  No If yes, please include the URL: **We use NA Brazilian Association. The National Website www.na.org.br**.....

If yes, do you keep your meeting information updated on the website? .....  X Yes  No

**Reaching Decisions on WSC Issues**

Has your region hosted CAR workshops? .....  X Yes  No

If yes, please describe these efforts, such as number of workshops and average attendance: **In the last conference we had 9 AREAs with an average of 10 participants per workshop day.**.....  
.....

We are aware of three main methods for reaching a conscience on motions in the CAR:

- A tally of votes on each motion **or**
- At a community gathering where the motions are discussed and voted on **or**
- It is left to the delegate’s discretion.

Which of these methods does your community use to reach a conscience on the CAR? (Please check one only. **If your community uses more than one, please indicate the main method and use the “Other” option to provide further details.**)

- Tally – one vote per Area       Tally – one vote per group       Tally – one vote per member
- Other tally, please describe.....
- Discussion and vote by GSRs at regional workshop/assembly
- X** Discussion and vote by RCMs at RSC meeting
- Other community gathering, please describe.....
- Delegate decisions to the RD/AD
- Other, please describe.....

Does your region discuss the parts of the CAR not related to motions? .....  **X** Yes  No

If yes, please describe these efforts: **We read Topics by Topics, we discussed to understand the decision making process.** .....

Does your region engage in gathering a conscience for CAT material? .....  **X** Yes  No

If yes, please describe these efforts: **Some workshops to learn what will be presented and decided, with the recommendations of the World Board. To know the Regions that were accepted in the process Seating in WSC.**.....

**Innovations and Challenges**

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What subject generated the most interest and discussion in your region over the past conference cycle? **The Zonal Representation. What would the changes be like for Unseating Regions, and so far has not been clarified for our community.**.....

Please describe the most significant challenge your region has faced since WSC 2018: **The relocation of our Regional office to Fortaleza. And the beginning of Unity & Service Magazine. Now we are in the 5<sup>th</sup> edition. (Attached the photos).**.....

Please describe some highlights or successes your region has experienced since WSC 2018: **World Service Day; Our 3rd convention will be held in one of the most historic cities in Brazil, recognized by UNESCO. PR World Week.**.....

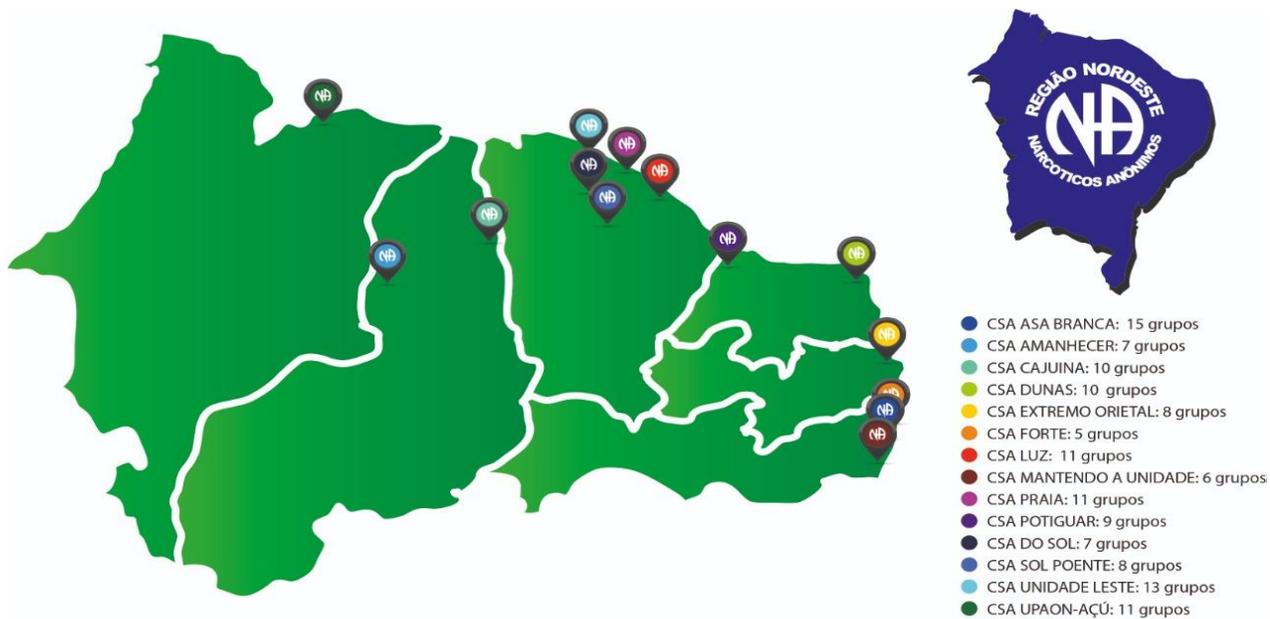
What additional information would you like to share with other conference participants? ..... **Our NA Fellowship local development project in central cities in Nordeste Region states.**

## ATTACHED SEQUENCE

### NA BRAZILIAN ASSOCIATION MAP 1



### NORDESTE REGION MAP 2





**III CRNA NORDESTE**  
**SPH: VIVENDO A RECUPERAÇÃO**  
12 A15 DE SETEMBRO DE 2019 - SÃO LUÍS - MA



**INSCRIÇÕES**  
**Valor R\$ 900,00**  
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**12 vezes**

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**Crianças até 7 anos**  
**Grátis**

Mesmo quarto dos pais  
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Fabiano - (98) 98141.6070  
João Paulo - (98) 98751.4565  
Jean Pierre - (85) 99900.0775  
Mário - (85) 98704.3020

Mais informações e inscrições pelo o site  
[www.crnanordeste.com.br](http://www.crnanordeste.com.br)



## I CONFERÊNCIA DE LDA

Unidade e Serviço convida a todos para participarem da  
I Conferência de LDA da Região Nordeste

TEMAS;  
O OITAVO CONCEITO NO  
LDA  
APLICATIVO DO LDA  
0800



DIA: 14 DE JULHO ÀS 19H VIA ZOOM  
ID 914 528 4993



BUS FOLDER COLLAGE 5



INSTAGRAM FOTO 6



“CARAS PINTADAS IN CARNIVAL 7



“CARAS PINTADAS” 7



WALL PAINTING 8



PASSAGE WITH NA BAND AT FOOTBALL STADIUM BEFORE GAME LAST SUNDAY JULY27-9



BILLBOARD 10





UNIT & SERVICE MAGAZINE 5<sup>th</sup> EDITION



*\*\*Please note: If you do not have precise figures for some of the questions here but can give a close estimate, approximations are fine. When numbers are requested, please answer with a number rather than spelling out the word.*

### **Seating Questions (from *A Guide to World Services in NA*)**

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Why do you want to become a conference participant? To be part of the wider group conscience, to feel part of the world-wide community, to bring vision from our part of the world, to give our experience. Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?

Yes we do, because we are not a member of the world services directly today.

Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the Fellowship? If so, explain how.

Yes we do. We have a lot of experience of serving areas and isolated groups which are far away geographically and also in the process of development. We have a lot of Fellowship development activities and have our views and opinions on similar processes in the NA world

How will participation at the conference benefit your local NA community?

It will give us sense of belonging to a greater world of NA and will help us better understand important things regarding NA service structure and our role and place in it. Recently, members of our community, especially in small areas, have become very interested in NA events in the world - we want to take part in them, we need it. And we are ready to give all our experience to the community NA

Please tell us about any other regional information or comments regarding the region's experience with the seating process. ....

Does your region represent all of the groups/meetings in your NA community? Yes

### **Regional formation and history**

---

Does the region conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, as recommended in *A Guide to World Services*? If not, why?

Yes, it is Federal Territory of the North-West

If any part of the region was previously part of another region, what was the reason for the division?

Please briefly describe the division process.

The largest area of the new region (St. Petersburg Area) was previously part of the first and oldest Russian-speaking region Western Russia. Moreover it was the founding member of that first region. In the past approximately 7 years many new groups opened in the North-West of the country, and the old region didn't have resources to serve them properly as they needed fellowship development. So that became the task for the Area St. Petersburg and brought about the idea of forming a new region on that territory which was done.

What was the date of the regional formation? May 2013 - decision made; November 2013 - first RSC meeting

When did the region begin to administer services? November 2013

What year did NA recovery meetings begin in the region? First recovery meeting began in 1990 in St. Petersburg

Please provide copies of notes/minutes from your last three RSC meetings (in English only, if possible).

## Facts about your Region

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Name of Region North-West Russia

Name of Regional Delegate Valeriy K

Name of Alternate Delegate vacant

How long is the RD term in your region? 2 years

How many areas are in the region? 8

How many groups are in the region? 60

How many meetings take place each week in the region? 260

How many H&I panels take place each week in the region? (Please count panels facilitated by all service bodies, not just the RSC.) app. 50

Does it seem as though the number of members in your region has been growing, shrinking, or staying the same since WSC 2018?  **growing**  shrinking  staying the same

## Budget (Please specify currency if not giving amounts in US dollars)

---

What percentage of your RSC's annual budget comes from group and area contributions? (Please use numbers only) 76%

What percentage comes from conventions and events? 10,5% we profit from the sale of Souvenirs at our events

What percentage comes from literature sales? 13,5%

What was the total amount of money contributed by the region to your zonal forum during your last fiscal year? 450 USD

## Your Regional Service Structure

---

How often does your RSC meet face-to-face? (*Number of meetings per year*) 2 times a year

How often does your RSC meet virtually? (*Number of meetings per year*) 12 times a year

How often does your regional admin body meet virtually? (*Number of meetings per year*) 0

Does your RSC meet in the same place each time?.....  yes  no?

If no, please explain. Place is chosen in advance from the bids presented by areas, through voting

Does your region have a regional office? .....  yes  no

Does your region have a regional convention? .....  yes  no

If yes, is attendance:  **Increasing**  Decreasing  Staying the same

What committees or workgroups do you have at your RSC?

**Convention/Events**

Human Resources

**Phoneline**

Regional Service Office

Youth

**FD/Outreach**

**Literature distribution**

**PR/PI**

Translations

Other, please specify \_\_\_\_\_

**H&I**

Literature Review

Project Based Workgroups

**Website**

Are any of these workgroups/committees new since the last WSC? .....  Yes  No

If yes, which ones? .....

Does your RSC use Consensus Based Decision Making (CBDM) to reach decisions? .....  yes  no

Do any of your areas use CBDM to reach decisions? .....  yes  no

Comments about how that works That works well for most questions, not for all of them, though

## Service Delivery & Best Practices

---

Are fellowship development (FD) or outreach efforts provided within your region?  Yes  No

If yes, please describe these efforts. If you have an FD or outreach workgroup/committee, please describe this We hold service learning days and assembly providing funding for GSRs to attend

Have Issue Discussion Topic workshops been held in your region?  Yes  No

If yes, please describe these efforts We held one seminar for the RCM "Community involvement in service". Now the RCM will hold it for members of local communities

What kind of training and mentoring efforts take place in your region and/or its areas? Literature committee assembly (for all LitCom members and those who are interested in translations and literature); PR and HI assembly; Delegate's sessions, web conference

Describe what kind of planning your region and/or its areas utilize. We make a plane on the next 6 mounts every RSC

Does your region or its areas have any shared services with other service bodies?  Yes  No

If yes, please describe these efforts. We take part in the work of Zonal Translations committee.

Has your region discussed where NA does not exist in your region? .....  Yes  No

If you have had any particular successes with communication strategies in your region and/or its areas please share them. We use Whatsup chat for communication, it works well, also we have online eetings in Zoom every month or even twice a month between regular RSC meetings

If you have had any particular successes with utilizing technology in new ways within your region and/or areas please share them. We use Zoom for online conferences.

Please describe the different types of public relations efforts (PR/PI) carried out in your region

Tubercular clinics, labour exchange, management of execution of punishments, public transport, billboards, cinemas, pharmacies, centers of psychological help, banners, social advertising, social centers, round tables for professionals, elevators, anti-drug Commission, letters of appreciation and etc

How many statewide/national conferences per year do the PR/PI committees in your region and areas participate in/exhibit at? In one - regional scientific and practical conference on rehabilitation and resocialization of drug addicts.

Does your region have any type of NA phonenumber or a helpline? .....  Yes  No

If yes, please describe these efforts. In our region, each area has its own telephone line number-we have 8 lines. There is a coordinator by phones of the region. Volunteers inform everyone who calls about the time and place of meetings, and also help beginners to get to the meeting. To do this, there is a separate list of volunteers from groups that can meet beginners and hold a meeting

Do you have a regional website?  Yes  No If yes, please include the URL <http://www.na-szr.ru>

If yes, do you keep your meeting information updated on the website? .....  Yes  No

## Reaching Decisions on WSC Issues

---

Has your region hosted CAR workshops? .....  Yes  No

If yes, please describe these efforts, such as number of workshops and average attendance .....

We are aware of three main methods for reaching a conscience on motions in the CAR:

- A tally of votes on each motion **or**
- At a community gathering where the motions are discussed and voted on **or**
- It is left to the delegate's discretion.

Which of these methods does your community use to reach a conscience on the CAR? (Please check one only. **If your community uses more than one, please indicate the main method and use the "Other" option to provide further details.**)

- Tally – one vote per Area      [Tally – one vote per group](#)       Tally – one vote per member
- Other tally, please describe.....
- Discussion and vote by GSRs at regional workshop/assembly
- [Discussion and vote by RCMs at RSC meeting](#)
- Other community gathering, please describe.....
- Delegate decisions to the RD/AD
- Other, please describe.....

Does your region discuss the parts of the CAR not related to motions? .....  Yes  No  
 If yes, please describe these efforts.....

Does your region engage in gathering a conscience for CAT material? .....  Yes  No  
 If yes, please describe these efforts.....

**Innovations and Challenges**

---

What subject generated the most interest and discussion in your region over the past conference cycle?

Traditions - new material and workshops

Please describe the most significant challenge your region has faced since WSC 2018

The most significant challenges were budgetary shortfall and the shutdown of the only meeting in the geographically isolated area in Karelia

Please describe some highlights or successes your region has experienced since WSC 2018

We had the third regional Convention, which included a large two-day Assembly on HI and PR. Now we are preparing a big two-day Assembly service, which will address the issues of HI, PR, Literary Committee, treasurers, Committee on the organization of activities of the Committee on community development, telephone lines and service groups

What additional information would you like to share with other conference participants?

The longest distance between groups in our region is 1354 km (841 miles); 2 of groups in our region are above the Northern polar circle, 3 of groups are just on the polar circle latitude



*\*\*Please note: If you do not have precise figures for some of the questions here but can give a close estimate, approximations are fine. When numbers are requested, please answer with a number rather than spelling out the word.*

### **Seating Questions (from A Guide to World Services in NA)**

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#### **Why do you want to become a conference participant?**

Thailand currently does not have a seat at WSC and feel that the Thai fellowship would benefit from exposure to the experience of WSC. If diversity truly is the strength of our fellowship then Thailand should be seated at WSC as it represents a unique culture not currently represented at WSC.

#### **Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?**

Yes. Thailand believes that the voice of our community is not being heard at WSC. Thailand is part of the Asia Pacific Forum which gives us a forum to discuss issues but we no influence on WSC decisions as we have no vote at the WSC. Group conscience is an important concept to the Thai region and we feel we would like to be part of the global conscience of our fellowship.

#### **Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the Fellowship? If so, explain how.**

Yes. We have a many members with more than 10+ of service experience from many different countries and a growing base of Thai members eager to learn. We have a very active H&I / PI (HiPi) committees in the region and we have carried out many presentation within the last few years. We have carried out presentations and started Thai speaking meetings in all 6 of the Thai government treatment facilities throughout all of Thailand. We have presented at the ASEAN Addiction Conference for 2 consecutive and also the ISSAN Addiction Conference in the east of the Thailand. We also hosted a booth at World Federation of Therapeutic Communities (WFTC) in conjunction with NAWS. We have presented at numerous public health colleges and psychiatric units to both nurses and patients. We have hosted meetings in prisons at both Bangkok and in Issan at the east.

We believe our experience working within the government structure and the local culture makes us a key asset in the SE Asia region for further NA development in both Cambodia and Vietnam.

#### **How will participation at the conference benefit your local NA community?**

In order to 'feel part of' the fellowship we encourage members to join a group. For Thailand to 'feel part of' the global fellowship and global service service. Unity and anonymity in action.

#### **Please tell us about any other regional information or comments regarding the region's experience with the seating process.**

Thailand applied 2 years ago to be seated at WSC. It was not recommended for seating. Thailand disagreed and disputed some of the comments presented in the CAT as reasons for not recommending seating. We were further disappointed by the voting at WSC for new seating. We were unaware that regions who were recommended for seating had motions raised on their behalf by world board, however, regions not recommended had to get a seated region to raise a motion on their behalf. As we were unaware of this no motion was raised. Instead of just pointing at the place in the guidelines we obviously had missed it would have been more helpful and proactive if NA World had emailed us

after publication of CAT to bring to our attention that we had to find a 'friendly' region to raise a motion on our behalf if we wished to continue in the process.

**Does your region represent all of the groups/meetings in your NA community?**

Yes.

**Regional formation and history**

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**Does the region conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, as recommended in A Guide to World Services? If not, why?**

The Region conforms to the geographic boundaries of the Kingdom of Thailand.

**If any part of the region was previously part of another region, what was the reason for the division?**

There only ever has been 1 region within Thailand. When Bangkok split into 2 areas this was incorrectly stated in RSC minutes as a split into 2 regions. Both areas in Bangkok have now combined.

**Please briefly describe the division process.** N/A

**What was the date of the regional formation?** April 2007

**When did the region begin to administer services?** April 2007

**What year did NA recovery meetings begin in the region?** 1994

**Please provide copies of notes/minutes from your last three RSC meetings (in English only, if possible).** – Provided. Attached with seating request email. We apologise in advance for the quality of the Mar-2018 minutes. Our RSC Secretary had only recently died and someone new was thrust into the position amid a great deal of confusion.

**Facts about your Region**

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**Name of Region** Thailand

**Name of Regional Delegate** Robert Purcell

**Name of Alternate Delegate** Ashley Davidson

**How long is the RD term in your region?** 2 years

**How many areas are in the region?** 7

**How many groups are in the region?** 70

**How many meetings take place each week in the region?** 70

**How many H&I panels take place each week in the region? (Please count panels facilitated by all service bodies, not just the RSC.)** 10

**Does it seem as though the number of members in your region has been growing, shrinking, or staying the same since WSC 2018?**  growing  shrinking  staying the same

**Budget (Please specify currency if not giving amounts in US dollars)**

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**What percentage of your RSC's annual budget comes from group and area contributions? (Please use numbers only)** 25%

**What percentage comes from conventions and events?** 70%

What percentage comes from literature sales? 5%

What was the total amount of money contributed by the region to your zonal forum during your last fiscal year? \$1700

## **Your Regional Service Structure**

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How often does your RSC meet face-to-face? (Number of meetings per year) Every 6 months (twice)

Does your RSC meet in the same place each time?  yes  no?

If no, please explain. Region rotates to different areas so that the fellowship in the smaller areas gets to experience region and boosts the local meeting attendance,

Does your region have a regional office?  yes  no

Does your region have a regional convention?  yes  no

If yes, is attendance:  Increasing  Decreasing  Staying the same

What committees or workgroups do you have at your RSC?

- |   |   |   |
|---|---|---|
| <input checked="" type="checkbox"/> Convention/Events | <input type="checkbox"/> FD/Outreach                        | <input checked="" type="checkbox"/> H&I           |
| <input type="checkbox"/> Human Resources              | <input checked="" type="checkbox"/> Literature distribution | <input type="checkbox"/> Literature Review        |
| <input checked="" type="checkbox"/> Phonline          | <input checked="" type="checkbox"/> PR/PI                   | <input type="checkbox"/> Project Based Workgroups |
| <input type="checkbox"/> Regional Service Office      | <input checked="" type="checkbox"/> Translations            | <input checked="" type="checkbox"/> Website       |
| <input type="checkbox"/> Youth                        | <input type="checkbox"/> Other, please specify _____        |   |

Are any of these workgroups/committees new since the last WSC?  Yes  No

If yes, which ones? H&I / PI regional subcommittee. Areas had committees but region did not.

Does your RSC use Consensus Based Decision Making (CBDM) to reach decisions?  yes  no

Do any of your areas use CBDM to reach decisions?  yes  no

Comments about how that works N/A

## **Service Delivery & Best Practices**

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Are fellowship development (FD) or outreach efforts provided within your region?  Yes  No

If yes, please describe these efforts. If you have an FD or outreach workgroup/committee, please describe this

We have a relationship with the Thai government treatment facilities known as Thanyarak and NA has started Thai speaking meetings in all 6 Thanyarak hospitals. We encourage patients to hold their own meetings and we workshop how they can do this with them.

Have Issue Discussion Topic workshops been held in your region?  Yes  No

If yes, please describe these efforts N/A

What kind of training and mentoring efforts take place in your region and/or its areas?

We mentor people for H&I panels and in presentation skills for PI. People are also mentored through sponsorship for the various service positions.

Describe what kind of planning your region and/or its areas utilize.

We have initiated a Fellowship Development strategy meeting to formulate a plan on the way forward for NA in Thailand. How best to use our resources and what key areas, institutions and government support we need.

Does your region or its areas have any shared services with other service bodies?  Yes  No

If yes, please describe these efforts

Phoneline and LTSC are both centralized at region. H&I / PI have both been combined into a joint services subcommittee (HiPi) both at local and regional to best make use of resources.

**Has your region discussed where NA does not exist in your region?**  Yes  No

If you have had any particular successes with communication strategies in your region and/or its areas please share them.

We initiated 12 step workshops for Thai speaking members funded by Region. We invited members from all parts of Thailand and held the workshop on 3 separate occasions – twice in Bangkok and once on Chiang Mai.

