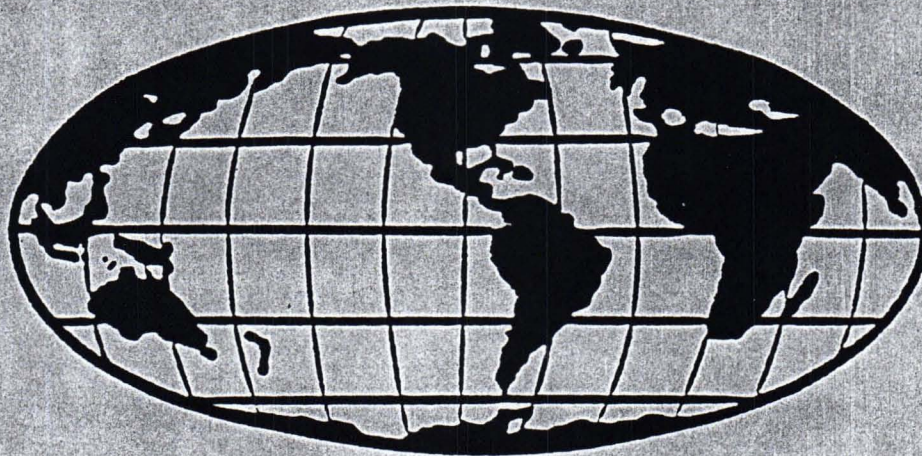


WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS®



90/91

CONFERENCE AGENDA REPORT

**MATERIALS FOR CONFERENCE APPROVAL
JANUARY 22, 1991**

HOLLAHAN EXHIBIT A

WORLD SERVICE CONFERENCE AGENDA REPORT 1991

INTRODUCTION

This *Conference Agenda Report* represents the work your WSC committees and service boards have prepared for your consideration at the World Service Conference scheduled in April, 1991.

This report is divided into four sections. The first section contains the agenda for the 1991 WSC. As the agenda for the annual meeting will depart considerably from previous years, we will detail the week's events in a January publication of the *Fellowship Report*. We generally follow the agenda as set forth in the *Conference Agenda Report*. However, it frequently becomes necessary to adjust our schedule as the conference progresses, depending on how much we accomplish during each of the sessions. Even though we prefer to adhere to the agenda, we have found it necessary to remain flexible.

The second section consists of reports from new regions. Early in the agenda, on Sunday, new regions will be introduced and asked to present oral reports. A question and answer period will follow, and then the conference will vote on whether to seat each region as a voting participant of the WSC.

The third section includes reports from each of the WSC committees and boards, and their items for old business. During the 1991 WSC, we will delineate more clearly between those items of old business and items of new business. The items from WSC committees and boards contained in this *Conference Agenda Report* are considered items of old business. These items are printed in **bold type** throughout this report. In addition, amendments and substitute motions pertaining to these items of old business will be considered during old business. All other items of business will be considered new business.

The fourth section contains addenda material. All regional motions received after the WSC committee meetings in Van Nuys are included in an addendum. Regional motions are presented in the same form in which they were submitted.

Also included as an addendum are separate nomination forms developed and used by several WSC committees. They are included here for your information and use, as may be appropriate.

An orientation package will be mailed to all participants approximately thirty days before the conference begins. There will also be time on Sunday morning during the Unity Breakfast for informal questions or discussion of conference proceedings. This will give us an opportunity to get acquainted and to familiarize ourselves with how the WSC is conducted.

A copy of this report was distributed at conference expense to each participant of the World Service Conference and to each registered RSC. This fulfills the responsibility of the WSC to notify the fellowship of items being considered at the 1991 conference. Additional copies, however, can be purchased from the WSO by any member, group, or service committee. An order form was distributed in December.

If there are any questions pertaining to this report, please call the WSO and one of our staff will assist you or arrange for assistance from a member of the appropriate committee.

WORLD SERVICE OFFICE, INC.
P.O. BOX 9999
VAN NUYS, CA 91409
(818) 780-3951

WORLD SERVICE CONFERENCE AGENDA REPORT WSC 1991

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- (2) Travel Policy
- (3A) Rationale for Budget Review and Utilization Policy
- (3B) Budget Review and Utilization Policy
- (4) Report of Ad Hoc Committee on Isolated Groups
- (5) *For Those In Treatment*
- (6) WSC Literature Committee Work List
- (7) Rotation and Continuity Report
- (8) *P.I. and the N.A. Member*
- (9) *N.A. - A Resource in Your Community*
- (10) "Learning Days and Workshops"
- (11) Nomination Forms
- (12) Regional Motions

WORLD SERVICE CONFERENCE 1991 TENTATIVE AGENDA

ORIENTATION MAILING (March, 1991)

- I. Conference committee/board reports
- II. Detail weeks events
- III. Detail conference materials (procedures, etc.)