**If you have had any particular successes with utilizing technology in new ways within your region and/or areas please share them**

NA in Thailand is mainly centered in the population centers but our Thai members often come from rural communities. We have created a LINE group (similar to WhatsApp) to connect the Thai speaking members and hold online meetings.

**Please describe the different types of public relations efforts (PR/PI) carried out in your region.**

We have a very active PI committee and over the last 2 years have carried out PI at Colleges of Public Health, Military Camp schools, International Schools, prisons, psychiatric units, community hospitals and addiction conferences. All have been in the Thai language.

**How many statewide/national conferences per year do the PR/PI committees in your region and areas participate in/exhibit at?**

We have held yearly presentations and hosted NA booths at both Asean and Issan Addiction conferences in Thai.

We have co-hosted a NA booth with NAWS at the World Federation of Therapeutic Communities (WTFC)

**Does your region have any type of NA phoneline or a helpline?**  Yes  No

If yes, please describe these efforts 2 hour phone helpline. 1 Thai number and 1 English speaking number. Both numbers available in NA Thailand website.

**Do you have a regional website?**  Yes  No If yes, please include the URL [www.na-thailand.org](http://www.na-thailand.org)

If yes, do you keep your meeting information updated on the website?  Yes  No

## **Reaching Decisions on WSC Issues**

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**Has your region hosted CAR workshops?**  Yes  No

If yes, please describe these efforts, such as number of workshops and average attendance

We do not workshop the whole CAR or seek conscience as there is no point in voting when you have no input. We do however discuss the up & coming literature projects and events from the CAR, the role of Zones, the IDTs and anything else directly relevant to the local fellowship. We also keep the fellowship regularly updated on the progress of these projects both at area and on our fb page. We encourage them to get involved in the service days and literature input & review.

We are aware of three main methods for reaching a conscience on motions in the CAR:

- A tally of votes on each motion **or**

- At a community gathering where the motions are discussed and voted on or
- It is left to the delegate's discretion.

Which of these methods does your community use to reach a conscience on the CAR? (Please check one only. **If your community uses more than one, please indicate the main method and use the "Other" option to provide further details.**)

- Tally—one vote per Area       Tally—one vote per group       Tally—one vote per member
- Other tally, please describe.....
- Discussion and vote by GSRs at regional workshop/assembly
- Discussion and vote by RCMs at RSC meeting
- Other community gathering, please describe.....
- Delegate decisions to the RD/AD
- Other, please describe.....

**Does your region discuss the parts of the CAR not related to motions?**  Yes  No

If yes, please describe these efforts N/A

**Does your region engage in gathering a conscience for CAT material?**  Yes  No

If yes, please describe these efforts N/A

## **Innovations and Challenges**

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**What subject generated the most interest and discussion in your region over the past conference cycle?**

The price of shipping English literature to our region from USA makes it very difficult to keep meetings supplied with BT and SWG which often means meetings run out of literature in a fellowship that believes every addict should have access to it.

Our regional policy document. After many years of vigorous discussion and changes we voted to adopt the Regional Policy document.

**Please describe the most significant challenge your region has faced since WSC 2018**

Trying to grow NA in Thai rural communities.

**Please describe some highlights or successes your region has experienced since WSC 2018**

As described in the body of this seating request a great deal of service has gone into bringing the NA message to many new Thai addicts & professionals in many types of institutions. We are being encouraged and welcomed by the Thai authorities and without them this would not have been possible.

**What additional information would you like to share with other conference participants?**

Thailand believes it should be included in the decision making processes of our inclusive, unified and diverse fellowship of addicts – VOTE us into being part WSC ☺

## **TRAVEL REIMBURSEMENT POLICY**

### **CONFERENCE CYCLE 2020-2022**

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 and accounting for advances must be submitted on a Reimbursement Request form. A copy is included.
2. All reimbursement requests must be submitted no later than 60 days after the last travel day of a trip or event. Submissions after 90 days will typically be 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. Requests should include a receipt, when possible, for non-meal-related reimbursable items.
5. Send all original documents (including receipts) to the WSO.
6. Travel expenses are typically reimbursable for reasonable door to door expenses .
7. The Internal Revenue Service (IRS) does not allow for personal phone calls as a reimbursable expense.

#### **MEALS**

Maximum meal and tip allowance is \$60 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 handwritten, 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 2019 is \$0.575 per mile. These rates change each year and are established by the IRS.

For meetings held at the WSO-Chatsworth, ground transportation, including car rental, does not require prior approval. The maximum allowable ground transportation from Los Angeles area airports is \$40 per person each way, including tips. 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 21 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 21-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 21-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. 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 21 days prior to departure in order to qualify for the lowest fare. Sam then drives to the airport (27 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 NA community, returns to the airport by shuttle (\$16 with tip), and flies home. The parking bill is \$21. Sam saves all receipts. An advance of \$180 was requested and granted. The meal allowance is \$60/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 \$0.575 per mile (27 x \$0.575 = \$15.53).
- Shuttle (with tip)—yes, with receipt.
- Meals—maximum meal and tip allowance is \$60 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 those with individual personal issues such as snoring. This must be approved by World Services and may not be done by the individual traveler. If staying with a non-world service traveler, they 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 \$180 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. No funds will be advanced or reimbursed to you until any previous advances that are outstanding for 60 days or more have been accounted for.

#### A WORD TO THE WISE

If, after reading the World Service Travel Guidelines and this package, you are uncertain about a 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 90 days of purchase (in the case of supplies) or date of bill (phone/fax).

#### 2020–2022 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 internet expenses must be substantiated.
- ♦ Individuals' expenses must be submitted to the WSO each month or as a bill is available.
- ♦ 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.

#### Miscellaneous

Any other expenses incurred that you believe should be reimbursed should be submitted as "other" on a Reimbursement Request and include receipt(s).

### Sample Reimbursement Request

Name: Sam Service Date of Request: 1 Sept 2020  
 Event/Purpose: Zonal Forum Workshop Dates of Event: 04-06 Aug 2020  
 Location: Dallas, Texas, USA

Maximum meal and tip allowance is \$60 per day

3 # of Days x \$60.00 \$180.00

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
<b>Thursday</b>						
<b>Friday</b>	\$292.00 \$15.53* \$30.00**		\$30.00		Airfare *27 miles **Shuttle	\$367.53
<b>Saturday</b>			\$40.00			\$40.00
<b>Sunday</b>	\$15.53* \$35.00** \$21.00***	\$181.50	\$55.00		*27 miles **Shuttle ***Parking	\$308.03
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Totals</b>	\$409.06	\$181.50	\$125.00			\$715.56
<b>Advance</b>						\$180.00
<b>Balance</b>						\$535.56
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 \$60 per day**

# of Days X \$60.00

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
Totals						
<b>Advance</b>						
<b>Balance</b>						
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 \_\_\_\_\_

## Proposed Revisions to GWSNA, WSC Decision-Making Processes, and New Idea Discussions

This memo covers

1. some background on WSC decision-making processes
2. recommended revisions to *A Guide to World Services in NA (GWSNA)*
3. one new change we are proposing for WSC decision making
4. the process we are proposing for new idea discussions

We have tried to explain these ideas as simply as possible, but those of you who are new to the WSC may need to read this memo a couple of times. It may also help to read the World Service Conference section of *A Guide to World Services*, especially pages 7–14. Please reach out and let us know if anything is confusing or you have any questions: [worldboard@na.org](mailto:worldboard@na.org).

### 1. Background on WSC Decision-Making Processes

Most of the changes we are recommending to *A Guide to World Services in NA* are updates to the text so that it better reflects policy decisions that have already been made at recent Conferences and so that it contains current WSC practice.

In order to understand why there are so many changes needed to *GWSNA*'s descriptions of decision-making processes to make them current, it may be helpful to have a little background.

Over the course of the last 15 years, the Conference has been transitioning from parliamentary processes to discussion-based processes. In 2004, the WSC added a session before formal decision making so that participants could discuss items without being limited by the WSC Rules of Order or the requirements of parliamentary procedure. Those “business discussion sessions” became where most of the WSC’s time and energy was spent. By the time the WSC entered the formal business sessions, the outcome of motions was clear. The final votes in the business sessions simply ratified decisions that had already been mapped out in the discussion sessions that took place beforehand.

Eventually, the WSC began making some binding decisions during the discussion sessions as well. Final decisions on main motions were still made in the formal business sessions, but changes to those motions—what we now call amendments and were formerly called “proposals to change motions”—were made in the discussion sessions.

The processes used in those discussion sessions have been refined and added to at each Conference. The goal has been to develop a set of processes that are relatively intuitive, that don’t require specialized knowledge to utilize. Ideally, the discussion and decision-making processes allow the WSC to hear all viewpoints while utilizing the Conference’s limited time as efficiently as possible.

The World Board has asked each of the last several WSCs to test-drive some new processes at that Conference. At the close of each WSC, participants have adopted some of those ideas as ongoing policy. In this way, the WSC has been evolving from processes dominated by parliamentary procedure (what many in the US know as Robert’s Rules of Order) to a set of processes intended to be more user-friendly and better tailored to discussion and consensus building.

Put simply, the current process goes something like this: The WSC uses straw polls to gauge the body’s support for a motion or amendment. When the vast majority of the body (at least 80

percent) either supports or does not support a motion or amendment, discussion is limited. On the other hand, if the body is more evenly divided, discussion is not limited. Those who wish to speak are put in a pool, and the WSC Cofacilitators select the order of speakers, aiming for a diverse range of participants, and favoring those who have not yet spoken.

The Cofacilitators take frequent straw polls to measure the body's support for a motion or amendment, so the body can see whether discussion is making a difference in the level of support. If discussion does not seem to be affecting the level of support, the Cofacilitators can close discussion and take a vote. If the body wants to continue discussion, they can vote to do so.

Eventually, the formal business sessions began to feel redundant, because motions and amendments were thoroughly discussed and polled in the discussion sessions beforehand. At WSC 2018, the Conference decided to eliminate formal business altogether. What was previously called the Old Business session is now called *CAR*-Related Discussion and Decisions. The formal Rules of Order were eliminated in favor of the discussion-based process that the Conference has been developing over the years, which is described briefly above. These processes are described in more detail on pages 10 and 11 of the 2018–2020 *GWSNA*.

The Conference made a similar decision related to what had been called the New Business session. The material sent out in advance of the WSC in the Conference Approval Track (CAT) is now decided upon in a session called CAT-Related Discussion and Decisions. The session includes all of the motions related to material in the CAT and motions for WSC Seating, and it utilizes the same process as the *CAR*-Related Discussion and Decisions.

The process for new ideas that are submitted at the WSC is described in the New Idea Discussions for WSC 2020 section below.

WSC 2018 adopted three other policies related to decision making:

- All WSC decisions, excluding WSC elections, require a two-thirds majority of those present and voting to vote in the affirmative to be adopted.
- If a motion has consensus in the first straw poll, the WSC can opt to discuss and decide on the motion without amendments if Conference participants wish to do so.
- All amendments to *CAR* or CAT motions must be submitted ten days before the WSC.

For this Conference, this last point means amendments and seating motions must be submitted by 16 April. You can find the amendment and seating form posted on [www.na.org/conference](http://www.na.org/conference).

## **2. Recommended Revisions to *GWSNA***

*A Guide to World Services in NA* has not fully kept pace with the changes that have been made to WSC policies.

The version of *GWSNA* included in this CAT for approval includes a thorough update to reflect the discussion and decision-making process that the WSC currently uses. In addition, the 2018 decisions related to zonal delegates, which are described below, require updating *GWSNA*. These decisions, which have already been made by the WSC, are reflected in the draft *GWSNA* in this CAT in red. Along with these changes, we are including recommended changes from the WSC of the Future Workgroup, which also are intended to reflect current policy and practice. All of these are described below. Additionally, changes recommended by the HRP are shown in the draft that follows in red with highlights. We will be asking for your decision on both of these groups of proposed changes.

### **WSC Decision-Making Processes**

As we described above, for the last several Conferences we have been working on shifting toward a more discussion- and consensus-based set of decision-making processes. At each Conference, before we have begun the decision-making sessions, we have offered a motion or set of motions to try some new processes for that WSC. Later in the Conference, participants have had an opportunity to decide to adopt the changes on an ongoing basis if the trial run seems successful to them. Many of the proposed revisions we are offering to *A Guide to World Services in NA* are updates to the text so that it better reflects our current discussion and decision-making processes. The proposed revisions explain the processes adopted at the past few Conferences and cut the processes no longer in use.

Some of the proposed changes intend to clarify how processes work in the absence of parliamentary procedure. We offer these changes as a resource to participants. Three such changes to call to your attention are:

1. In the absence of formal procedures such as Point of Privilege, we have explained that if a participant is experiencing a personal emergency or issue that requires the attention of the Facilitator, they can raise their hand to be recognized by the Cofacilitator.
2. Because we no longer have the definitions that formal rules of order provide, we have explained that, “An amendment to a motion is a change or addition designed to improve the motion.”
3. If a participant disagrees with a decision of the Cofacilitator, they can challenge the decision, and the will of the Conference will prevail.

### **Definition of Conference Participant**

Another main change to the *GWSNA* draft reflects decisions made at the last Conference that expand the definition of Conference participant. WSC 2018 passed a series of motions to allow zones with two or more unseated regions or communities to send a delegate and alternate to the WSC. Those zonal delegates and alternates have the same rights and responsibilities as delegates and alternates from seated regions. With the exceptions indicated in the *Fellowship Intellectual Property Trust* that are described in the *CAR*, zonal delegates can vote, make motions, and receive funding.

So that all zones have the same opportunities for communication during the cycle, zones that are ineligible to send a delegate to the WSC are able to designate two zonal contacts. Those contacts have no role at the face-to-face meeting of the World Service Conference, but they are able to communicate and participate throughout the cycle.

The proposed revisions to *A Guide to World Services in NA* include a definition of Conference participant that reflects these decisions.

### **Changes to Reflect that WSC Work Happens Throughout the Cycle**

These changes began as recommendations from the WSC of the Future Workgroup. They attempt to express the idea that the WSC is more than a biennial event. With emails, input to the plan and projects, workshops, and web meetings, the work of the Conference continues throughout the cycle. The recommended revisions to *GWSNA* include an understanding of the Conference as more than an event. Also, references to communication and collaboration have been expanded to include web meetings and email communication.

Motion: To approve the proposed changes to *A Guide to World Services in NA* as provided in the 2020 CAT and indicated in red.

Intent: To update the *GWSNA* text to reflect current policy and practice.

### **Changes Recommended by the HRP**

The HRP is recommending changes to the Election Procedures and the World Pool Membership sections of *GWSNA*. At the last WSC, participants tried a new balloting process. Instead of using roll call during a Conference session to pass out and collect ballots, distribution and collection of ballots was handled outside of a formal session.

WSC 2018 subsequently passed Motion #57, which is included on page 32 of the 2018–2020 *GWSNA*:

Motion #57: To acknowledge that the WSC has moved away from distributing and collecting election ballots by roll call. The replacement language for the current policies will be presented to participants in the 2020 CAT.

This WSC, the HRP is planning to utilize electronic balloting for the first time. They are asking that nominations from Conference participants be submitted by the same deadline for motions and amendments—ten days before the Conference. Early submission of nominations will help the HRP to compile the eballot more quickly, and it will ease the challenges of translating profiles on-site. Since an early deadline for nominations is not yet policy, the HRP is asking participants to submit nominations by 16 April, but they will continue to accept nominations until the on-site deadline.

Language describing the new World Pool, nominations, and balloting processes is included in the *GWSNA* draft in the CAT in red and highlighted. Changes include eliminating the mandate for paper ballots and eliminating the requirement that members update their World Pool Information Form to remain in the World Pool.

Motion: To approve the proposed changes to *A Guide to World Services in NA* provided in the 2020 CAT and indicated in red and highlighted.

Intent: To make the changes in *GWSNA* called for in Motion #57 to update the description of World Pool, election, and nomination policies.

### **3. WSC Discussion and Decision-Making Processes for 2020**

In addition to the two motions to approve the changes to *GWSNA*, we are offering two motions to try new processes for WSC 2020.

The good news is that almost all of the discussion and decision-making processes we will use at WSC 2020 are relatively unchanged from the last Conference. Many experienced participants described WSC 2018 as the best Conference they had ever been to, and the discussion and decision-making processes were a big part of that success. The processes we will use at WSC 2020 are described in the draft of *GWSNA* included in this Conference Approval Track material. While there are many revisions to the descriptions, as we have explained above, those revisions reflect the processes already approved at recent Conferences. They are not recommended changes to policy, just changes to the text so that it better represents current policy.

That said, we are offering two more changes to Conference processes as an experiment for WSC 2020 only—one relating to abstentions and another related to new idea discussions. We will take the approach that has been successful at the past several Conferences: We will offer a motion for each of the two proposed new processes/policies at the beginning of the *CAR-Related Discussion and Decisions* session for a trial at WSC 2020 only. If the processes seem to benefit the Conference, we will seek your approval on the last day of the Conference to adopt these ideas as policy.

### ***Eliminating Abstentions after CAR-Related Decisions***

As we move toward consensus-based decision making, it does not seem to make sense to continue to call for and count abstentions. In 2008, the Conference began including “present not voting” in the vote count as an option for participants who did not want to register a vote in favor of or in opposition to a measure. As of WSC 2016, the Conference votes and polls electronically, rather than by voice or standing, so the exact count is recorded for every vote and poll.

When taking a straw poll or a vote, the WSC Cofacilitator asks for participants to indicate *yes*, *no*, *abstain*, or *present not voting*. The way to least affect the outcome of a motion is to answer *present not voting*. The level of support for a measure is determined by counting the number of participants in favor of the measure relative to the total number of participants who are voting, and participants who abstain are included in the total number of voting participants. There is widespread confusion about what it means to abstain on a vote; participants often believe it is a way to register that they are not ready to make a decision or that they have reservations about approving an item, without affecting the outcome of the vote.

However, the count of a straw poll or vote is taken from the total of those voting *yes*, *no*, or *abstain*. Conference policy requires two-thirds of voting participants to support a measure for it to pass, and the two-thirds required is calculated from the *yeses*, *nos*, and *abstentions*. This effectively means that an *abstention*, under our current system, counts as an *opposition* or *no*.

For instance, if there are 60 participants in the room and they are voting on a motion, and the vote count is 40 *yes*, 20 *no*, 0 *abstain*, and 0 *present not voting*, the motion would pass. There are 60 members voting, two-thirds of 60 is 40, and 40 participants voted *yes*.

If the same motion received 38 *yes*, 19 *no*, 3 *abstain*, and 0 *present not voting*, it would not pass. There are still 60 participants voting, because *abstentions* are part of the vote count, but only 38 participants voted *yes*.

On the other hand, if the 3 participants who *abstained* instead said they were *present not voting*, the count would be 38 *yes*, 19 *no*, 0 *abstain*, and 3 *present not voting*, and the motion would pass. Because *present not voting* is not part of the vote count, in this case, only 57 people are voting. Two-thirds of 57 is 38, and with 38 participants voting *yes*, the motion would pass.

As the examples above illustrate, in terms of the vote count, *abstentions* have the same effect as a *no* vote. Since motions pass based on the level of support, and *present not voting* is an option available to participants who are neither in favor nor opposed and would like to least affect the vote, we recommend that we try, for WSC 2020 only, calling for and counting only *support/yes*, *opposition/no*, and *present not voting*.

Because delegates come to the WSC with a conscience on the CAR motions that may already include abstentions, we will be making a motion to try eliminating abstentions for decision making after CAR-Related Discussion and Decisions.

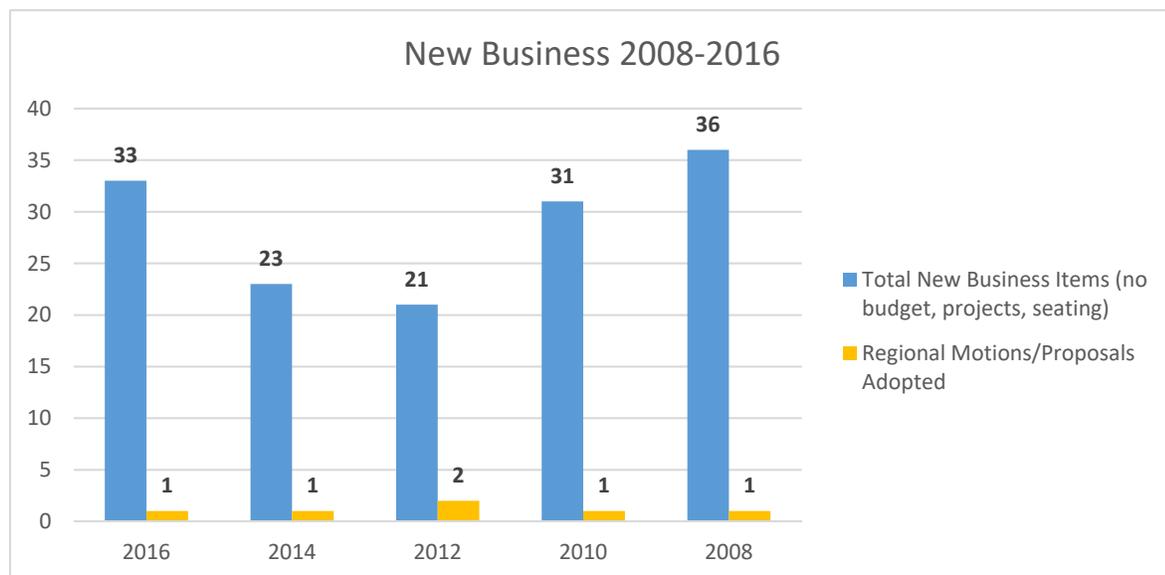
Motion: To eliminate abstentions when voting or taking straw polls, for WSC 2020 only beginning after CAR-Related Discussion and Decisions.

Intent: To simplify the voting and polling process and eliminate an option that has the same effect as a *no* vote.

#### 4. New Idea Discussions for WSC 2020

One of the biggest changes at WSC 2018 was a shift from debate over new “business” to discussion of new “ideas.” For more than a decade, the second-to-last day of the WSC was taken up with New Business. Some of that business was related to material that had been distributed to participants 90 days before the WSC in the Conference Approval Track material. As we’ve mentioned above, the decisions about this material are now made in CAT-Related Discussion and Decisions. Most of the time in New Business, however, was spent debating motions that had been submitted during the Conference week itself.

WSC 2018 adopted the process described in Motion #29, which is included on page 13 of GWSNA, to discuss new idea proposals on a one-time basis. We are including the original text of Motion #29 below, with the changes we are recommending to the process shown. The process seemed to go well at the last Conference, with most participants expressing that it was a big improvement over a day spent debating New Business motions, almost none of which passed. The chart below shows the number of New Business motions or proposals considered at the five Conferences leading up to WSC 2018, with the number of motions or proposals submitted during the Conference week that passed indicated in yellow.



On the closing day of WSC 2018, participants adopted Motion #53:

Motion #53: To acknowledge in the upcoming GWSNA, that formal new business has been eliminated. The process used at WSC 2018 to discuss New Ideas will continue to be developed in the cycle. A motion will be included in the 2020 CAT and offered at the start of WSC 2020 to outline the process to be used for that Conference.

Motion #53 effectively eliminated formal New Business at future WSCs and acknowledged that the process to discuss new ideas would be worked on during the 2018–2020 Conference cycle, and a proposed process to use at the 2020 Conference would be presented in the Conference Approval Track material.

We are offering a motion to adopt the process detailed below for new idea discussions as a trial at WSC 2020 that builds on Motion #29 with some changes as shown below.

Below is the text of Motion #29, with the changes we are recommending for adoption at WSC 2020 shown in color. The text we are recommending to be added is underscored, and the text we are recommending to be cut is struck through. (The text of the original Motion #29 from WSC 2018, without changes being proposed for WSC 2020, is included on page 13 of GWSNA.) A clean copy of the process we are proposing is included at the end of this document.

We are planning to take the same approach for new idea discussions that we have used in most changes to WSC rules and tools: We will offer this motion to try this approach to new idea discussions at WSC 2020, and after trying the process, the WSC can decide whether to adopt the process as policy for future Conferences.

To adopt for WSC 2020 ~~18~~ only, the following approaches for New ~~Business~~ Proposal Idea Discussions:

- 1) All ~~participants that wish to offer an idea for discussion~~ makers of new proposals will use a New Proposal Idea form to submit their ~~proposal~~ idea for discussion. The form will include the following information:
  - a) Maker
  - b) Main topic/issue ~~addressed in the proposal~~ to discuss
  - c) ~~The proposal itself~~ A question or questions to help guide discussion.
  - d) ~~What does this proposal intend to accomplish?~~ The intended outcomes of discussion? (i.e.g., frame a project that has already been adopted or for consideration at a future WSC, create an issue ~~Discussion~~ Topic for the upcoming cycle, frame new tools, evolve ~~ing~~ the idea to create a 2022 ~~0~~ CAR motion, etc.)
  - e) ~~Any contextual or support material that would be helpful in discussion of the proposal~~ Why the topic is important
- 2) The deadline for New Proposal Idea submissions will be 12:00 noon on Wednesday of the Conference week. The WSC Cofacilitators and World Board Chair will oversee the compilation of all submitted ~~proposals~~ Ideas and will be responsible for the final presentation of the list to be distributed to Conference participants. ~~The proposals~~ Ideas will be grouped by topic, with all of the detail included, to make prioritization and discussion more productive. ~~y may group proposals that have similar themes (much as is done currently).~~

- 3) New Proposal-Idea Discussion packages and surveys will be distributed to Conference participants Wednesday evening.
  - a) Each participant will be asked to complete the survey, identifying the ~~proposals or~~ topics they wish to discuss with a “yes” and those they do not wish to discuss with a “no.” Participants can choose to vote “yes” or “no” for every ~~proposal~~topic, none of the ~~proposal~~topics, or any number between.
  - b) The deadline to complete and turn in New Proposal-Idea Discussion surveys is noon Thursday.
- 4) Surveys will be tabulated; all results will be provided to Conference participants Thursday evening.
  - a) The ~~proposals or~~ topics that receive the most “yes” votes will be identified for discussion in small groups, and the Conference will decide which of these topics to discuss. We will seek the Conference’s concurrence on in the small-group ~~breakout sessions~~discussion topics.
  - b) All ~~proposals-Ideas~~ that were submitted and not discussed will be included in an appendix to the WSC minutes.
- 5) New Proposal-Idea discussions will take place in two 90-minute breakout sessions on Friday.
  - a) ~~We~~The WSC will meet as a large group prior to the start of the small-group discussions to review the ~~proposals-topics and the Ideas listed within each and agree on a frame (depending on topics and intended outcomes)~~, so that there is a common understanding of the process and goals.
  - b) There will be at least five breakout rooms, two for RDs and ZDs, two for ADs, and one for Spanish-speaking participants.
  - c) Each session in the breakout rooms will have time for both small- and large-group discussions on each topic. Each breakout room will be asked to agree on outcomes of their discussions to report back to the Conference.
  - d) Session outcomes will be compiled in preparation for the Saturday morning session.
- 6) Large-group follow-up on small-group sessions (Saturday morning)
  - a) ~~We~~The Board will report the points of agreement or disagreement from the breakouts, and facilitate a discussion on how to move forward. ~~This could include additional large-group or small-group discussions.~~
  - a)b) Considering the amount of work already planned, we believe One new topic can be carried into the upcoming 2020–2022 cycle. Some topics discussed may feed into work already planned. The Board will seek WSC concurrence on what topic might be carried into the upcoming cycle or what discussion results may be forwarded to work already planned.
  - b) ~~Either here or in Moving Forward, the Conference will decide how to carry forward proposals or topics that received considerable support but were not identified for discussion.~~
- 7) Moving Forward session (Saturday afternoon)
  - a) Any outcomes from the New Proposals-Idea Discussion process that need a final vote will be addressed.
  - b) Any other issues from the week’s work that need a final vote will be addressed.

As you see, the shape of the process is much the same as in 2018, but we are suggesting some changes based on our experience at the last WSC:

- Grouping by topic allows these Ideas to be more like real discussion topics, not motions in disguise.
- We are suggesting changes to the New Idea form to help participants frame the discussion.
- We did not really have time to discuss the outcomes or frame the topics beyond the survey frame and results and the small-group results so we are suggesting cutting that part of the process.
- There was some confusion about the expectations of where these discussions would go after WSC 2018. (We plan to report on the results of the New Idea Discussions from WSC 2018 in the *Conference Report*.) We have added clarification about discussion outcomes. Some of these discussions may help frame the work that we are already committed to do. For instance, if there are discussions related to DRT/MAT or online meetings, those discussion outcomes can help with the work planned for the cycle ahead. In addition to that framing of work that is already planned for, we believe we have the ability to carry one new idea forward in the cycle ahead. We are also introducing a new planning session at WSC 2020, so we believe there will be several opportunities to add issues for discussion during the upcoming cycle. We included one topic as policy, but the Conference has the opportunity on Saturday to impact the work ahead.

### **A clean version of the proposed motion for WSC 2020:**

To adopt for WSC 2020 only, the following approaches for New Idea Discussions:

- 1) All participants who wish to offer a new Idea for discussion will use a New Idea form to submit their Idea for discussion. The form will include the following information:
  - a) Maker
  - b) Main topic/issue to discuss
  - c) A question or questions to help guide discussion
  - d) The intended outcomes of discussion (e.g., frame a project that has already been adopted or for consideration at a future WSC, create an Issue Discussion Topic for the upcoming cycle, frame new tools, evolve the Idea to create a 2022 CAR motion, etc.)
  - e) Why the topic is important
- 2) The deadline for New Idea submissions will be 12:00 noon on Wednesday of the Conference week. The WSC Cofacilitators and World Board Chair will oversee the compilation of all submitted Ideas and will be responsible for the final presentation of the list to be distributed to Conference participants. The Ideas will be grouped by topic, with all of the detail included, to make prioritization and discussion more productive.
- 3) New Idea Discussion packages and surveys will be distributed to Conference participants Wednesday evening.
  - a) Each participant will be asked to complete the survey, identifying the topics they wish to discuss with a “yes” and those they do not wish to discuss with a “no.” Participants can choose to vote “yes” or “no” for every topic, none of the topics, or any number between.

- 
- b) The deadline to complete and turn in New Idea Discussion surveys is noon Thursday.
  - 4) Surveys will be tabulated; all results will be provided to Conference participants Thursday evening.
    - a) The topics that receive the most “yes” votes will be identified for discussion in small groups, and the Conference will decide which of these topics to discuss in the small-group breakout sessions.
    - b) All Ideas that were submitted and not discussed will be included in an appendix to the WSC minutes.
  - 5) New Idea discussions will take place in two 90-minute breakout sessions on Friday.
    - a) The WSC will meet as a large group prior to the start of the small-group discussions to review the topics and the Ideas listed within each, so that there is a common understanding of the process and goals.
    - b) There will be at least five breakout rooms, two for RDs and ZDs, two for ADs, and one for Spanish-speaking participants.
    - c) Each session in the breakout rooms will have time for both small- and large-group discussions on each topic. Each breakout room will be asked to agree on outcomes of their discussions to report back to the Conference.
    - d) Session outcomes will be compiled in preparation for the Saturday morning session.
  - 6) Large-group follow-up on small-group sessions (Saturday morning)
    - a) The Board will report the points of agreement or disagreement from the breakouts, and facilitate a discussion on how to move forward.
    - b) Considering the amount of work already planned, we believe one new topic can be carried into the 2020-2022 cycle. Some topics discussed may feed into work already planned. The Board will seek WSC concurrence on what topic might be carried into the upcoming cycle or what discussion results may be forwarded to work already planned.
  - 7) Moving Forward session (Saturday afternoon)
    - a) Any outcomes from the New Idea Discussion process that need a final vote will be addressed.
    - b) Any other issues from the week’s work that need a final vote will be addressed.



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## INTRODUCTION

This document reflects the current policies for Narcotics Anonymous World Services, adopted by the World Service Conference. *A Guide to World Services in Narcotics Anonymous* is updated to reflect actions approved at each WSC and sent to conference participants. Copies of this document are also available for purchase from the WSO.

### Dates for 2018–2020 Conference Cycle

Regions and Conference participants should be aware of the following dates for the 2018–2020 Conference cycle:

Travel requests (considered by quarter) (submit at least 45 days before each quarter)	15 November for January–March 15 February for April–June 15 May for July–September 15 August for October–December
World Convention of Narcotics Anonymous	30 August–2 September 2018
Deadline for regions to request to be recognized as a new Conference participant at WSC 2020	1 April 2019
Regional motion deadline	Motions must be received by 1 August and be in <i>CAR</i> -ready form by 30 August 2019. Regions are encouraged to send their motions as early as possible. (For more information, see page 20.)
Deadline for all candidate submissions to the HRP's nomination process	30 September 2019
English <i>Conference Agenda Report</i> available	26 November 2019
Translated <i>Conference Agenda Report</i> available	26 December 2019
Conference Approval Track material available	26 January 2020
Regional report deadline	15 February 2020
Deadline for regional material to be submitted for inclusion in the <i>Conference Report</i>	15 February 2020
Amendments to <i>CAR</i> and <i>CAT</i> motions deadline	16 April 2020
World Service Conference 2020	26 April–2 May 2020

The deadlines for material to be mailed along with the Conference Approval Track material, dates and locations for NAWS activities, and other World Services deadlines will be communicated throughout the Conference cycle and posted to [www.na.org/conference](http://www.na.org/conference). We will post information to this location throughout the Conference cycle.

### Annual Events

Sponsorship Day	1 December
PR Week	First full week in June
Service Day	1 May

## **World Board Meeting Dates for 2018–2020 Conference Cycle**

27–30 June 2018

30 August–2 September 2018 WCNA

6–9 February 2019

1–4 May 2019

24–27 July 2019

2–5 October 2019

15–18 January 2020

4–7 March 2020

## **Conference Participant Web Meeting Dates for 2018–2020 Conference Cycle**

21 July 2018, 11:00 am Pacific Time – Framing the IDTs

6 October 2018, 11:00 am Pacific Time

8 December 2018, 11:00 am Pacific Time

9 February 2019, 11:00 am Pacific Time

April 2019, date to be determined

June 2019, date to be determined

August 2019, date to be determined

October 2019, date to be determined

December 2019, date to be determined

February 2020, date to be determined

March or April 2020, date to be determined

As was discussed at WSC 2018, there are many portions of this Guide that are outdated and no longer reflect current practice. We have attempted to reflect the decisions made at WSC 2018 in this 2018–2020 draft and will be offering more extensive revisions to this Guide, particularly in the Travel and Budget sections, in the *2020 Conference Approval Track*.

The other document or policy that may be of interest to Conference participants is the *Fellowship Intellectual Property Trust*. Publications of interest are the *Conference Agenda Report*, *Conference Report*, *NAWS News*, and the *NA World Services Annual Report*.

All of these items are provided to Conference participants at some time during the Conference cycle and are available upon request from the World Service Office. Many are also available on our website, [www.na.org](http://www.na.org). If you have any questions about any of these items or anything else related to World Services, please contact the World Board in care of the WSO or at [worldboard@na.org](mailto:worldboard@na.org).

## THE NARCOTICS ANONYMOUS SERVICE STRUCTURE

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level, including groups, areas, metropolitan services, regions, etc., can be found in *A Guide to Local Services in Narcotics Anonymous*.

### The NA Group

NA groups are local, informal associations of recovering addicts. They are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all of their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

### The Area Service Committee (ASC)

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

### The Metropolitan Service Committee (MSC)

A metropolitan service committee (MSC) administers a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message. With direct services consolidated citywide by the metro committee, the community's area committees are left free to facilitate group support.

### The Regional Service Committee (RSC)

Regional service committees exist to pool the experience and resources of the areas and groups it serves. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs elect regional committee officers from among themselves. RSCs organize assemblies at which group service representatives (GSRs) and regional committee members discuss a wide range of service matters, including those likely to come before the World Service Conference. The region's delegate to the World Service Conference is elected by the GSRs and/or RCMs at the regional assembly or RSC.

### Zonal Forums

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. World Services and zonal forums interact in many ways. Zonal forums are encouraged to provide written reports to the WSC and may also provide short videos that are shown at the WSC and distributed to conference participants following the WSC. In order to improve communications, they are provided with conference participant mailings and are requested to send their minutes to World Services. World Services typically attends zonal forum meetings, and may provide funding for some participants' attendance at zonal forums. Maintaining effective communication between the zonal forums and World Services is a high priority. In order to more effectively serve the Fellowship, World Services and zones should develop a partnership for the planning and conducting of workshops, and by assisting each other in the coordination

of a variety of service efforts such as professional events and fellowship development activities. Zonal forums with two or more zonally seated regions or communities that are not seated at the World Service Conference may choose to send a zonal delegate to the WSC.

### A VISION FOR NA SERVICE

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. 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;
- ◆ Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- ◆ NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- ◆ Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

### NA WORLD SERVICES

World services are those services that deal with the problems and needs of NA as a whole and that NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery and so that our program of recovery can be made more available to addicts everywhere. Although all parts of our service structure affect and are affected by NA as a whole, only at this level do we find service bodies designed to deal with problems that involve our entire Fellowship.

#### World Service Conference

The final part of our service structure is the World Service Conference (WSC). It is the nerve center of our Fellowship. Our eConference is ~~the one-time~~ both an entity and place-an event; it is where all of our world services come together. ~~Unlike all other service bodies of NA service, to exchange ideas and have discussions. Those discussions happen at the biennial, in-person meeting and through virtual and in-person discussions throughout the conference is not an entity, it is an event—the coming together. Every two—years cycle. The WSC—, regional delegates, zonal delegates, the members of the World Board, and the executive director of the World Service Office—meet to discuss~~ es questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the World Service Conference is to be supportive of the Fellowship as a whole and to define and take action according to the group conscience of Narcotics Anonymous. The World Service Conference works to fulfill the WSC Mission Statement; to honor the spiritual principles of NA's Twelve Steps, Traditions, and Concepts for Service; and to use resources efficiently to sustain its functions.

## The World Board

The purpose of the World Board (WB) of Narcotics Anonymous World Services, Inc., is to contribute to the continuation and growth of Narcotics Anonymous. The Board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message while ensuring that the service and support provided are of the highest quality possible. The World Board manages all activities of World Services including oversight of the operations of the Fellowship's primary service center, the World Service Office.

## The World Service Office

The purpose of the World Service Office (WSO), our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

## The Regional Delegate

The regional delegate (RD) serves as the primary contact between NA's World Services and the local NA community. On one hand, the delegate provides information on current World Services projects to the regional committee. On the other, the delegate provides a local perspective to the work of World Services. During the delegate's term, ~~he or she~~they attends the World Service Conference and virtual Conference participants web meetings as ~~a~~ fully active participant~~s~~, for while the delegate is elected by and accountable to the regional assembly or RSC, ~~he or she is~~they are not a mere messenger. The delegate is selected by the region's group representatives and/or RCMs to act in the best interests of NA as a whole, not solely as an advocate of his or her NA community's priorities.

The regional delegate works closely with the region's **alternate delegate**. Like the regional delegate, the alternate is a full participant in the regional service committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking to involve the alternate in helping to carry the workload. Alternate delegates are welcome to attend the meeting of the World Service Conference in the company of their delegates; however, each region is recognized as one participant in any session of the World Service Conference. Seating on the floor of the eConference for each seated region is will be limited to two—one delegate and one alternate per region. The alternate regional delegate may also participate in the Conference participants web meetings, either with or without their delegate present.

## The Zonal Delegate

As a result of Conference decision in 2016, zones that wished to were able to send a delegate to WSC 2018 as a non-voting participant. At WSC 2018, participants passed a number of motions related to zonal delegates. As a result, zones that include two or more communities or regions that are not seated at the WSC may send a zonal delegate (ZD) and alternate to the Conference. The ZD is a funded, voting participant. As is the case for the RD and alternate, the ZD and alternate participate in all Conference participant communications. If a zone is ineligible to have a delegate who attends the WSC, two zonal contacts may be included in Conference participants web meetings, eblasts, and other communication between the face-to-face meetings of the WSC.

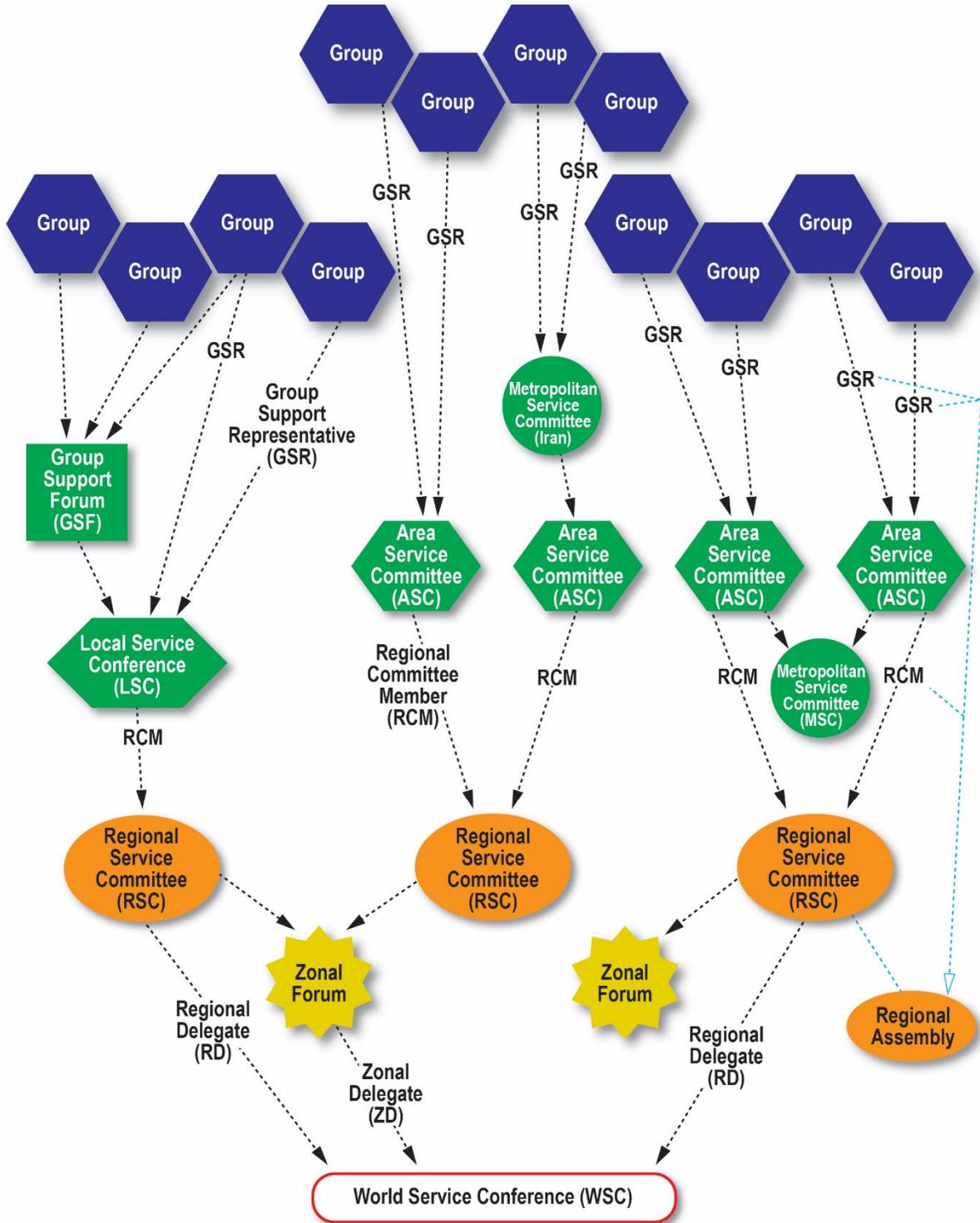
Although not participants at the World Service Conference, the conference has created two additional components to assist it in its responsibilities. They are:

The **Human Resource Panel (HRP)** who facilitates an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members to be nominated from around the world without having to be present at the conference to receive due consideration, and creates 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.

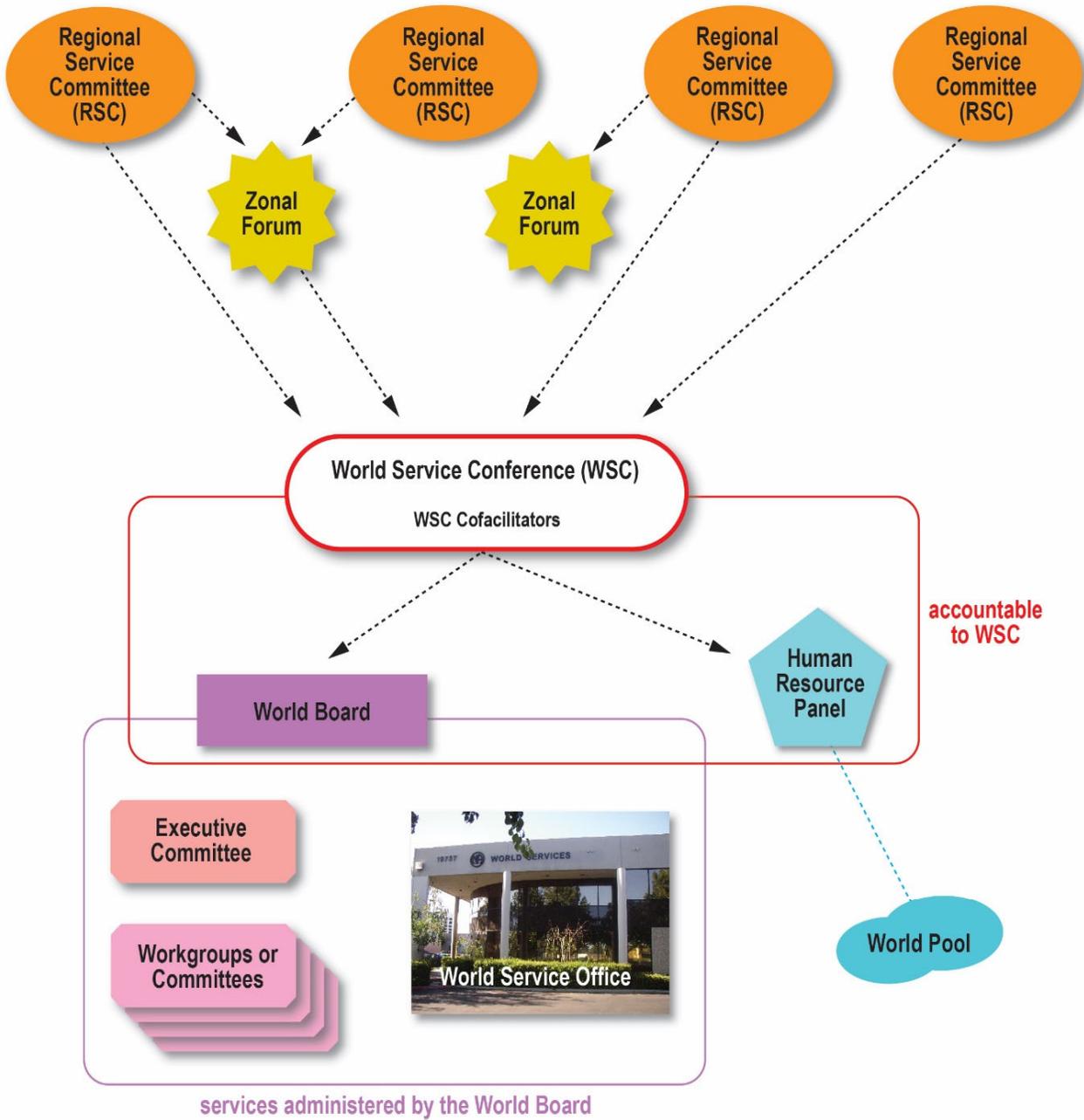
The **WSC Cofacilitators** who preside over the CAR- and CAT-related Discussions and Decisions ~~as well as the CAT-related Discussions and Decisions~~ during the World Service Conference and may be asked to facilitate at other times when decisions are being made or straw polls are being taken. The Cofacilitators communicate with the World Board as necessary in order to be prepared for the Conference meeting.

# NA Service Structure

with possible options that can be combined



# NA World Services



## Key

- delegation stream    - - - - ->
- responsibility stream    - · - · - ·

## 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 A Vision for NA Service;
- ◆ 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, and through all of the work participants do as a Conference throughout the cycle, our Fellowship comes together in one place at one time to share experience, strength, and hope; to build relationships; and to fellowship and serve with each other NA members from around the world. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life and—more importantly—to redouble our efforts to further our primary purpose: to carry the NA message to the addict who still suffers.

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

## The Biennial Meeting of the World Service Conference

The World Service Conference is held in person every two years. It typically takes place the last week in April within seventy-five miles of the World Service Office. Regional and zonal 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, zonal delegates, and World Board members. Regional and zonal delegates vote and make motions or proposals in all business sessions at the conference. World Board members do not vote during CAR-related Discussion and Decisions sessions, but may make motions or proposals in all sessions. The executive director of the World Service Office does not have a vote or the ability to make motions or proposals at the conference meeting. [Note: The chart on page 8 lists the different business sessions at the conference and what types of items (proposals or motions) are decided on in each.]

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 items for decision 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. Before the conference week begins, an orientation is scheduled 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. World Services also provides information to assist participants in their discussions during the week.

Throughout the week, there are sessions focused on fellowship development, public relations, and other issues of current interest to the Fellowship. At each conference, time is devoted to whole-group discussions, small-group discussions, presentations, and decision making. Elections, an HRP report, and a NAWs report are also scheduled during the week. Zones are also invited to create short videos of their activities for presentation during the conference week. [Details about the length and submission deadline are announced in advance of the conference.]

The discussions throughout the week help inform World Services' work—and service efforts in many regions, zones, and areas as well. Along with these discussions, more definitive or formal decisions are made in several different conference sessions. As we have shifted from a parliamentary body to a more consensus-based one, our mechanisms for decision making at the conference have increased. We describe them briefly here, with the understanding that we are still very much evolving; each conference brings changes in the way we conduct business.

**WHAT IS DECIDED ON IN EACH OF THE CONFERENCE'S  
DECISION-MAKING SESSIONS**

**CAR-RELATED DISCUSSION AND DECISIONS**

Motions and amendments including:

- Processes to be used during this WSC
- Approval of previous WSC minutes
- CAR motions
- Amendments to CAR motions

**CAT-RELATED DISCUSSION AND DECISIONS**

CAT-related motions including, but not limited to:

- NAWS budget
- Project plans
- Decisions on any requests for seating (including any proposals submitted for the WSC)
- Most World Board motions included in the CAT, such as approval of service material revisions to Conference policy or other changes to *A Guide to World Services in NA*
- Amendments to any of the above

**ELECTIONS**

Election decisions are made via ballot. The Human Resource Panel will facilitate the distribution, collection, and tabulation of ballots. The HRP will report WSC election results. The following motion was passed at WSC 2018:

To acknowledge that the WSC has moved away from distributing and collecting election ballots by roll call. The replacement language for the current policies will be presented to participants in the 2020 CAT.

**MISCELLANEOUS SESSIONS**

The Conference may opt to make decisions or respond to straw polls about some issues during other sessions during the week, as was the case for the *FIPT* in WSC 2018.

**SATURDAY NEW IDEA PROPOSAL WRAP-UP**

Decisions resulting from Friday discussion of new idea proposals, if any decisions need to be made.

**MOVING FORWARD**

Decisions culminating from the Conference week. These may include

- Issue Discussion Topics
- Ongoing Conference processes
- Workgroups for the cycle ahead
- Issues that were discussed during the week

Those are just some examples of the decisions that are made in this session.

## Decision Making at the WSC

We make decisions at the conference in both CAR- and CAT-related sessions, as well as during the elections session and the closing day of the conference. Participants may make decisions at any point during the week if they wish to do so.

The CAR-related Discussion and Decisions session begins with decisions about any new processes to be tried for the WSC. Then the minutes from the previous meeting are adopted. Presentation and discussion sessions about Fellowship issues and new project ideas precede the CAT-related Discussion and Decisions session.

During the CAR- and CAT-related Discussion and Decisions sessions, the World Service Conference utilizes a consensus-based process..

### Consensus-Based Decision Making

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

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. As the next page explains, the Conference defines “consensus support” as 80% or more in favor. (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 take a final vote in order to formalize its decisions.

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.

### **Introducing Motions and Amendments and Measuring Consensus**

When a motion or amendment is presented, the facilitator will conduct a straw poll to measure the initial level of support for the motion.

After the initial straw poll of a motion, but before discussion of that motion, the Conference must make decisions about any amendments to the motion, unless the exception noted below applies.

*Consensus* will be measured as 80% or more of voting participants in agreement (identified as *consensus support*), or 80% or more of voting participants not in agreement (identified as *consensus not in support*).

- If there is a *consensus not in support* of the motion, the Conference has the option to decide on that motion without any changes (amendments) if participants wish.
- The facilitator will select up to two members who are not part of the consensus, to comment on the motion
- The facilitator will then conduct a second straw poll.
  - If *consensus not in support* remains, discussion ends. The straw poll will be considered a vote, and the motion will have failed. The Cofacilitators will make it clear to all participants when the Conference is making a final decision.
- If there is *consensus support* for the motion, the Conference will have the option to discuss and decide on that motion without any changes (amendments) if participants wish.
- The facilitator will select up to two members who are not part of the consensus to comment on the motion.
- The facilitator will then conduct a second straw poll.
  - If *consensus support* remains, discussion ends. The straw poll will be considered a vote, and the motion will have passed. The Cofacilitators will make it clear to all participants when the Conference is making a final decision.
- The same process applies when there is consensus support or consensus not in support of an amendment: The facilitator will select up to two members who are not part of the consensus to comment on the amendment. Then a second straw poll will be taken. If consensus remains, the second straw poll will be considered a vote; a decision will have been made on the amendment.

- If the motion or amendment receives more than 20% but less than 80% support in the first or second straw poll, the facilitator will allow for discussion of the motion or amendment, as discussed in *A Guide to World Services* and using these tools.

### **Managing Discussions**

The following are our current approaches for use in all CAR- and CAT-related Discussion and Decision sessions. They should be viewed as tools to assist in discussing business rather than policy or restrictions.

The facilitator has the ability to manage the discussion by using the following approaches:

- The facilitator may conduct intermediate straw polls to measure any change in support for the motion or proposal.
- The facilitator may declare that discussion will end after a specific speaker, or the facilitator may close the discussion queue.
  - If there is an objection, the facilitator will conduct a vote to determine support for the facilitator's decision. *Two-thirds support* for the facilitator's decision is required for the decision to prevail.
- Members may speak for a maximum of two minutes each time they are recognized by the facilitator. Additional time may be allotted, at the discretion of the cofacilitator, for reasons such as translations.

### **Decision-making Thresholds**

All decisions at the World Service Conference, excluding WSC elections, but including changes to motions or proposals and requests for a roll call vote or other procedural decisions, require a two-thirds (2/3) majority of those present and voting to vote in the affirmative to be adopted. See page 32 for the details of election procedures.

### **Straw Polls**

Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways in addition to the above described. The following terms may be used by the WSC Cofacilitator when announcing the results of a straw poll:

Unanimous support	
Consensus support	(meaning 80% or greater support)
Strong support	(meaning 2/3 majority support)
Support	(meaning simple majority support)
Lack of support	(meaning less than simple majority support)
Strong lack of support	(meaning less than 1/3 support)
Consensus not in support	(meaning 20% or fewer support)
No support	

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.

It may be helpful to remember that an item must have at least "strong support" to pass.

If a motion or amendment has already received adequate discussion during the week, the conference may choose to have no further discussion at this time. As a body that only meets every two years, it is important that the conference be able to make decisions. When

discussion on each motion or amendment is finished, the body makes a decision about that item, usually through a vote.

### **Decision Making**

The WSC has decided to no longer have formal business sessions, using parliamentary procedure. Decisions about motions and amendments are made in the CAR- and CAT-related Discussion and Decisions sessions.

*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.

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.

### **CAR-related Discussion and Decisions**

The purpose of the CAR-related Discussion and Decisions session at the conference is to consider the motions contained in the *Conference Agenda Report* and any amendments to those motions. Items that appear in the *Conference Agenda Report* are ideally the result of lengthy discussion and input at the previous conference and throughout the conference cycle. Any amendments to those motions must be submitted ten days before the opening day of the WSC. An amendment to a motion is a change or addition designed to improve the motion. Amendments to CAR and CAT motions are subject to a vetting process. The WSC Cofacilitators will ensure that the amendments are clear and lend themselves to a yes/no

**Straw Poll:** *A straw poll is a measure of where the body stands on a particular issue. It is an informal pulse. Often motions or amendments are straw polled more than once during discussion.*

**Vote:** *A vote happens when the body makes a decision on an item.*

vote. Once arriving at the conference, the body is usually ready to make a decision. The CAR-related Discussion and Decisions 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.

### **CAT-related Discussion and Decisions**

The purpose of the CAT -related Discussion and Decisions session at the conference is to consider the motions related to material in the Conference Approval Track. During this session, decisions are made on motions to approve the NAWS budget and project plans; requests for seating, including any motions submitted within ten days of WSC opening day; most World

Board motions included in the CAT such as approval of service material, revisions to Conference policy, or other changes to *A Guide to World Services in NA*; and any amendments to those motions. Amendments to motions must be submitted ten days before the opening day of the WSC. An amendment to a motion is a change or addition designed to improve the motion. Amendments to CAR and CAT motions are subject to a vetting process. The WSC Cofacilitators will ensure that the amendments are clear and lend themselves to a yes/no vote.

### **New Idea Proposal Discussions**

WSC 2018 adopted the process described in Motion #29 below to discuss new idea proposals on a one-time basis. On the closing day of the Conference, participants adopted Motion #53 below, effectively eliminating formal new business at future WSCs and acknowledging that the process to discuss new ideas will be worked on during the 2018–2020 Conference cycle, and a proposed process to use at the 2020 Conference will be presented in the Conference Approval Track material.

#### Motion #29

To adopt for WSC 2018 only, the following approaches for New Business:

- 1) All makers of new proposals will use a New Proposal form to submit their proposal. The form will include the following information:
  - a) Maker
  - b) Main topic/issue addressed in the proposal
  - c) The proposal itself
  - d) What does this proposal intend to accomplish? (i.e., project, issue discussion, new tools, evolving the idea to create a 2020 CAR motion, etc.)
  - e) Any contextual or support material that would be helpful in discussion of the proposal
- 2) The deadline for New Proposal submissions will be 12:00 noon on Wednesday of the Conference week. The WSC Cofacilitators and World Board Chair will oversee the compilation of all submitted proposals and will be responsible for the final presentation of the list to be distributed to Conference participants. They may group proposals that have similar themes (much as is done currently).
- 3) New Proposal packages and surveys will be distributed to Conference participants Wednesday evening.
  - a) Each participant will be asked to complete the survey, identifying the proposals or topics they wish to discuss with a “yes” and those they do not wish to discuss with a “no.” Participants can choose to vote “yes” or “no” for every proposal, none of the proposals, or any number between.
  - b) The deadline to complete and turn in New Proposal surveys is noon Thursday.
- 4) Surveys will be tabulated; all results will be provided to Conference participants Thursday evening.
  - a) The proposals or topics that receive the most “yes” votes will be identified for discussion in small groups. We will seek the Conference’s concurrence on the small-group discussion topics.
  - b) All proposals that were submitted and not discussed will be included in an appendix to the WSC minutes.
- 5) New Proposal discussions will take place in two 90-minute breakout sessions on Friday.
  - a) We will meet as a large group prior to the start of the small-group discussions

- to review the proposals and agree on a frame (depending on topics and intended outcomes), so that there is a common understanding of the process and goals.
- b) There will be five breakout rooms, two for RDs, two for ADs, and one for Spanish-speaking participants.
  - c) Each session in the breakout rooms will have time for both small- and large-group discussions on each topic. Each breakout room will be asked to agree on outcomes of their discussions to report back to the Conference.
  - d) Session outcomes will be compiled in preparation for the Saturday morning session.
- 6) Large-group follow-up on small-group sessions (Saturday morning)
- a) We will report the points of agreement or disagreement from the breakouts, and facilitate a discussion on how to move forward. This could include additional large-group or small-group discussions.
  - b) Either here or in Moving Forward, the Conference will decide how to carry forward proposals or topics that received considerable support but were not identified for discussion.
- 7) Moving Forward session (Saturday afternoon)
- a) Any outcomes from the New Proposals process that need a final vote will be addressed.
  - b) Any other issues from the week's work that need a final vote will be addressed.

### Motion #53

To acknowledge in the upcoming GWSNA, that formal new business has been eliminated. The process used at WSC 2018 to discuss New Ideas will continue to be developed in the cycle. A motion will be included in the 2020 CAT and offered at the start of WSC 2020 to outline the process to be used for that Conference.

### **Moving Forward**

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.

### **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. Communication that encourages 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 in-person 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 and discussion during the cycle takes ~~three basic~~many forms, such as: reports, input into the process for new projects, emails.

surveys, and participation in ~~the worldwide workshop system~~Conference participants webinars 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 periodicals that are more Fellowship-focused such as *The NA Way Magazine* and *Reaching Out*.)

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 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 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](mailto: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. 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 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 or zonal 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 and begin to build consensus: We have a Conference Participant Bulletin Board; Conference Participants webinars; the World Board attends many forums and ~~F~~ellowship events; and the World Board members can be contacted individually, or you can put your issue in front of the entire ~~B~~Board. These communication tools offer opportunities for discussion and conversation, not just a way

to submit ideas. 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.

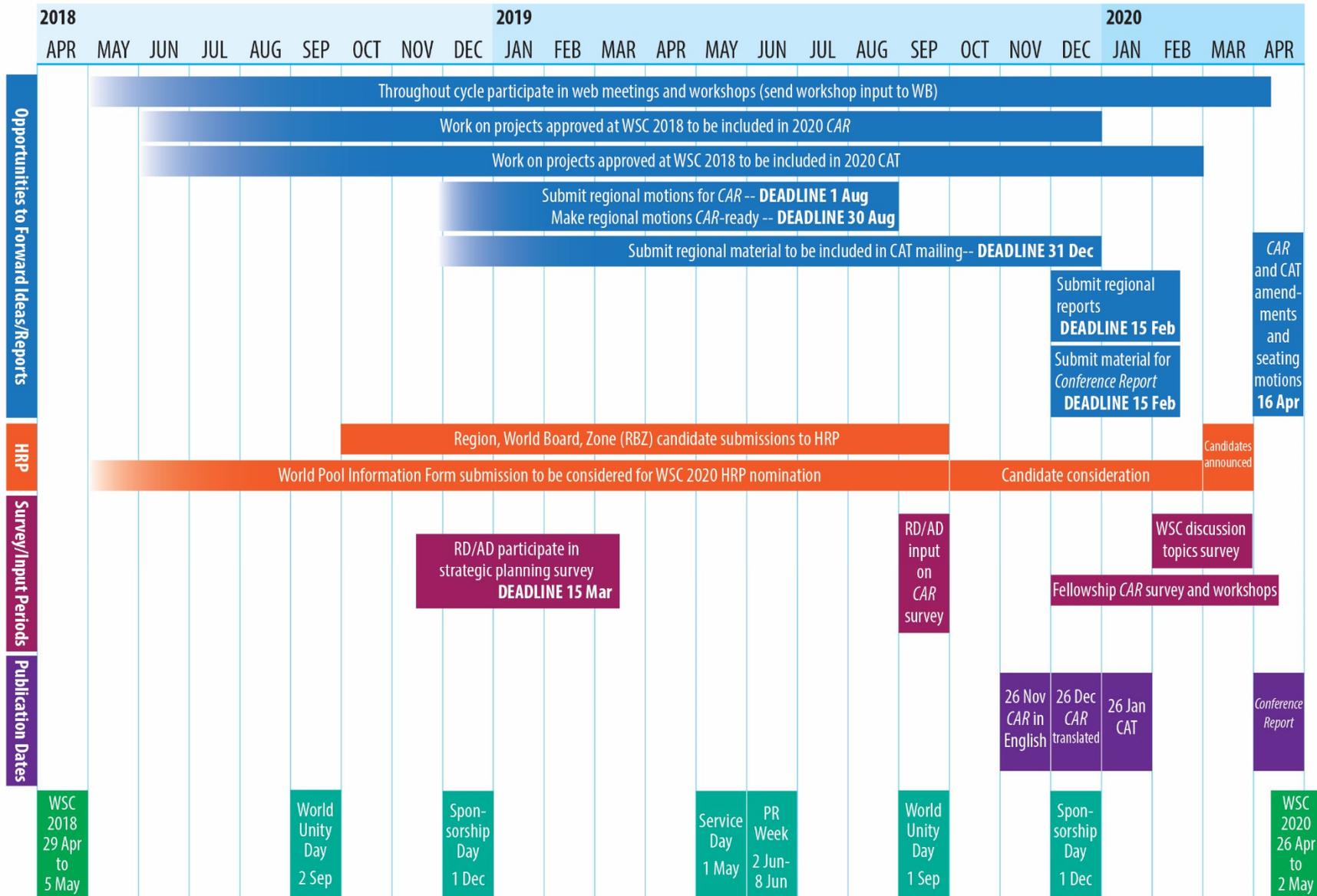
For two cycles in a row, the WSC has approved a project plan that includes the following strategies:

- Improve the effectiveness of the WSC meeting by continuing to refine decision making processes, discussion protocols, consensus building strategies, and use of time during the week.
- Improve the effectiveness of the time between meetings by working on processes to forward issues and have discussions on ideas between WSC meetings.

We will continue to report our discussions and ideas about these process challenges in reports and web meetings throughout the cycle. Any recommendations we have will be included in the Conference Approval Track material.

# 2018–2020 Conference Work Cycle

(This diagram is meant to provide an overview only. Deadlines for each conference cycle are dependent on the date of the World Service Conference. The dates of conference-related deadlines will be published each conference cycle in this guide and in conference publications.)



## World Service Conference Publications

NA World Services produces several different publications in an effort to provide frequent and regular written communications. While each of these publications has a specific distribution list, copies are always available to any member by contacting the World Service Office and also on the website, [www.na.org](http://www.na.org).

### **NAWS News**

*NAWS News* is a short, easily translatable report that is published several times each year. It was created to allow the World Board to regularly report, particularly after its meetings. It is distributed to areas, regions, and conference participants in multiple languages.

### **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 and zonal 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](http://www.na.org).

Regional and zonal reports are posted online with the *Conference Report*. Paper copies are available upon request. 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 and unseated regions are also welcome to submit written reports for distribution.

### **The Conference Agenda Report (CAR)**

The *Conference Agenda Report* is distributed a minimum of one hundred and fifty (150) days prior to the opening day of the conference, with translated versions released a minimum of one hundred and twenty (120) days prior. The amount of material translated can vary, but minimally the front portion of the *CAR* (which contains the reports, proposals, and motions before the conference) is translated into as many languages as possible. The report contains the proposals and motions that the Fellowship is being asked to consider and form a fellowship-wide group conscience on. One copy of the report is mailed to each voting participant of the conference, each ~~RD~~-alternate, zonal contacts, and the mailing address of each region and zone. NA members may purchase additional copies from the WSO. The price established for the report may vary depending on the cost of production and distribution. The *Conference Agenda Report* also includes an easy-to-read glossary of terms.

The *Conference Agenda Report* includes items for fellowship discussion and decision, including reports, proposals, and motions from the World Board and any motions submitted from regions or zones. (Regional and zonal motions will be included in their own section and have the same number or letter when presented on the conference floor.) Regional and zonal motions for inclusion in the *CAR* must be submitted two hundred and forty (240) days prior to

the opening of the conference. All motions will include a written intent. Regions and zones should briefly (in approximately 250 words) describe the reasoning behind, and consequences of, their regional or zonal motions in the *Conference Agenda Report*. The World Board also includes a recommendation in order to provide the Fellowship with as much information as possible when considering the idea.

Statements of the financial impact of each motion appearing in the *CAR* will be included from the World Board. Reports may include a summary of events leading to the presentation of the motions that are included. Material presented to the Fellowship for approval will be written in a form that lends itself to a yes/no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by the World Board is sent out to the Fellowship in “approval form.”

All motions submitted to be placed in the *Conference Agenda Report* that attempt to change, amend, or delete WSC policies shall include those policies, or sections of those policies, that each motion attempts to amend. Further, it shall be the responsibility of the maker of the motion to provide this information along with the motion.

NAWS will try to help in any way we can. We encourage you to share any ideas a region or zone might have well before the *CAR* deadline. We will find ways to help get these ideas distributed to conference participants. This is the only way we can see to help encourage fellowship discussion, since the *CAR* seems to be used by most members primarily for decision making.

If a region or zone wishes to submit a motion for the 2020 *CAR*, it must meet the deadlines listed in the beginning of this document and follow existing conference policy described below. For a motion to be “*CAR* ready” means:

- The motion clearly explains what it is trying to accomplish,
- The intent or impact of the motion is clear and lends itself to a clear yes/no decision,
- All affected conference policies have been identified by the maker.

NAWS provides financial impacts for *CAR* motions so the makers do not need to provide them.

It is important to note that motions often require a number of changes to become *CAR*-ready. Regions or zones wishing to make a motion for the *CAR* may want to consider some sort of process to allow for necessary changes to their motion(s).

Some have suggested that the deadline for regional and zonal motions be extended in order to help with this process, but we do not believe that the deadline is the challenge here. We believe that improving communication is the key to a successful process, and we are committed to do our part. We are ready to help a delegate at any time in the cycle to help to craft their motion — there is no need to wait for the deadline. Extending the regional/zonal motion deadline would mean that delegates would need to have their motions *CAR*-ready even earlier, so we are leaving the existing deadlines in place.

### **The Conference Approval Track (CAT)**

The *Conference Approval Track* contains a variety of material to be considered at the upcoming World Service Conference that was not included in the *Conference Agenda Report*. This approval track was created ~~over ten years ago~~ 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*. Having a separate approval track from the *CAR* allows for materials intended for committees and boards, such as handbooks or service manuals, to be 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 original idea that created the *CAT* states, “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.”

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 *A Guide to World Services in NA*, *The Group Booklet*, and *A Guide to Local Services in NA*.

Items that typically are included in the *CAT* include the proposed NAWS Budget and project plans for the upcoming cycle, seating requests, and recommendations from the World Board, as well as other service- or WSC-related material.

## SERVICE UNITS OF THE WORLD SERVICE CONFERENCE

### World Board External Guidelines

The World Board also operates with a set of Internal Processes and Procedures that provide more detail about the Board's internal procedures and practices. The Internal Processes and Procedures of the World Board is a working document that is amendable by the Board and is available to anyone upon request. The World Board also functions legally under a set of corporate by-laws that reflect the policies provided in these External Guidelines. The External Guidelines are amendable only by action of the World Service Conference.

### World Board's Mission

The mission of the World Board is to contribute to the continuation and growth of Narcotics Anonymous. The Board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message, while ensuring that the service and support provided are of the highest quality possible.

### Accountability Statement

The World Board is the service board of the World Service Conference. As such, it is accountable to the World Service Conference and ultimately to the final authority within our service structure as stated by our Second Concept—the groups, who retain the final responsibility and authority for all NA services. In accordance with the principle of delegation described in our Third Concept, the World Service Conference, on behalf of the groups, delegates to the World Board the authority to provide effective services.

### Purpose of the World Board

**The purpose of the World Board is to:**

- ◆ Carry the message of recovery to addicts who still suffer from addiction.
- ◆ Provide support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction.
- ◆ Oversee all the activities of NA World Services, including the Fellowship's primary service center, the World Service Office.
- ◆ Provide service to individuals or groups of addicts seeking recovery from addiction and assist the public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public.
- ◆ Ensure that no resources generated from Trust Properties are utilized to engage in any activities or exercise any powers that do not further the primary purpose of Narcotics Anonymous, which is to carry the message to the addict who still suffers.
- ◆ Hold and manage in trust for the Fellowship the income produced by any World Services activities in a manner that is within the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- ◆ Hold in trust for the Fellowship of Narcotics Anonymous the rights to the exclusive control, use, printing, duplicating, sales, and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems, or other intellectual and physical properties of the WSC, or the Fellowship of Narcotics Anonymous as a whole in accordance with the will of the WSC.
- ◆ Control and manage the exclusive production, printing, manufacture, or reproduction of the properties, or the licensing for production, printing, or manufacture of the properties of the Fellowship of Narcotics Anonymous, and offer these properties for sale to the Fellowship and the general public.

**General Duties**

The duties of the World Board shall be understood to be administrative in nature. So that it can fulfill its mission and the will of the WSC, the general duties of the World Board are to:

- ◆ Communicate all World Services activity to our membership in accordance with the principles embodied in our Eighth Concept.
- ◆ Oversee the operations of the Fellowship's primary service center, the World Service Office.
- ◆ Administer the activities necessary for the successful operation of the World Convention.
- ◆ Hold our Fellowship's intellectual properties in trust in accordance with the Fellowship Intellectual Property Trust.
- ◆ Provide support and administration for all World Services meetings.
- ◆ Plan and budget for basic service provision and project development.
- ◆ Be accountable for all World Services budget responsibilities.
- ◆ Select members for project development and completion.
- ◆ Oversee activities associated with how our Fellowship and service structure interact with society.
- ◆ Oversee development of new literature, periodicals, and translations.
- ◆ Develop and approve service-related information pamphlets and tools for distribution to the Fellowship.
- ◆ Address philosophical issues and questions about our Traditions and Concepts, developing position papers when necessary.
- ◆ Make necessary decisions affecting NA World Services when the World Service Conference is not in session, always mindful of the priorities previously established by the World Service Conference.

**Membership**

The World Board will consist of up to fifteen members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the Board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the *Conference Agenda Report* or on any other items decided on in CAR-related Discussion and Decisions 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, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the Board's optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the Board to best serve our Fellowship:

- ◆ History of both completing work independently and working well within a group.
- ◆ Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.
- ◆ Familiarity with the Narcotics Anonymous service structure.
- ◆ Administrative skills.
- ◆ Experience with plan development and financial forecasting.
- ◆ Organizational and communication skills.

- ◆ Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitments of Board membership.
- ◆ A working knowledge of the Twelve Steps, Traditions, and Concepts.

### **Cleantime Requirement**

All Board members must have a minimum of ten (10) years clean.

### **Terms**

The length of term for Board members shall be six years. All members of the Board are eligible for election for no more than two terms.

### **Quorum and Decision Making, Internal Elections, and Removal of Members**

**Quorum and Decision Making:** The quorum for regularly scheduled meetings of the World Board equals one-half of all seated members plus one (e.g., were there fifteen seated members, quorum would equal eight). While the Board should strive for consensus, its process requires a minimum of a majority of seated Board members to vote in the affirmative to represent a decision of the World Board.

**Participation and Internal Elections:** All Board members shall have the right to full participation. All voting members of the Executive Committee of the Board will be elected by the Board. Election to any position on the Board will require a simple majority vote.

**Removal of Members:** Members may be removed from the Board by a two-thirds majority vote of the Board. Further, the conference may, by a two-thirds majority vote, direct the Board to do so for the following causes:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous World Services funds.
6. Breach of statutory duties relating to a board member's standard of conduct as defined by the law of the state of incorporation.

Once removed from the Board, former members may only be reinstated by an action of the World Service Conference. Removed members retain no rights of attendance and/or participation until such time as they have been reinstated by the WSC.

In the event of vacancies on the World Board due to removal or any other cause, the World Board may not fill such vacancies. Only the World Service Conference can elect World Board members, and all vacancies will remain until the World Service Conference elections.

### **Internal Structure of the Board**

The World Board accomplishes much of its work through its committees and workgroups. The number and type of workgroups and committees vary each conference cycle, depending on the need. The Executive Committee always exists in order to provide consistent administration for NA World Services.

### **Accountability**

Committees and workgroups are answerable and responsible to the World Board. In keeping with Concept Five, the World Board, in turn, is directly accountable to the World Service Conference, thus ensuring definite and direct lines of accountability across all World Services operations.

**Committee and Workgroup Makeup**

World Board members are assigned to workgroups or committees by the Executive Committee and confirmed by the Board. The number and experience of non-Board members chosen by the Board from the World Pool depends upon the projects assigned and prioritized by the WSC.

**The Executive Committee**

The Executive Committee consists of the following:

- ◆ The Chairperson of the World Board
- ◆ The Vice-chairperson of the World Board
- ◆ The Treasurer of the World Board
- ◆ The Secretary of the World Board
- ◆ The Executive Director of the WSO—in a non-voting capacity

**General Duties:** The Executive Committee upholds the duties of the corporation and its officers in accordance with all applicable laws; directs the activities and the annual performance review of the executive director of the WSO; retains responsibility for interacting with the executive director between board meetings; remains responsible for the general administrative duties of World Services; and makes necessary decisions affecting NA World Services when the World Board is not in session, always mindful of the priorities previously established by the Board.

**Election and Removal:** The Executive Committee, with the exception of the executive director of the WSO, is elected by a majority vote of the Board. Officers of the Board can be removed from office by the Board with a two-thirds majority vote.

**The World Service Office**

Probably the single busiest part of our service structure is the World Service Office (WSO). The WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence; our quarterly journal, *The NA Way Magazine*; and through the delegates within our service structure. The WSO offers considerable aid to new groups worldwide, existing groups with special problems, institutional groups, members who travel extensively, and loners. This aid is in the nature of sharing the experience that other groups and members have reported to the WSO and putting those who seek aid in touch with other groups or members within our Fellowship.

The World Service Office publishes *The NA Way Magazine*, our Fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about World Services. The magazine is edited by WSO staff and an editorial workgroup appointed by the World Board.

Another major function of WSO is the publication and distribution of literature, which includes the printing, warehousing, and distribution of all existing literature. The WSO publishes a quarterly newsletter and numerous other periodicals, all World Service Conference material, and new literature in English and other languages. Additionally, we make available a number of kits, such as the group starter kit. In order to provide these publications, the WSO needs financial support.

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include letters to and from those who have contacted the WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all

GSRs, RCMs, ~~and RDs~~, and ZDs; and the addresses of all general service committees and their officers. Along with these files and records, the WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our Fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our Fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO functions in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our Traditions and that this type of publicity can potentially cause grave problems that could threaten the survival of our Fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is comprised of principles and people. Our relationship with those outside our Fellowship is cooperative, and our Traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our Fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA program.

The World Board of Narcotics Anonymous World Services, Inc., directly oversees all World Services activities, including the World Service Office. Narcotics Anonymous World Services, Inc., is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States federal government. Within the bylaws, specific sections state the purpose and relationship of Narcotics Anonymous World Services, Inc., to the World Service Conference of NA and our Twelve Traditions. These bylaws further acknowledge the right of the conference to make specific recommendations to the World Board regarding its general operations.

### 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, workgroups, 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 cleantime 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.

### **Cleantime 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:** 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, workgroups, 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, workgroups, 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 and Zonal Delegates regarding the identification of potential candidates.

### **Cleantime Requirement**

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

### **World Pool Membership**

NA members who are interested in entering the must complete and submit a World Pool will submit the necessary information at [www.na.org](http://www.na.org). Once in the pool, members are encouraged to update their World Pool information each eConference cycle. World Pool members are responsible to maintain a current email address as a part of their World Pool record to ensure they receive World Pool—related communications. 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 cleantime and submitting the necessary information at [www.na.org](http://www.na.org) –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 possess 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, workgroups, 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, workgroups, 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, workgroups, or other NAWS assignments.

## The WSC Cofacilitators

The WSC Cofacilitators are two (2) individuals elected by a simple majority of the World Service Conference. The purpose of the WSC Cofacilitators is to preside over the CAR- and CAT-related Discussion and Decisions sessions of the World Service Conference. WSC Cofacilitators must have a minimum of eight (8) years cleantime. The term is two (2) conference cycles. WSC Cofacilitators may not serve two full consecutive terms. WSC Cofacilitators are accountable to the World Service Conference.

The duties of the WSC Cofacilitators are to:

- ◆ Preside over the CAR- and CAT-related Discussion and Decisions Sessions of the World Service Conference.
- ◆ Facilitate decision making in other conference sessions, at the request of the World Board
- ◆ Communicate with the World Board as necessary in order to be prepared for the conference meeting.

The qualifications for the WSC Cofacilitators are:

1. A demonstrated ability to preside over business meetings.
2. A working knowledge of WSC conference policies and procedures.
3. Demonstrated organizational skills.
4. Holding no other World Services positions or responsibilities at the time of assuming the Cofacilitator's duties.
5. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

## CONFERENCE POLICIES

### Amendments to the Guidelines

*A Guide to World Services in Narcotics Anonymous* may be amended at any time by a two-thirds (2/3) majority vote of the World Service Conference.

### Operational Guidelines of the WSC

1. Minutes of the conference meeting are distributed to conference participants within ninety (90) days of the close of the conference.
2. Motions submitted or committed to the World Board will include a written intent provided by the maker.
3. All amendments and motions to seat new participants must be submitted ten days before the WSC.
4. The World Service Conference funds the attendance of a delegate from each seated region to the meeting of the WSC, which is held every two years. This funding includes travel, lodging, and meal expenses only. This policy would cover all previously seated regions that have attended one of the past three conferences.
45. Any zonal forum with two or more zonally seated regions or communities that are not seated at the World Service Conference may choose to send one zonal delegate to the World Service Conference to represent those regions or communities. Zonal delegates are eligible to receive the same funding from NA World Services as regional delegates when attending the WSC. This funding includes travel, lodging, and meal expenses only.
65. Participants who are unable to attend the WSC due to visa issues may participate remotely. Remote participants have the same rights as if they were at the WSC.

### World Service Conference Election Procedures

#### Nominations

1. Information about World Board, Human Resource Panel, and WSC Cofacilitator positions will be communicated to ~~e~~Conference participants in the orientation packet prior to each WSC.
2. The Human Resource Panel (HRP) nominates qualified candidates for the positions of Cofacilitator, Human Resource Panel member, and World Board member. HRP nominations do not require a second.
3. ~~In addition to the HRP, seated regions and zones can make a nomination, and conference participants can make or second nominations. These nominations require:~~
  3. ~~a) a second by another Conference participant;~~
  - ~~b) that the nomination be presented to the HRP no later than ten (10) days prior to the start of the WSC; and~~
  - ~~c) confirmation of the nomination by the nominee.~~
4. ~~These nominations require a second by another conference participant.~~
  - ~~a) Regional nominations require the recognized conference participant of that region to sign their regional nomination.~~
  - ~~b) An Alternate Delegate cannot make or second nominations except when serving as a Regional Delegate.~~
  - ~~c) A nomination form must be used for all nominations.~~

~~d) Individuals accepting a nomination must sign the nomination form.~~

4. The HRP reviews all information ~~and nomination forms~~, verifying that the nominee meets the cleantime requirement for the position (as of the end of the conference) and validates the nomination. Nominees who do not meet the stated requirements of the position for which they are nominated will ~~be removed from~~ not be included on the ballot.
5. Nominees for World Services positions do not have to be present for elections.

### **World Pool Information and Nomination Forms**

1. ~~A separate World Pool information and nomination form must be completed and turned in for each nomination.~~
2. ~~World Pool information and nomination forms can be mailed or faxed, in advance of the conference meeting, to the HRP in care of the WSO.~~
3. ~~Designated WSO staff members at the nomination table will accept all information and nomination forms brought to the conference meeting.~~
4. ~~The time periods for acceptance of information and nomination forms, including all deadlines, will be communicated to conference participants in the WSC orientation packet.~~
5. ~~Additional World Pool Information and Nomination forms can be obtained through the WSO and on the NA World Services website, www.na.org. The forms may be reproduced. However, they may not be altered.~~
6. Candidate Profiles will be distributed to each eConference participant prior to each WSCat registration. These documents will provide a standardized report for all candidates who are nominated by the HRP. The profiles may include sensitive and private information; no further distribution or duplication is permitted.
7. ~~A candidate information package, arranged by position, of all qualified nominations will be distributed to voting participants during the conference.~~
- 8.7. Challenges to a nomination must be submitted in writing to a WSC Cofacilitator. (See Challenging a Nomination.)

### **Elections**

1. ~~The list of nominees, including the maker and second, if required, and source of nomination for the World Board, Human Resource Panel, and the WSC Cofacilitators will be posted made available to Conference participants before elections.~~
- 2.1. ~~The day and time of elections will be listed in the WSC Agenda, distributed in the orientation packet.~~
3. ~~Ballots~~
- 4.2. Three separate ballots will be distributed.
  - a) ~~Each ballot will be a different color.~~
  - b)a) One ballot will list the nominees for World Board.
  - e)b) One ballot will list the nominees for the Human Resource Panel.
  - d)c) One ballot will list the nominees for the WSC Cofacilitators.
- 5.3. No introductions or question-and-answer period will be held.
- 6.4. Voting
  - a) Voters may vote for as many or as few nominees as they wish.

- b) The World Board nominees receiving the most votes above the required 60% majority will be elected to the available positions on the World Board.
- c) All nominees to the Human Resource Panel nominees receiving the most votes above the required 50% majority will be elected to the available positions on the Human Resource Panel.
- d) The Cofacilitator nominees receiving the most votes above the required 50% majority will be elected as the WSC Cofacilitators.
- e) In order to keep the ideal of one-half of the Human Resource Panel, and one Cofacilitator rotating every two years, open positions at the conference on the HRP above two, and Cofacilitators above one will be considered vacancies. If the conference chooses to fill a vacancy, the same majority is required for these positions as listed above, but the HRP or the Cofacilitators, respectively, will determine the term length after the election.

5. The deadline for voting will be included in the WSC schedule.

#### 7-6. Tabulation

- a) ~~Ballots will be collected. Note: WSC 2018 passed the following motion related to distribution and collection of ballots:  
Motion #57: To acknowledge that the WSC has moved away from distributing and collecting election ballots by roll call. The replacement language for the current policies will be presented to participants in the 2020 CAT.~~
- b)a) Results will be calculated based on the total number of ballots collected for each position. Blank ballots that are collected, indicating a choice for none of the nominees, will be counted in the total number voting. Ballots not turned in will signify a choice not to participate and will not influence the totals required for election.
- c) ~~All information provided about candidates must be returned at the time of the final ballot collection.~~
- b) Election results will be announced as soon as available.

7. Once elections have concluded, the HRP will collect all candidate information previously provided to Conference participants.

### Challenging a Nomination

A concern regarding a nominee's integrity and its impact on the nominee's ability to effectively serve if elected is to be addressed through this procedure. The petitioner must be a conference participant.

The purpose of this policy is to preserve the integrity of the election process by effectively addressing issues directly related to a nominee's ability to serve in a respectful and responsible manner. The procedure to challenge a nomination is:

1. The conference participant completes an Assistance Request Form and submits it to a WSC Cofacilitator. This form must be submitted before the deadline listed in the WSC agenda distributed in the orientation package.
2. If there is not sufficient time to resolve the conflict prior to the scheduled election, a WSC Cofacilitator may ask the conference to postpone the election until after resolution occurs.
3. A WSC Cofacilitator will request one member be assigned from the Human Resource Panel and one member be assigned from the World Board, and will assign a **Regional Delegate** or Alternate to participate in a mediation panel. This panel will review the request

and meet with the petitioner to establish clarity, discuss his/her concerns, and assess if further action is appropriate.

4. The panel will contact the nominee to apprise him/her of the stated challenge, obtain a response from the nominee, and determine a course of action.
5. If the question is that of misrepresentation and further action is deemed necessary for resolution, the panel members will arrange a meeting, by phone or in person, between the nominee and petitioner, for the purpose of resolution. The panel may select a panel member to facilitate. The panel may utilize other members whose experience may help resolve the issue.
6. The panel may ask the petitioner to withdraw the challenge or request the nominee to withdraw from consideration. If there is no agreement on action, the panel will present the issue to the conference floor for resolution.

## Criteria for Seating New Regions at the WSC

*When WSC 2008 approved a moratorium on this conference policy until after WSC 2012, the policy was removed from this Guide. When straw polled, WSC 2012 supported (73-20) continuing the spirit of the moratorium for one more conference cycle, until WSC 2014. The 2014 and 2016 conferences made no formal decisions about the seating policy though there were a series of discussions at the conferences focused on the future of the WSC. The policy included in this Guide is unchanged from 2008 when the conference passed the seating moratorium.*

*With the WSC 2018 decision to seat zonal delegates from zones with two or more regions that are not seated at the WSC, criteria for the recognition of zones will need to be developed.*

If you need more information, please contact the World Board.

1. A new region is eligible to apply for recognition as a conference participant after having functioned as a service body for at least three years. For regions forming out of an already existing region, the newly formed region has to have functioned as a separate body for at least three years.
2. New regions should conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, unless there are certain conditions to the contrary. A region forming out of an already existing region may be seated at the conference by demonstrating that it meets the specific conditions that necessitate separation. From time to time, local service delivery needs arise in existing regions that result in the establishment of multiple regions. These circumstances should be reserved for situations caused as a result of large NA populations, great geographic distances, or such diversity of language or custom so as to impede effective, direct communication between the service committee and the Fellowship.
3. A region that meets these criteria may then initiate its request to be recognized as a conference participant by submitting a letter of intent to the World Board not less than one year before a World Service Conference.
4. Upon receiving notification from the region, the World Board will request that the region provide information on the current and past history of the service delivery within the region. The Board will inform the region of the type of information that should be submitted.
5. If the region is forming out of an already existing region, the new region should also provide information as to the nature of the extraordinary circumstances that precipitated the formation of the new region, and summarize the consideration and decision-making processes used to create the new region. This statement should also address what special circumstances exist that would preclude the new region from continuing to have its voice heard at the conference by simply participating in some form of shared services (regional assemblies, workshops, or any form of participation in collecting group conscience) with the old region.
6. All regions will also be asked to answer questions such as:
  - Why do you want to become a conference participant?
  - Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?
  - Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision-making process for the Fellowship? If so, explain how.
  - Will participation at the conference affect your local NA community? If so, how?

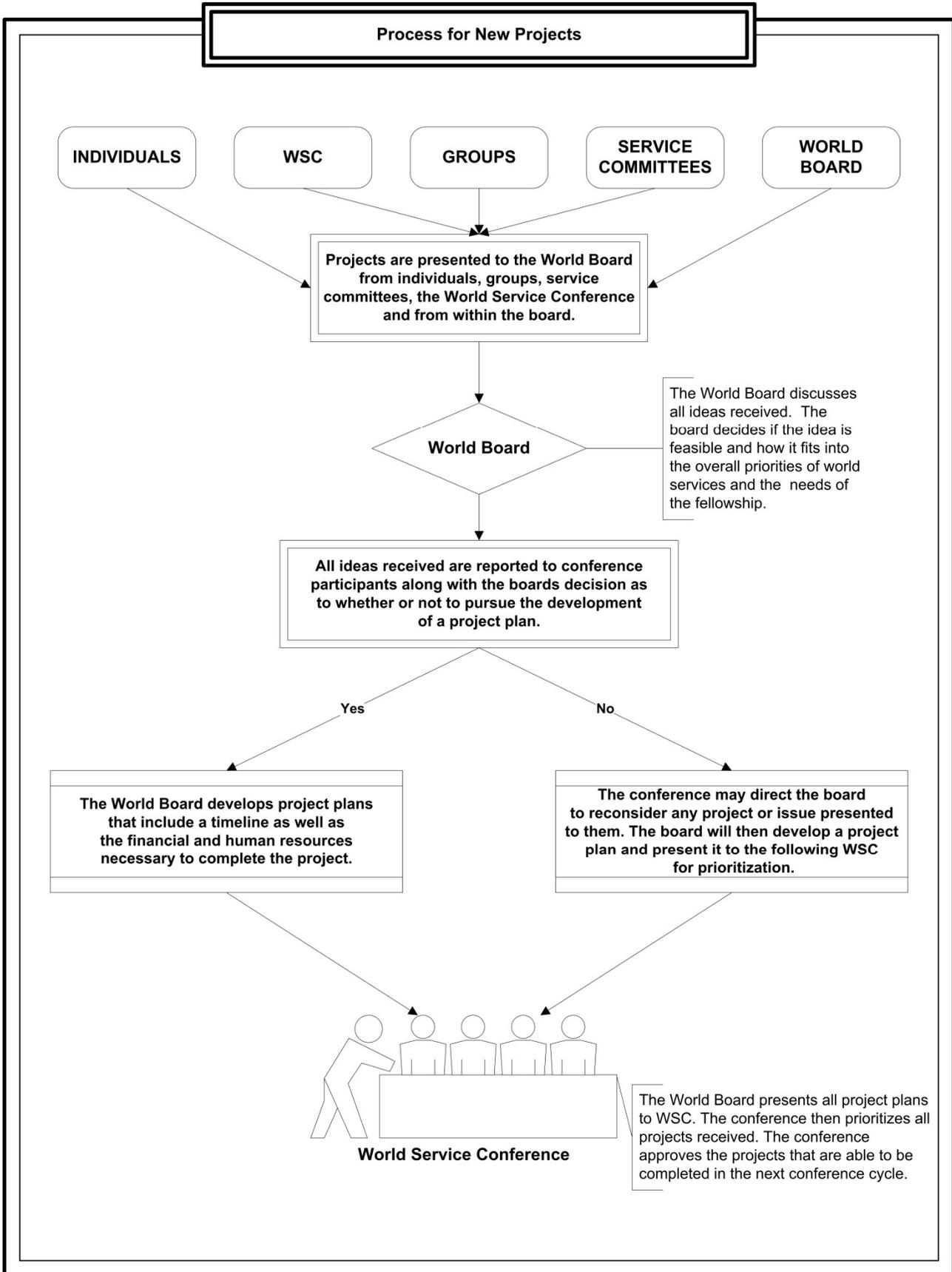
- Do you believe that your region adds a voice or a value to the conference that does not exist in the current conference body?
7. The World Board reviews the information provided using a group of conference participants—World Board members and regional delegates—as a workgroup, who are involved throughout this process, while working directly with the region to obtain any further information. Interactions between the Board, its workgroup, and the region may continue until the Board is satisfied that it has collected all the information needed. The Board, with the assistance of the workgroup involved, will produce a final report with recommendations for the upcoming conference. The requesting region will see the report before it is distributed to conference participants and may include any additional information it believes is relevant for the conference to consider. A report of the information will then be distributed to conference participants prior to the WSC. Due to the complex nature of regional development, each application is considered on a case-by-case basis, rather than through some arbitrary criteria that establish minimum sizes and structure of regions in order to address local service issues.
  8. Upon the presentation of information to the WSC, the conference will consider the request. Formal recognition as a conference participant requires a motion in the CAT-related Discussion and Decisions session to pass with a two-thirds vote of approval by the conference. There is no need for the region to be present at the conference at which their request is being considered and funding for attendance will not be provided.
  9. The addition of the new region will take effect upon the close of the World Service Conference at which its application is approved. Upon approval, the newly recognized region's delegate is automatically funded to the next WSC.

### Guidelines for the NA World Services Budget

- The budget is built around two types of activities: routine operations and variable or non-routine items. “Routine” refers to World Services activities that are directly connected to day-to-day operations.
- Any new non-routine World Services project will have been thoroughly planned with an accompanying budget and timeline, and be prioritized and approved by the World Service Conference. No prospective project may be prioritized by WSC participants unless it has been accompanied by a project timeline and budget. Projects created for the routine operations of World Services are reported to the conference but are not presented for prioritization and approval.
- In order to reflect the realities of our service delivery system, all items submitted for budget consideration must be accompanied by an expense estimate that includes a staff time component.
- In the budget, provisions are made for the maintenance of a World Services operational reserve fund.
- A three-tiered accounting process is used in which funds are designated as:
  1. **Fixed Operational Funds**—funds allocated toward World Services activities that are recurring in nature and have little to no functional change from budget year to budget year.
  2. **Variable Operational Funds**—funds allocated toward non-routine World Services projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.
  3. **Reserve Funds**—those allocations 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, 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.

- The fiscal year end for Narcotics Anonymous World Services, Inc., is 30 June.
- New project proposals can be forwarded from the Fellowship and from the Board itself. (See the Ideas for World Service Projects Submission Form in Addendum B.) One of the duties of the World Board is to develop project plans, which include budgets and timelines for all prospective non-routine World Services projects. The World Board reports to the conference on all ideas that they receive and chooses to propose some of those ideas to the conference for further discussion and eventual prioritization. The Board decides which items they believe are desirable, practical, and achievable, and develops project plans for these items. These are forwarded to conference participants prior to the WSC for eventual prioritization at the conference. No project proposal will be considered for prioritization or action during the same WSC as it was originally proposed.
- All project ideas submitted to the Board from the Fellowship are considered, and the Board's decisions as to which projects will be further developed are reported to conference participants. In the event that conference participants do not agree with the Board's decision to not develop an item for prioritization, the conference may provide direction that a project plan be developed and presented to the *next* World Service Conference for prioritization.
- While there is no minimum or maximum number of projects that may be offered and/or prioritized, all project-related decisions will, of course, be limited by available resources, both human and financial. For the purposes of budget development and oversight, the World Board is responsible for determining basic services, which appear under "Fixed Operational Funds" in the budget proposal. The conference then prioritizes projects based on available resources that appear under "Variable Operational Funds" in the budget proposal, and finally reviews and adopts the budget for the upcoming conference cycle. At the WSC, project plans are approved individually with the remainder of the budget (fixed operational and reserve funds) approved as a whole. The World Board will inform the conference of any adopted project that it wishes to eliminate.



## World Services Travel Guidelines

### Purpose

The Executive Committee of the World Board makes decisions about the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

### Goals

1. To help to ensure that world service travel produces the highest quality results.
2. To help to ensure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

### Planning Procedures

The Executive Committee reviews all requests based on where they have been placed in the funding priorities set by the World Service Conference. Additionally, during the two years between conferences, the World Board also establishes priorities that may affect travel. Availability of world service funds and resources are also considered when planning travel.

All requests for world service participation will be considered. The section on “Types of Travel” covers some of the issues that are considered by the EC. For requests from the Fellowship, a World Service Participation Request Form (see Addendum C) is needed. Additional information that would assist in evaluating the request is also helpful.

Travel requests are considered on a quarterly basis. Forty-five days before each quarter is the minimum necessary to consider a request but it is never too early.\* Requests should be submitted as early as possible. Forty-five days prior means a deadline of 15 November for the January-to-March quarter, 15 February for the April-to-June quarter, 15 May for the July-to-September quarter, and 15 August for the October-to-December quarter.

Whenever possible, known worldwide fellowship trips and non-NA events will be considered on a conference-cycle basis. This assists in the effectiveness of planning and prioritizing for these trips.

### Reporting Procedures

The Executive Committee regularly reports its routine decisions to WSC participants. These reports include the trip, purpose, and travelers. Any discussions of a philosophical nature are included in the *Conference Report*. A summary of travel decisions for the cycle is presented before each meeting of the WSC.

### Types of Travel

Funding is typically approved for world service travel to the following types of events (these may change from year to year, depending on the priorities set at the WSC): the World Service Conference, world service workshops, World Board meetings, World Board committee and workgroup meetings, World Convention site visits, non-NA events, and Fellowship requests.

**Note** *Due to limited funding and personnel, preference must be given to multiregional events and forums. Requests for attendance at convention workshops are usually not approved due to limited time available on the convention agenda. Requests for assistance in problem resolution, particularly in isolated or emerging NA communities, will be considered a priority. With all requests, the nature of the event and the needs of the requesting NA community are considered.*

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\* To help us plan effectively and keep travel cost-effective, we ask that requests be made at least 60 days before each quarter if possible.

## **Guidelines for Travel Plans**

### **Two Travel Together**

Most world service travel will include teams composed of at least two participants. Two-member teams stand a better chance of effectively communicating with the many types of people encountered in world service travel. Such teams also help dispel the perception that any one person can or should speak for World Services. Each member of a team can also provide emotional and spiritual support to the other while trying to accomplish the purpose of the trip. Although two-member teams are preferred, there are times when this will require assessment.

### **Choose from Current Participants**

Current members of the world service team—WSO administrative and coordinating staff, members of the World Board and its committees and workgroups, and RDs—are already familiar with the critical discussions currently taking place in the world service community. Because of their positions, they are already either directly or indirectly responsible to the World Service Conference. Because of these two factors, current world service participants are the first to be chosen when composing travel teams. However, if current participants are not available for a given trip or the needs of the team indicate otherwise, former participants may be asked to travel.

### **Combine Trips**

To maximize the benefits received from world service travel expenditures, trips are planned in such a way as to fulfill multiple purposes whenever possible. To accomplish this, long-range planning is required.

### **Prepare Carefully**

Informed, prepared travelers taking well-planned trips produce the benefits our Fellowship expects from world service travel expenditures. The Executive Committee of the World Board will do whatever it can to ensure that adequate planning and preparation occur.

### **Lodging only in commercial facilities**

It is preferred that travel teams plan to stay in commercial facilities. The nature of world service travel trips, perceptions of a preference for a particular local member and their views, and past experience have all proved that this is the most effective type of lodging.

## **Personal Expense Allowance and Reimbursement for World Service Travel**

World service travelers may claim reimbursement for specified expenses for each day of travel on an approved world service trip. Typical expenses allowed under the policy are for meals, transportation and ground transportation, parking fees, tolls, and tips. Allowance limitations are established by the US Internal Revenue Service for business travel in the US and by the US State Department for business travel outside the US. Those limitations as published are used to administer this policy. The daily maximum for meals in the US is provided in the budget proposal approved at each World Service Conference. (See the WSC Travel Reimbursement Policy in Addendum A.)

At each WSC, newly elected and continuing trusted servants are given a written description explaining all processes and procedures to be followed by World Services travelers. Included in the package are the kind of expenses that can be reimbursed, the limits of reimbursement, which items require receipts, expense forms, advances, and how to submit claims for reimbursement.

Air transportation is reserved and ticketed through the WSO or its agent whenever possible. Travelers should make air travel arrangements as far in advance as possible. Travelers are responsible for their tickets once they have been received. The use of other modes of

transportation is permitted, but only the most economical mode of transportation will be reimbursed.

Reimbursement for lodging is typically for double occupancy. Single accommodations may be arranged to accommodate individual needs or concerns, if presented and approved by the EC. This may not be determined by the individual traveler. NA World Services does not reimburse for companion accompaniment.

Fraudulent claims or violations of the policy and/or procedures can result in one or more of the following actions:

- Request for repayment of all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Rejection of request for travel advance.
- Suspension of trusted servant from office.

### **Credit Cards**

We have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in World Services. NA World Services maintains a policy on the use of credit cards for employee responsibilities, and has since their initial use. It seems responsible to apply those parameters to credit card use for WSC responsibilities. These policies ensure that credit card use conforms to a standard set of guidelines.

### **Distribution of Cards**

- A. The issuance of credit cards *for WSC responsibilities* is subject to the approval of the Executive Committee of the World Board. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card.
- B. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Executive Committee.
- C. Board or committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criterion must be returned to the WSO by registered mail within thirty days of completion of the trip or function. All invoices or other accompanying documentation should be returned at the time of card surrender.
- D. All cards must be returned within thirty days of the closure of the term of office of the cardholder. All invoices or other accompanying documentation should be returned at the time of card surrender.
- E. WSO executive management have the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.

### **Credit Card Expenditures**

All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards should submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts should be attached to the permanent record of the trip or function. World service credit cards should not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Executive Committee of the World Board conducts quarterly audits and/or reviews of WSC credit card activity by all trusted servants and reports such findings to the Fellowship in the *Conference Report*.

### **Credit Card Misuse**

Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the Fellowship. The determination of the committee can result in one or more of the following actions:

- Reinstatement of credit card privileges, if previously removed.
- Revocation of credit card privileges.
- Request for repayment for all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Suspension of trusted servants from office.

### **Theft**

Those traveling with NA World Services' equipment should leave a list of the items they are taking with the World Service Office, including serial or identification numbers and other information that may be necessary in making reports to police or transportation companies. The theft of equipment belonging to NA World Services should be reported to the WSO not later than the next working day. When in doubt, contact the WSO immediately.

NA World Services will not assume any financial responsibility for the loss of travelers' personal items unless the loss is the result of actions beyond the control of the traveler, such as loss caused by transportation company personnel. Claims for such losses should be made in writing within thirty days of the loss and should include a detailed report of the items lost and their value.

### **Accident, Injury, and Liability**

Non-employees who may from time to time travel at the expense of NA World Services do so voluntarily. It is mutually understood that NA World Services does not assume any liability for personal injury or loss of personal property to non-employees traveling at the expense of NA World Services. Furthermore, NA World Services does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of non-employee travel.

### **Health Insurance**

World Services does not carry blanket health coverage for travelers. If a trusted servant planning to travel outside his or her home country does not have personal health coverage, ~~she or he~~ they should inform the World Board Executive Committee prior to accepting any travel assignment. If you have any questions or concerns about accident, injury, liability, or health coverage, please call the WSO before accepting or planning a World Services trip.

## **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 that 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.

### **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. Fellowship-approved recovery material is typically the only thing that is read in NA meetings.

If the WSC takes action that changes the name or title of a Conference- or Fellowship-approved document, that change may then be reflected everywhere the name or title appears without requiring further action by the WSC.

### **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*. If the WSC takes action that changes the name or title of a Conference- or Fellowship-approved document, that change may then be reflected everywhere the name or title appears without requiring further action by the WSC.

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-related informational pamphlets and tools. At WSC 2008, Chapters 5–9 of the *PR Handbook* were also made adaptable by the World Board. At WSC 2018, the Conference decided that all materials produced by the Local Service Toolbox and Conventions and Events Projects would be World-Board-approved material. 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. Before approval and distribution, Service Pamphlets and materials produced by the Local Service Toolbox and Convention and Events Projects will be sent out to conference participants for a 90-day review-and-input. Service tools, PR material, bulletins, and other material will continue to be developed and approved by the World Board. 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.

### Approval Process for Recovery Literature

*Note: Policies regarding recovery literature are also contained in the Fellowship Intellectual Property Trust (FIPT). The FIPT was adopted in 1993 after conference action at WSC 1991 that affirmed that what was then the World Service Office, Inc. (now NA World Services, Inc.) was the exclusive authorized publisher and distributor of NA's literature and that they hold in trust for the Fellowship the ownership of all NA-related copyrights and trademarks. Conference action also instructed the WSO to take legal action against any infringement of this trust at their discretion. The FIPT lays out the operational rules of this trust. It is available upon request.*

Most Fellowship questions about the *FIPT* and the use of the NA literature and copyrights can be found in NA Intellectual Property Trust Bulletin #1, *Internal Use of NA Intellectual Property*, which can be found as an addendum in this guide.

#### 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.
2. 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. 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 or NA's 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 NA communities 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*.

## PUBLIC RELATIONS STATEMENT OF PURPOSE

### **Public Relations and the NA Member – Why Public Relations Is Important**

The Narcotics Anonymous message is “that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live.” Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the Fellowship. Establishing and maintaining a commitment to these relationships can help us to further our primary purpose.

The spiritual principles of our Steps, Traditions, and Concepts guide us in pursuing our public relations aims and our efforts to enhance NA’s public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.

### **Informing Professionals and the Public**

*The following statement can be used to inform members of the public about NA:*

Narcotics Anonymous is a global, community-based organization with a multilingual and multicultural membership. NA was founded in 1953, and our membership growth was minimal during our initial twenty years as an organization. Since the publication of our Basic Text in 1983, the number of members and meetings has increased more dramatically. Today,\* NA members hold over 70,000 meetings weekly in 144 countries. We offer recovery from the effects of addiction through working a twelve-step program, including regular attendance at group meetings. The group atmosphere provides help from peers and offers an ongoing support network for addicts who wish to pursue and maintain a drug-free lifestyle.

Our name, Narcotics Anonymous, is not meant to imply a focus on any particular drug; NA’s approach makes no distinction between drugs, including alcohol. Membership is free, and we have no affiliation with any organizations outside of NA including governments, religions, law enforcement groups, or medical and psychiatric associations. Through all of our service efforts and our cooperation with others seeking to help addicts, we strive to reach a day when every addict in the world has an opportunity to experience our message of recovery in his or her own language and culture.

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\* As of April 2018.

## WORLD CONVENTION GUIDELINES

### Purpose

The primary purpose of the World Convention of Narcotics Anonymous (WCNA) is to provide a special celebration of our recovery, a reflection of our diversity, and a demonstration of our unity.

### 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 three years.

Year	Zone	Actual Site
2018	North America	Orlando, Florida 30 Aug–2 Sept 2018
2021	Asia, Middle East, and Africa	Melbourne, Australia September 2021
2024	North America	
2027	Europe	
2030	North America	
2033	Central and South America	

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 2036 World Convention.

There are zones in North America, Asia-Pacific-Middle East-Africa, Europe, and Central and South America. Rotation for WCNA is based on every other convention being held outside of North America.

### Site Selection for the World Convention

During the initial phase of the site selection process for a particular zone, the Board notifies the Fellowship through world service publications that the site selection process has begun. The cities that are being considered are reported. Any region also has the ability to request that the WB consider a specific city in their region. All such cities will be subject to the site selection process as described in these guidelines.

The World Board considers many factors during the site selection process. The potential effect of a world convention on the local NA community, the desire and ability of the local community to host a world convention, and the sites of previous world conventions are all important considerations. Other factors that are considered during the site selection process are the availability of facilities for convention activities, aspects of the city that add a unique local flavor to the convention, and anything else that would make the overall package more attractive to our members.

The World Board has the responsibility to research, negotiate, and approve all potential sites for the World Convention. The planning period for the World Convention will vary from zone to zone. The first step in the selection process is to identify and list all cities in the zone that meet the following ideal, standardized criteria:

#### For USA and Canadian cities

- One million population in the metropolitan area.
- One hundred groups/meetings in the region.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

#### For all other cities

- A half million population in the metropolitan area.
- Fifty groups/meetings in the region/NA community.

- Twenty-five groups/meetings in the city itself.
- International airport.
- Sufficient number of hotel rooms and meeting space available for time needed.

The initial list of eligible cities is then reviewed by the Board in light of achieving the objectives of the corporation and the anticipated needs of the event. A feasibility study of the remaining cities is then conducted. Based on this study, cities are identified for negotiations, and reports on these negotiations are developed for review by the World Board. The Board then makes its final decision or conducts further negotiations until a final decision is made and reported to the Fellowship.

### **WCNA Workgroup**

#### **Purpose**

Although the World Board has the responsibility for the World Convention, the WCNA Workgroup plays an important role in its success. The purpose of the WCNA Workgroup is to support the World Board in specific areas of planning and implementation by providing input, volunteers, and assistance.

The direction and focus is set by World Services. The World Board will provide each WCNA Workgroup with a list of its responsibilities.

**World Convention Zones**



## SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO A GUIDE TO WORLD SERVICES IN NA

*Editorial note:* On the following pages is a partial list of relevant World Service Conference actions that could not easily be factored into the text or may be of interest to conference participants.

### 1984 WSC New Business

- ◆ That each area be requested to hold a fundraiser for the benefit of WSC in July of each year and send the proceeds of such fundraiser to world services; the first to be during July 1984.

### 1987 WSC Old Business

- ◆ That the current funding practices of the fellowship's H&I committees, in particular the "H&I can," be removed from all NA meetings and functions, and that the NA service structure provide for the needs of all H&I service efforts.

The intent of this motion is to return the responsibility for H&I funding to the service structure of NA as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

### 1991 WSC Old Business

- ◆ To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by Narcotics Anonymous World Services, Inc., which holds such title in trust on behalf of the fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.
- ◆ To reaffirm that Narcotics Anonymous World Services, Inc. is the exclusive publisher and distributor of all World Service Conference-approved and Fellowship-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference.

### 1991 WSC New Business

- ◆ The voting participants of the 1991 World Service Conference, after much discussion and consideration of several motions, voted to issue the following statement to the fellowship:  
*"The Basic Text, Fifth Edition, is the only edition of the Basic Text that is currently approved by the World Service Conference of Narcotics Anonymous for publication and sale. The World Service Office Board of Directors is entrusted with the responsibility for protecting the fellowship's physical and intellectual properties, including the Basic Text, and at the board of directors' discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust."*

*WSC 2008 approved the Sixth Edition Basic Text. It is now the only edition approved for NAWS production with the exceptions called out in the Translations Policy.*

### 1992 WSC New Business

- ◆ That the World Board coordinate a World Unity Day.
- ◆ Resolved that, as Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences:
  1. For both the general purposes of NA World Services and the specific purposes of the World Service Conference of Narcotics Anonymous, there are neither "foreign" languages nor "foreign" countries.

2. The World Service Conference has elected to use English as the working language of its plenary and committee meetings, records, and primary reports.

- ◆ That the WSC confirms the use of contract writers who are NA members and who work within our literature development process to draft and edit NA literature.

#### **2000 WSC Old Business**

- ◆ The World Service Conference funds the attendance of a delegate from each seated region to the meeting of the WSC held every two years. This funding includes travel, lodging, and meal expenses only.
- ◆ Limited seating on the conference floor to one delegate and one alternate per region.

#### **2000 WSC New Business**

- ◆ That the “NA World Services Vision Statement” and “The World Service Conference Mission Statement” be included regularly as a component of the *Conference Agenda Report*. (WSC 2010 approved “A Vision for NA Service” which replaced the “NAWS Vision Statement.”)

#### **2004 WSC New Business**

- ◆ Approved a system for identifying candidates for World Service positions that includes the opportunity for RSCs, zonal forums, and/or the World Board to forward potential candidates to the HRP separately from and after the HRP’s initial blind screening process.

#### **2006 WSC Old Business**

- ◆ To allow the World Board to approve the resource material used as Addenda in the *Public Relations Handbook* on an ongoing basis, including preface, foreword, glossary of terms, and appendix, etc.
- ◆ Adopted the proposed Area Planning Tool, which is adaptable or revisable with World Board approval.

#### **2008 WSC Old Business**

- ◆ Unanimously adopted all changes offered in Motions 1–3 to create a Sixth Edition Basic Text.

To replace the existing stories in the Fifth Edition Basic Text, *Narcotics Anonymous*, with those contained in Addendum B.

To approve the remaining revisions to the Fifth Edition Basic Text, *Narcotics Anonymous*, as represented in Addendum B. This includes

- the Preface to the Sixth Edition,
- the titles “Our Program” and “Our Members Share,” which would replace the titles “Book One” and “Book Two,” respectively,
- the Introduction to Our Members Share,
- the abstracts,
- the reflections, and
- the titles and descriptions for the sections “Beginnings,” “Coming Home,” “Regardless of . . .,” and “Life on Life’s Terms.”

To allow the World Board to approve updates to the statistical information (the numbers of meetings, countries, and so on) in the Preface to the Sixth Edition Basic Text, *Narcotics Anonymous*, regularly with an “as of” date in the footnote.

**2010 WSC Old Business**

- ◆ Unanimously adopted “A Vision for NA Service,” stated below, to replace the existing “NA World Services Vision Statement”

## A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. 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;
- ◆ Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- ◆ NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- ◆ Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

**2010 WSC****Agreements Reached without Motions**

- ◆ Agreed to the WB looking for ways for regions to have ideas considered rather than forwarding regional motions to the CAR or new business for WSC 2012.

**2012 Old Business**

- ◆ Unanimously approved *Living Clean: The Journey Continues*.
- ◆ Approved the following changes to the Operational Rules of the *Fellowship Intellectual Property Trust*:
  - To allow the World Board to make non-substantive corrections which fix typographical errors, obsolete references, references to outdated literature, and other similar corrections. The World Board will announce such corrections not less than 120 days in advance of publication.
  - To allow the World Board to bundle, excerpt, and repackage the texts themselves. The World Board will announce these actions not less than 120 days in advance of publication.
  - To allow the World Board the ability to create and approve enhanced electronic or digital versions of texts that include supplemental materials or connections to other NA materials. The World Board will announce such enhancements not less than 120 days in advance of publication.

**2012 Service System Items**

The following resolutions were passed in Old Business:

- ◆ Resolution 1: To Approve in Principle: Our service efforts will be carried out through a system that includes structure, process, people, and resources.
- ◆ Resolution 2: To Approve in Principle: The service system is group-focused and includes a local-level body dedicated exclusively to addressing group concerns.
- ◆ Resolution 3: To Approve in Principle: Training and mentoring of trusted servants are essential functions of the service system.
- ◆ Resolution 4: To Approve in Principle: Service bodies are purpose- and vision-driven.

- ◆ Resolution 5: To Approve in Principle: Service bodies work together to utilize planning processes to organize and coordinate their efforts.
- ◆ Resolution 6: To Approve in Principle: Service bodies make decisions by consensus.
- ◆ Resolution 7: To Approve in Principle: The service structure includes local service bodies, state/nation/province service bodies, and intermediate bodies if needed. Service bodies follow established geographic boundaries. They are not self-determined, but are formed, based on need, through a collaborative planning process and agreement with other affected service bodies at the next level of service.
- ◆ Resolution 8: To Approve in Principle: State/national/province boundaries are the primary criterion for seating consideration at the World Service Conference.

#### 2014 Old Business:

- ◆ Agreed in principle to move in the direction of a service system that contains group support forums: discussion-oriented gatherings focused on the needs of the group, contains local service conferences: strategic service-oriented planning conferences, and local service boards: a body overseen by the local service conference that administers the work prioritized by the LSC, as described by the characteristics below to be included in the *GTLS* as an option along with our current service units. (carried by two-thirds standing vote)
- ◆ For more information about this, see the addendum in *A Guide to Local Service in NA*.

#### 2016 WSC

- ◆ Approved, “Guiding Principles: The Spirit of Our Traditions,” as Fellowship-approved recovery literature.
- ◆ Reduced the size of the World Board from “up to 18” to “up to 15” members, removed the requirement for staggered terms, and limited election to the WB to two terms.
- ◆ Decided to allow a delegate from any currently existing zonal forum who requests it to be seated at WSC 2018 as a non-voting participant for one conference only. The expense of attendance will be the responsibility of the zonal forum and not the WSC.
- ◆ Decided to remove Le Nordet Region from the list of seated regions at the WSC.
- ◆ Decided to ask the delegates to go back to their regions with the question/workshop below: “What is that your region thinks and feels about zonal representation?”

#### 2018 WSC

- ◆ Decided that any Zonal Forum with two or more zonally seated regions or communities that are not seated at the World Service Conference, may choose to send one Zonal Delegate to the World Service Conference to represent those regions or communities. These zonal delegates have one vote. They are eligible to receive the same funding as regional delegates and may choose to bring an Alternate at their own expense.
- ◆ Approved remote participation at the WSC for conference participants who are unable to attend the WSC due to visa issues. Remote participants would have the same rights as if they were at the WSC.
- ◆ Approved the 2018-2020 NAWS Budget and the following project plans:
  - WSC of the Future
  - Mental Health/Illness Informational Pamphlet
  - Daily Meditation Book
  - Training and Tools

- ◆ Seated the following regions:
  - Netherlands
  - Mexico/Occidente
  - Ukraine
- ◆ Approved an NA Service Prayer, utilizing the language that is already in the intro of the Basic Text, substituting the word write with the word serve, including it in the set of posters of the meetings for NA groups, as shown here: “GOD, grant us knowledge that we may ~~write~~ serve according to Your Divine precepts. Instill in us a sense of Your purpose. Make us servants of your will and grant us a bond of selflessness that this may truly be your work, not ours, in order that no addict, anywhere, need die from the horrors of addiction.”
 

Note: It was clarified prior to voting at WSC 2018 that “Your” would be capitalized throughout the prayer to match the text as it appears in the Basic Text.
- ◆ Passed a motion that All service materials produced by the Local Service Toolbox Project and the Conventions and Events Project will be identified as World Board–approved material, and follow the same approval process as service pamphlets. That means after the World Board signs off on them, drafts will be distributed to Conference participants for a 90-day review before being identified as approved.
- ◆ Decided to assign a week each year as an NA PR week, beginning in 2019. NAWS will assign dates and make information available a minimum of 90 days prior and also have available the possible contents of the program or the suggested agenda for such week.
- ◆ Authorized the World Board to define more special days for topics like sponsorship and service, similar to what is done now for unity day, in the yearly calendar
- ◆ Passed motions directing the World Board to create the following project plans for consideration at WSC 2020:
  - To convert the service pamphlet Social Media and our Guiding Principles into a recovery IP that includes fellowship input and review.
  - To create or revise one piece of recovery literature to directly address Drug Replacement Therapy (DRT) and Medication Assisted Treatment (MAT) as it relates to NA.
  - Project plan on the role of Zones, their relationship to the wider fellowship, including integrating Zonal Delegate participation into the decision making process at WSC

### ***Decisions made without motions***

Acting as the trustor, the delegates present at WSC 2018, are suspending Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension would expire at the close of WSC 2020. Consensus support.

Create a *FIPT* Operational Rules and Bulletins Workgroup

Continue the Delegates Sharing Workgroup

**Decisions made about WSC processes:**

To acknowledge that the WSC has moved away from distributing and collecting election ballots by roll call. The replacement language for the current policies will be presented to participants in the 2020 CAT.

- All decisions except elections require a two-thirds majority of those present and voting to vote in the affirmative to be adopted.

Established a deadline of ten days prior to the opening day of the WSC for amendments to *CAR* and CAT Motions. The primary reasons for this is to ensure time for translations and notice to Conference participants

Approve a vetting process for amendments to motions. The WSC Cofacilitators will ensure that the amendments are clear and lend themselves to a yes/no vote. Motions for the *CAR* and CAT have policies to ensure that they are clear and lend themselves to a yes/no decision. Proposals made to amend these motions do not have the same requirements.

To call items for consideration that appear in the *CAR* and CAT and items related to seating – motions.

To call items submitted to amend a motion – amendments.

To call items submitted as New Ideas – proposals.

To limit discussion to two minutes per person. Additional time may be allotted, at the discretion of the cofacilitator, for reasons such as translations.

To begin discussions of motions without hearing from the maker of the motion or the World Board response.

To adopt the following approaches for *CAR* Business:

Rename the session *CAR* Discussion and Decisions

Eliminate formal *CAR* Business

If a motion has consensus in the first straw poll (80% or more of voting participants in support or not in support of the motion), the Conference will have the option to discuss and decide on that motion without any changes (amendments) if participants wish.

The Cofacilitators will make it clear to all participants when the Conference is making a final decision. Final decisions on Motions will be taken in the *CAR* discussion and decision session.

- For CAT business:
  - Address Conference Approval Track (CAT)–related decisions in the same way described above for *CAR*-related decisions, including renaming the session CAT Material Discussion and Decisions.
  - The CAT Material Discussion and Decisions session would include:
    - Approval of NAWS budget
    - Approval of project plans
    - Decision on any requests for seating (including any proposals submitted at the WSC)
    - Any Most World Board motions included in the CAT
    - Any amendments to change any of the above items

To acknowledge in the upcoming GWSNA, that formal new business has been eliminated. The process used at WSC 2018 to discuss New Ideas [See below] will continue to be developed in the cycle. A motion will be included in the 2020 CAT and offered at the start of WSC 2020 to outline the process to be used for that Conference.

**To adopt for WSC 2018 only, the following approaches for New Business:**

- ◆ All makers of new proposals will use a New Proposal form to submit their proposal. The form will include the following information:
  - Maker
  - Main topic/issue addressed in the proposal
  - The proposal itself
  - What does this proposal intend to accomplish? (i.e., project, issue discussion, new tools, evolving the idea to create a 2020 CAR motion, etc.)
  - Any contextual or support material that would be helpful in discussion of the proposal
- ◆ The deadline for New Proposal submissions will be 12:00 noon on Wednesday of the Conference week. The WSC Cofacilitators and World Board Chair will oversee the compilation of all submitted proposals and will be responsible for the final presentation of the list to be distributed to Conference participants. They may group proposals that have similar themes (much as is done currently).
- ◆ New Proposal packages and surveys will be distributed to Conference participants Wednesday evening.
  - Each participant will be asked to complete the survey, identifying the proposals or topics they wish to discuss with a “yes” and those they do not wish to discuss with a “no.” Participants can choose to vote “yes” or “no” for every proposal, none of the proposals, or any number between.
  - The deadline to complete and turn in New Proposal surveys is noon Thursday.
- ◆ Surveys will be tabulated; all results will be provided to Conference participants Thursday evening.
  - The proposals or topics that receive the most “yes” votes will be identified for discussion in small groups. We will seek the Conference’s concurrence on the small-group discussion topics.
  - All proposals that were submitted and not discussed will be included in an appendix to the WSC minutes.
- ◆ New Proposal discussions will take place in two 90-minute breakout sessions on Friday.
  - We will meet as a large group prior to the start of the small-group discussions to review the proposals and agree on a frame (depending on topics and intended outcomes), so that there is a common understanding of the process and goals.
  - There will be five breakout rooms, two for RDs, two for ADs, and one for Spanish-speaking participants.

- Each session in the breakout rooms will have time for both small- and large-group discussions on each topic. Each breakout room will be asked to agree on outcomes of their discussions to report back to the Conference.
- Session outcomes will be compiled in preparation for the Saturday morning session.
- ◆ Large-group follow-up on small-group sessions (Saturday morning)
  - We will report the points of agreement or disagreement from the breakouts, and facilitate a discussion on how to move forward. This could include additional large-group or small-group discussions.
  - Either here or in Moving Forward, the Conference will decide how to carry forward proposals or topics that received considerable support but were not identified for discussion.
- ◆ Moving Forward session (Saturday afternoon)
  - Any outcomes from the New Proposals process that need a final vote will be addressed.
  - Any other issues from the week's work that need a final vote will be addressed.

### **The Following Motion was Committed to the World Board**

Motion #3      Baja Son Region

To direct the World Board to create a project plan for a Step Study booklet containing questions derived only from sentences in the Basic Text chapter 'How It works', for consideration at WSC 2020

Intent: To create a fellowship approved, inexpensive, NA Step study questions booklet that relates directly back to the Basic Text without additional interpretation required.

## **TRAVEL REIMBURSEMENT POLICY**

### **CONFERENCE CYCLE 2018–2020**

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 and accounting for advances must be submitted on a Reimbursement Request form. A copy is included.
2. All reimbursement requests must be submitted no later than 60 days after the last travel day of a trip or event. Submissions after 90 days will typically be 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. Requests should include a receipt, when possible, for non-meal-related reimbursable items.
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 (IRS) does not allow for personal phone calls as a reimbursable expense.

#### **MEALS**

Maximum meal and tip allowance is \$60 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 handwritten, 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 2017 is \$0.54 per mile. These rates change each year and are established by the IRS.

For meetings held at the WSO-Chatsworth, ground transportation, including car rental, does not require prior approval. The maximum allowable ground transportation from Los Angeles area airports

is \$40 per person each way, including tips. If you choose to use something other than the shuttle voucher provided by NAWs, 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 21 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 21-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 21-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. 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 21 days prior to departure in order to qualify for the lowest fare.) Sam then drives to the airport (27 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 NA community, returns to the airport by shuttle (\$16 with tip), and flies home. The parking bill is \$21. Sam saves all receipts. An advance of \$180 was requested and granted. The meal allowance is \$60/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 \$0.54 per mile (27 x \$0.54 = \$14.58).
- Shuttle (with tip)—yes, with receipt.
- Meals—maximum meal and tip allowance is \$60 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 those with individual personal issues such as snoring. This must be approved by World Services and may not be done by the individual traveler. If staying with a non-world service traveler, they 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 \$180 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. No funds will be advanced or reimbursed to you until any previous advances that are outstanding for 60 days or more have been accounted for.

### **A WORD TO THE WISE**

If, after reading the World Service Travel Guidelines and this package, you are uncertain about a 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 90 days of purchase (in the case of supplies) or date of bill (phone/fax).

### **2018–2020 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 internet expenses must be substantiated.
- ◆ Individuals' expenses must be submitted to the WSO each month or as a bill is available.
- ◆ 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.

### **Miscellaneous**

Any other expenses incurred that you believe should be reimbursed should be submitted as "other" on a Reimbursement Request and include receipt(s).

### Sample Reimbursement Request

Name: Sam Service Date of Request: 1 Sept 2018  
 Event/Purpose: Zonal Forum Workshop Dates of Event: 04-06 Aug 2018  
 Location: Dallas, Texas, USA

**Maximum meal and tip allowance is \$60 per day**

3 # of Days x \$60.00 \$180.00

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
<b>Thursday</b>						
<b>Friday</b>	\$292.00 \$14.58* \$30.00**		\$30.00		Airfare *27 miles **Shuttle	\$366.58
<b>Saturday</b>			\$40.00			\$40.00
<b>Sunday</b>	\$14.58* \$35.00** \$21.00***	\$181.50	\$55.00		*27 miles **Shuttle ***Parking	\$307.08
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Totals</b>	\$407.16	\$181.50	\$125.00			\$713.66
<b>Advance</b>						\$180.00
<b>Balance</b>						\$533.66
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 \$60 per day**  
 # of Days X \$60.00

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
<b>Totals</b>						
<b>Advance</b>						
<b>Balance</b>						
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 \_\_\_\_\_

**IDEAS FOR WORLD SERVICE PROJECTS SUBMISSION FORM**

Narcotics Anonymous World Services  
PO Box 9999  
Van Nuys, CA 91409 or email to worldboard@na.org

**For use by any member, group, board, or service committee**

**DATE:** \_\_\_\_\_

**SUBMITTED BY:** \_\_\_\_\_

**CONTACT NAME:** \_\_\_\_\_

**CONTACT INFO:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**PROJECT OR IDEA IS (check one):**

Printed Material

Audio/Visual

New

Revision to existing material

**PROJECT IS FOR USE BY (check one):**

Members

Groups

Service Committees

Outside the Fellowship

**NAME OF PROJECT OR IDEA:** \_\_\_\_\_

**DESCRIPTION OF PROJECT OR IDEA:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**WHY IS THIS PRODUCT NEEDED:** \_\_\_\_\_

\_\_\_\_\_

**WHAT IS THIS MEANT TO ACCOMPLISH:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*Please attach any background information that would assist the World Board  
in their consideration of this idea*



# WORLD SERVICE PARTICIPATION REQUEST FORM 2018-2020 CONFERENCE CYCLE

This form **must** be completed and submitted when requesting NA World Services participation at an event. Once completed, it can be emailed to [Elaine@na.org](mailto:Elaine@na.org), faxed to 818.700.0700, or mailed to NAWS, attn: Elaine Wickham. Make your requests as early as possible to allow for adequate planning. Participation request submission deadlines for the 2018-2020 conference cycle are at a minimum 15 November for January–March events, 15 February for April–June events, 15 May for July–September events, and 15 August for October–December events. (To help us plan effectively and keep travel cost-effective, we ask that requests be made at least 60 days before each quarter if possible.)

## EVENT INFORMATION

Name of event (full name and acronym):

\_\_\_\_\_

Type of event: (i.e. zonal forum, *Conference Agenda Report* workshop, PR workshop, regional assembly)

\_\_\_\_\_

Dates and times of event: \_\_\_\_\_

Location of event: \_\_\_\_\_ Phone: \_\_\_\_\_

Language of the event: \_\_\_\_\_

Estimated number of attendees: \_\_\_\_\_ From where? \_\_\_\_\_

Contact person name: (for ongoing communication in planning) \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

Secondary contact person name: \_\_\_\_\_

Email address: \_\_\_\_\_ Phone: \_\_\_\_\_

## NA WORLD SERVICE SESSION INFORMATION

For the 2018–2020 conference cycle, we continue to make good use of zonal meetings as an opportunity to interact and communicate with RD teams from many regions in a single setting

Last cycle most zonal forums scheduled meetings with CAR workshops on the same weekend, making it extremely challenging for us to meet these travel needs. With a smaller, more international Board, this challenge will be even more pronounced. We hope that zonal forums can communicate with one another and coordinate calendars or in some way help solve this challenge.

As we expressed last cycle, with this diminished capacity for funding travel, or holding larger workshops to reach broader portions of the fellowship, we want to explore greater partnerships with zones as a way to reach more local members. For example, one idea is to work with zones to

plan larger fellowship-oriented workshops on Friday evening and all day Saturday, and use Sunday for a more formal meeting of the zone.

**In any case, because of the time and resource commitment required to attend events, generally we ask that we are able to conduct a minimum of six to eight hours of sessions.**

We can do more, but generally to do less does not warrant the expense of travel from NAWS. Our experience at conducting workshops is that it is also not productive if there are concurrent workshops or activities. We ask that scheduling considerations are made so that most attendees are able to attend NAWS sessions. And if NAWS is unable to attend the event, we have many tools available to help you facilitate your own workshops.

**How much time is available in your agenda for NAWS?** \_\_\_\_\_

**How many sessions would you like NAWS to facilitate?** \_\_\_\_\_

**What other activities are planned for the same time frame?** \_\_\_\_\_

**Please offer session topic ideas.** In determining the session topics, it is helpful to consider who will be attending the event. Following are some ideas for workshop topics for this cycle: one of the current Issue Discussion Topics (Attracting Members to Service, Carrying the NA Message and Making NA Attractive, NA and DRT/MAT)); one of last cycle’s IDTs (Atmosphere of Recovery in Service, Applying Our Principles to Technology and Social Media, How to Use *Guiding Principles*); or a topic related to one of this cycle’s projects (Mental Health/Mental Illness IP, Daily Meditation Book, Local Service Toolbox, Events and Conventions, WSC of the Future). We are also prepared for other topics of interest to local members such as Building Strong Home Groups, Social Media, Planning, Consensus-Based Decision Making, Current NAWS Activities, Fellowship Development, Facilitation Training, or Public Relations. These are just a few ideas; feel free to forward any topics that serve your event and community or to contact us for ideas about what might be best tailored to the event and attendees.

Proposed session topics and reason for each session (more information is better here; please feel free to attach an additional sheet if the space below is not enough.):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**BACKGROUND AND ADDITIONAL COMMENTS**

Please provide us with any other relevant details about your region(s), zone, or issues of concern that your NA community may be experiencing. This information will support our success in framing sessions and also in selecting NAWS travelers for the event.

\_\_\_\_\_  
\_\_\_\_\_

**FUNDING INFORMATION**

**Will the hosting region/forum/committee be making a contribution to NAWS for the traveler(s) expenses?** Yes \_\_\_\_\_ No \_\_\_\_\_

If a trip is approved, NAWS will handle and pay for all travel related expenses. In the principle of self-support, we ask that your committee do its best to make a contribution.

**GO TO WWW.NA.ORG AND COMPLETE THIS FORM ONLINE**

## **WSC DECISION-MAKING PROCESSES**

~~Note: For the last several Conferences, the WSC has been shifting from a set of decision-making rules based in parliamentary procedure to a set of consensus-based processes. We have tried to update the next three pages to reflect the changes the Conference has decided on thus far, but the transition to a new set of processes is ongoing, and the WSC has not yet made formal decisions about all of the new processes. As such, some of the sections below are no longer entirely applicable. We've noted when that is the case. Page 10 of this *Guide* also describes some of the processes used for discussion and decisions of motions and amendments.~~

~~In addition we have begun to use electronic voting at the WSC and the language in these Rules does not reflect that change. We hope to offer some revisions in the 2020 Conference Approval Track material to bring this section of *GWSNA* up to date.~~

The World Service Conference uses the following processes during the CAR- and CAT-related Discussion and Decisions sessions. 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.

The guiding principles of NA, including the *Twelve Concepts for NA Service*, are foundational in all our service efforts.

### **WSC Processes**

1. Each Conference participant has only one vote. RD alternates and ZD alternates are considered to be the same “member” as their respective RD and ZD 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 two minutes each time they are recognized by the facilitator. The facilitator may extend the time limit when they believe such action is warranted. Otherwise, the Conference must make a decision to extend time limits in order to increase the amount of time for each participant.
4. When an item has consensus in an initial straw poll, initial debate is limited to no more than two speakers who are not part of the consensus. If consensus remains, the second straw poll will be considered a vote (a decision). Debate only occurs if necessary. The facilitator may extend that number if they believe such action is warranted.
5. Every main motion and amendment to a main motion must be presented in writing on a WSC Motion Form and submitted no less than ten days in advance of the WSC opening day. 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. 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, discussion follows only if necessary. Amendments, as appropriate, may be applied to the main motion and must be disposed of in some manner before a decision is made on the main motion. Debate should focus on the merits of the motion or amendment and bring up points that have

not already been made. Members should speak to a motion or amendment 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 two-thirds 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. Decision-making Thresholds/Adoption of Motions
  - a. A two-thirds majority present and voting in the affirmative is required to pass a motion, excluding WSC elections. See page 31 for the details of election procedures.
  - b. 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.
- 9-10. If, at any time during the proceedings, a participant is experiencing a personal emergency or issue that requires the attention of the Facilitator, the participant may be recognized. The Facilitator will determine how to address to issue.

## Polling and Voting

Straw Poll: A straw poll is a measure of where the body stands on a particular issue. It is an informal pulse. Often motions or amendments are straw polled more than once during discussion.

Vote: A vote happens when the body makes a decision on an item.

Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways in addition to the above-described. The following terms may be used by the WSC Cofacilitator when announcing the results of a vote or straw poll:

Unanimous support

Consensus support (meaning 80% or greater support)

Strong support (meaning 2/3 majority support)

Support (meaning simple majority support)

Lack of support (meaning less than simple majority support)

Strong lack of support (meaning less than 1/3 support)

Consensus not in support (meaning 20% or fewer support)

No support

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

Note: At WSC 2016 and 2018, we utilized an electronic voting system. This section of the WSC decision-making processes has not been updated to reflect current practices.

1. Voting occurs in one of the following ~~two~~<sup>three</sup> ways:
  - a. ~~Standard Voice~~ vote (using electronic voting pads) - 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 pressing "1/a" on their voting pads saying "aye," then asks those opposed to the motion to respond by pressing "2/b," saying "no," and then asks those abstaining to respond by pressing "3/c, saying "abstain" and then asks those present and not voting to respond by pressing "4/d." 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.
  - ~~cb.~~ Roll call vote - Any member can request a roll call vote. Upon recognizing the request, the facilitator will ask the body. If the decision is in support of a 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," or Participants who do not wish to participate in the vote may answer as "present" to be reflected in the record present and not voting," 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 the number of those present and not voting, 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.~~
- ~~3.2. In a standing or roll call vote, p~~Participants may choose to not affect the decision at all by being be 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.~~
- ~~5.3. An adopted motion takes effect at the conclusion of the conference, unless otherwise stated in the motion.~~
- ~~6.4. Motions included in the Conference Agenda Report, and any amendments to those motions, are considered in the CAR-related Discussion and Decisions session.~~

All other motions and amendments are considered in the CAT-related Discussion and Decisions session.

~~7.5. Only~~ Regional and zonal ~~D~~delegates are eligible to vote on motions during the CAR-related Discussion and Decisions session.

~~8.6.~~ Regional ~~D~~delegates, zonal delegates, and World Board members are eligible to vote on motions during the CAT-related Discussion and Decisions session.

## The Discussion to Decision Process

Following is ~~a bullet point list of the actions that are included in the discussion to decision process, the process that was used at WSC 2018 in the CAR and CAT related Discussion and Decisions Sessions. These bullet points come from a handout given to participants before the WSC and have been revised to reflect decisions made at the WSC such as changing the amount of time each participant has to speak.~~

- ◆ A ~~proposal or~~ motion is introduced.
- ◆ There is an initial straw poll.
- ◆ If there are ~~proposals amendments~~ to ~~change~~ the motion, they must be dispensed with before the main motion is discussed and decided.
- ◆ The process to discuss ~~proposals amendments to amend motions~~ operates in the same way: the ~~proposal amendment~~ is read, and an initial straw poll is taken.
- ◆ If there is consensus in the initial straw poll, discussion of the ~~proposal amendment~~ or motion is limited to two participants in the minority. (The WSC defines consensus support as 80% or greater support and consensus not in support as 20% or fewer support.) After those two people speak, a second straw poll will be taken. If consensus support or not in support remains after those two participants speak, the second straw poll will be considered a vote, and the measure will be decided. Participants will be reminded before the second straw poll that this will be a decision if the Conference is still in consensus. If the second straw poll reveals that there is no longer consensus, discussion will proceed until a decision is reached.
- ◆ If there is not consensus in the initial straw poll, those who wish to speak to the measure will raise their cards.
- ◆ Each member has up to two minutes to speak (those being translated will be given more time). The Conference uses a timer in decision-making sessions that goes from green to yellow to red as the allotted time passes.
- ◆ In the course of discussion of a motion or ~~proposal amendment~~, straw polls will be taken to measure the body and see if discussion is having an effect.
- ◆ Before a vote on an item, everyone will be asked whether they are ready to make a decision. Participants requiring information to make a decision, or who are unclear about the process, have this opportunity to ask those urgent questions.
- ◆ At any point, the Cofacilitators can decide to end discussion and take a final vote on the item being considered.
- ◆ ~~A participant can challenge that decision, and if so, the body will vote on whether to uphold the Cofacilitators' decision to end discussion. Support (at least two thirds) in~~

~~favor of the Cofacilitators must exist for the Cofacilitators' decision to end discussion to stand.~~

- ◆ If any of the ~~proposals to change a main motion~~amendments pass, the main motion will be changed accordingly. After the ~~proposals~~amendments to change the motion are decided on, the body will discuss and decide on the main motion using the same discussion process. It will still be possible to ask to commit a motion ~~or proposal~~ to the World Board or to use an amendment to divide a motion ~~or proposal into more than one measure. Either of these actions needs two-thirds Conference agreement.~~
- ◆ A participant can challenge ~~that~~ any decision of the Cofacilitator, and if so, the body will vote on whether to uphold the Cofacilitators' decision to end discussion. Strong support (at least two-thirds) in favor of the Cofacilitators' decision to end discussion to stand.

~~This section, which lists and explains motions, is a vestige of the parliamentary procedure that the Conference used to use in decision-making sessions. The Conference no longer uses most of these formal procedures, and these three pages have not been revised in several cycles. These pages have been left in for reference while the WSC continues to transition to CBDM.~~

### **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.

	<b>IN-ORDER WHEN ANOTHER HAS FLOOR</b>	<b>SECOND REQUIRED</b>	<b>DEBATABLE</b>	<b>AMENDABLE</b>	<b>VOTE REQUIRED TO ADOPT</b>
Adjourn	No	Yes	No	No	Majority
Amend	No	Yes	Yes	Yes	Majority
Appeal the Facilitator	Yes	Yes	† Pro/1 Con; 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

## Issue Discussion Topics—Selection and Discussion

Note: Issue Discussion Topics were part of the *Conference Agenda Report* survey in 2016 and 2018. Delegates used survey results to decide on topics for the cycle at the last two World Service Conferences. This policy has not been updated to reflect this process.

At WSC 2002, the following process was approved for use for two conferences. We continue to refine the IDT process each conference cycle.

**INITIATION AND CHOOSING TOPICS:** The WSC meeting is the best place to initiate Fellowship discussions. Without the efforts of all conference participants when they leave the conference, the Fellowship would not be aware of what these issues are or why they are important.

The conference may select Issue Discussion Topics through any combinations of the following:

1. The World Board can come to WSC with a variety of topics, derived from many sources, for participants to either rank or choose from. The sources for topics would include reports from the worldwide workshops, WSO Fellowship Services' correspondence, topics submitted from regions or members, world convention workshops, etc.
2. The World Board can come to WSC with one or two topics already chosen for the next conference cycle. These topics would come from the same sources mentioned above.
3. Conference participants can generate topics throughout the week and choose one or two from a compiled list near the end of the week.

**CONFERENCE PARTICIPANTS AND FELLOWSHIP INVOLVEMENT:** The general steps below provide for wide participation of conference participants and members of the Fellowship.

Conference participants, in small groups, can generate points to help establish the type of information in IDT material published after the conference.

The WB will finalize the material on the IDTs after the WSC meeting and distribute it widely.

The WB will invite input from the Fellowship discussions. It will be important to actively encourage members and committees to share their experience, strength, and hope instead of asking for their opinion or “position” on the topic. Our recovery is built on this kind of sharing of experience rather than taking a position.

**FINALIZATION:** The World Board will provide feedback to the Fellowship in the form of a synopsis or report on the input received. This could be in *The NA Way*, *NAWS News*, a special report, on the website, etc. The input might or might not be usable as input for a service pamphlet or even for a new project plan.

The approach outlined above delivers what is hoped to be an inclusive process that has a definable outcome. It outlines the selection of Issue Discussion Topics, and the initiation and finalization of discussions. It allows for the Board to draw from staff, worldwide workshops, convention workshops, member ideas, regional and zonal submissions, and Board correspondence. The selection process is taken out of the *CAR*, and “position papers” are discouraged in favor of shared experience.

This approach also preserves the value of holding Fellowship discussions in many different settings while creating the sense of building community among the discussion participants.

## INTERNAL USE OF NA INTELLECTUAL PROPERTY

A statement of the NA Fellowship's policy on the reprinting of copyrighted NA recovery literature and the use of registered NA trademarks and service marks by NA groups, service boards, and committees.

*NA Intellectual Property Bulletin #1 was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference on 27 April 1993, applicable as of 1 May 1993. It was amended at the World Service Conference in 1997 and 1998. This bulletin supersedes all previous bulletins and policies pertaining to the use of copyrighted literature and registered trademarks and service marks by NA groups, service boards, and committees.*

The *Fellowship Intellectual Property Trust (FIPT)* describes in detail how NA's name, trademarks, and recovery literature are protected and administered by Narcotics Anonymous World Services, Inc. (NAWS). It covers NA's name, trademarks, and recovery literature in all forms, including translations, and all mediums, whether printed, electronic, or in any other media that may be developed in the future. Additional guidelines contained in this and the other intellectual property bulletins for the use of NA's intellectual properties by the fellowship are presented as an adjunct to the *FIPT*. The guidelines are based partly on legal considerations and partly on the nature of NA. By following these simple steps, the fellowship will help ensure that NA's name, trademarks, and recovery literature will always be available to fulfill our primary purpose.

All matters not specifically addressed by the Intellectual Property Bulletins will be considered under the conditions of the *Fellowship Intellectual Property Trust*. Any questions or concerns about the bulletins should be directed to NA's World Service Office.

This bulletin reflects the policy affecting the use of NA intellectual property within the NA Fellowship. Use of the fellowship's trademarks and recovery literature is a commitment to comply with these guidelines. Usage inconsistent with the guidelines is improper. Usage disputes are dealt with in Intellectual Property Bulletin #5.

### **Use by NA groups**

These guidelines outline the appropriate uses of NA logos and recovery literature by NA groups. The guidelines also lay out criteria a group can use to avoid improper use. A description of the NA group—its nature, function, and role in the NA Fellowship—can be found in current NA service manuals. You are encouraged to review those sections describing groups prior to attempting use of the guidelines described below.

### **Use by NA service boards and committees**

Service boards and committees created directly or indirectly by NA groups may use NA logos and recovery literature in the ways described in these guidelines so long as they register with NA World Services.

### **Use by individual NA members or others**

Guidelines in this or other Intellectual Property Bulletins do not grant individual NA members or those outside NA permission to use NA trademarks or intellectual property. Individual NA members or others who wish to use NA's trademarks or copyrighted recovery literature should write directly to NA World Services.

### GUIDELINES FOR USE OF NA TRADEMARKS

Some of the NA Fellowship's registered trademarks are the name "Narcotics Anonymous," the stylized NA initials, the diamond in a circle, the original NA group logo, and the "PR stamp," all shown below:



Narcotics Anonymous®



#### Guidelines for use

Use of Narcotics Anonymous trademarks should always reflect the seriousness of our primary purpose and our spiritual foundation of anonymity. The Narcotics Anonymous name or trademarks should not be used by an NA group, service board, or committee in any way that would imply legal liability or financial responsibility by or to another part of the fellowship, service structure, or outside enterprise.

Narcotics Anonymous trademarks should not be used in any way that would serve to endorse, finance, promote, or affiliate the NA Fellowship with any outside enterprise.

Narcotics Anonymous trademarks should not be used in conjunction with any law enforcement, political, medical, or religious slogans, themes, or other related materials.

Narcotics Anonymous trademarks should not be used or displayed in such a manner as to possibly offend or disrespect the sensibilities of other organizations, groups, or NA as a whole.

Narcotics Anonymous trademarks should not be used in any manner that could draw us into public controversy.

Narcotics Anonymous trademarks should not be used on locally developed recovery literature.

#### "NA Fellowship Approved" trademark

The "NA Fellowship Approved" trademark is used to indicate that a piece of recovery literature has been approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional delegates at the World Service Conference. The "NA Fellowship Approved" trademark may not be used on any other materials.



#### Marking trademarks

Either the capital letter "R" or a "TM" should be placed inside a small circle to the right of all NA trademarks every time any of them are used. By doing so, we are showing that these logos are legally owned or registered trademarks. This is one way in which we help preserve the fellowship's legal right to ownership of its trademarks.

#### Protecting artwork

Whenever an NA group, service board, or committee has an artist create original artwork, drawings, designs, or screens using any NA trademark, the NA body should always be sure the artist signs a document releasing to the NA body his or her rights to the artwork, including the original rendering. By doing so, we ensure that neither the NA logos nor any artwork that has been created for the benefit of the fellowship can later be used to benefit a private individual or an outside business enterprise.

### GUIDELINES FOR REPRODUCTION OF NA RECOVERY LITERATURE

NA World Services acts as the publisher of all NA Fellowship-approved recovery literature. As such, it has been entrusted with the responsibility to obtain copyright protection for these items on behalf of the

fellowship. This ensures that the fellowship's message as presented in our books and pamphlets is not tampered with.

Narcotics Anonymous World Services is largely dependent on the income generated from the sale of NA recovery literature. This income is used to cover the costs of publishing as well as the expenses associated with other services provided to the World Service Conference and the NA Fellowship at large. A large part of NA World Services' income comes from NA groups that purchase recovery literature to distribute at their meetings. Many groups consider their purchase of NA Fellowship-approved recovery literature as one way in which they contribute to the unity and growth of NA as a whole.

### **Use by NA groups**

As a general rule, no one has the authority to reproduce NA Fellowship-approved recovery literature without prior written permission from Narcotics Anonymous World Services. However, given the nature of our fellowship, our experience indicates that NA groups *and only NA groups* should have the authority to reproduce fellowship-approved recovery literature in certain instances. When preparing to reproduce NA Fellowship-approved recovery literature, NA groups should discuss the Fourth Tradition and follow all of these general guidelines:

1. An NA group should only reproduce NA Fellowship-approved recovery literature when it has a clear need to do so.
2. NA Fellowship-approved recovery literature reproduced by an NA group should be distributed only within that group. Such materials should always be given away free of charge; they should never be sold to generate income.
3. The text of NA Fellowship-approved books and pamphlets reproduced by an NA group should not be altered or modified in any way.
4. The copyright for the item being reproduced should be shown prominently as follows: "Copyright © [year of first publication], Narcotics Anonymous World Services, Inc. Reprinted by permission. All rights reserved."

### **Use by registered NA service boards and committees**

Registered NA service boards and committees that wish to quote or reprint portions of NA Fellowship-approved recovery literature should always include the proper notation or credit identifying the origin of the quote or reprinted portion they wish to use. Generally speaking, the length of a reprint or quote should not exceed 25% of the original piece. In the case of NA books, reprints or quotes should not exceed 25% of a single chapter or section. In the case of an article from *The NA Way Magazine*, the entire piece may be used if the source is fully cited.

Any use of NA's name, trademarks, or recovery literature that is not specifically covered is reserved to NAWS, Inc. The use covered in the Intellectual Property Bulletins does not create any other right or claim by the user to any of the fellowship's marks under any theory of law, fact, or equity.

*This is the document identified by name in the Fellowship Intellectual Property Trust Operating Rules, Article V, Section 1. It was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference as Trustor of the Fellowship IP Trust on 27 April 1993, and revised by the regional delegates at the World Service Conference on 30 April 1997 and 27 April 1998. It may be changed only by the Trustor.*

**To register, or for more information, contact NA World Services,  
PO Box 9999, Van Nuys, CA 91409 USA, Tel: 818.773.9999, Website: [www.na.org](http://www.na.org).**



# 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 Vision for NA Service;
- 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.