SATURDAY, APRIL 20TH (NON-WSC EVENT)

9:00 a.m. WSB International Forum 7.0 Hours

- I. Workshop on international issues (developed by the Board of Trustees)

SUNDAY, APRIL 21ST

8:00 a.m. Unity Breakfast 4.0 Hours

- I. WSC Registration
- II. Interaction of WSC participants for purposes of informal discussions

Noon Opening Ceremonies 1.0 Hours

- I. Greetings
- II. Readings
- III. Roll Call

1:00 p.m. General Business Session 2.5 Hours

- I. RSR Participation Forum
- II. Approval of Conference Procedures
- III. Approval of WSC 1990 Minutes
- IV. Introduction of New Regions
- V. Seating of New Regions

3:30 p.m. RSR Presentation Session 2.0 Hours

- I. Panel Presentation of regional issues

5:30 p.m. RSR Committees Selection 0.5 Hours

- I. Admin Committee will appoint RSR Committees to discuss regional issues

6:00 p.m. Recess for Dinner 2.0 Hours

8:00 p.m.	WSC Committees/Board Meetings	3.0 Hours
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I.	WSC committee/boards meet to conduct internal business	
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8:00 p.m.	RSR Committee Meetings	3.0 Hours
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I.	RSR committees meet to formulate recommendations on regional issues	
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11:00 p.m.	Recess for the Day	
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MONDAY, APRIL 22ND

9:00 a.m.	RSR Committee Recommendations Session	1.5 Hours
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I.	RSR Committees' panel presentation of regional issue recommendations	
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10:30 a.m.	WSB Presentation Session I	1.5 Hours
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I.	Panel Presentation of traditions project (developed by WSB)	
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Noon	Recess for Lunch	1.5 Hours
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1:30 p.m.	WSB Presentation Session II	2.5 Hours
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I.	Panel Presentation of general issues (developed by WSB)	
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4:00 p.m.	WSB Business Session	1.0 Hours
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5:00 p.m.	Recess for Dinner	2.0 Hours
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7:00 p.m.	Admin/JAC Presentation Session	2.0 Hours
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I.	Panel Presentation (developed by WSC Administrative Committee)	
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9:00 p.m.	Admin/JAC Business Session	2.0 Hours
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11:00 p.m.	Recess for the day	
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TUESDAY, APRIL 23RD

9:00 a.m.	WSO BOD/WCC Presentation Session	3.5 Hours
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I.	Panel Presentation (developed by WSO Board)	
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12:30 p.m.	Recess for Lunch	1.5 Hours
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2:00 p.m.	WSO BOD/WCC Business Session	2.5 Hours
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4:30 p.m.	H&I Committee Presentation Session	1.5 Hours
I.	Panel Presentation (developed by WSC H&I Committee)	
6:00 p.m.	Recess for Dinner	2.0 Hours
8:00 p.m.	Policy Committee Presentation Session	1.5 Hours
I.	Panel Presentation (developed by WSC Policy Committee)	
9:30 p.m.	Policy Committee Business Session	1.0 Hours
10:30 p.m.	Recess for the Day	

WEDNESDAY, APRIL 24TH

9:00 a.m.	WSC Nominations Session	2.5 Hours
I.	Nominations are submitted and nominees address the Conference	
11:30 a.m.	Recess for Lunch	1.0 Hours
12:30 p.m.	Ad Hoc N.A. Service Presentation Session	2.0 Hours
I.	Panel Presentation (developed by Ad Hoc NAS)	
2:30 p.m.	P.I. Committee Presentation Session	1.5 Hours
I.	Panel Presentation (developed by WSC P.I. Committee)	
4:00 p.m.	P.I. Committee Business Session	1.0 Hours
5:00 p.m.	Recess for Dinner	2.0 Hours
7:00 p.m.	Literature Committee Presentation Session	2.5 Hours
I.	Panel Presentation (developed by WSC Literature Committee)	
9:30 p.m.	Literature Committee Business Session	1.5 Hours
11:00 p.m.	Recess for the Day	

THURSDAY, APRIL 25TH

9:00 a.m.	First Election Session	1.0 Hours
I.	Elections for Trustees	
10:00 a.m.	Ad Hoc Isolated Groups Present. Session	1.5 Hours
I.	Panel Presentation (developed by Ad-Hoc Committee on Isolated Groups)	

11:30 a.m.	Ad Hoc Isolated Groups Business Session	1.0 Hours
12:30 p.m.	End of input for new business	
12:30 p.m.	Recess for Lunch	1.5 Hours
2:00 p.m.	Second Election Session	1.0 Hours
I.	Elections for various positions, second round trustee elections	
3:00 p.m.	Budget Presentation Session	3.0 Hours
I.	Panel Presentation (developed by Admin, WSO BOD, Trustees)	
6:00 p.m.	Recess for Dinner	2.0 Hours
8:00 p.m.	Third Election Session	2.0 Hours
I.	Elections for various positions	
10:00 p.m.	Recess for the Day	
FRIDAY, APRIL 26TH		
8:00 a.m.	WSC Committees/Board Meetings	3.0 Hours
I.	Committees/Boards meet individually to conduct business	
11:00 a.m.	Recess for Lunch	1.5 Hours
12:30 p.m.	New Business Session	5.5 Hours
I.	Committee/board reports	
II.	Conference considers new business items	
6:00 p.m.	Adjourn the Conference	

REPORTS FROM NEW REGIONS

TO: Ed Duquette
FROM: Vince Daley, RSR Free State Region
DATE: October 20, 1990

This letter is a formal follow up to our conversation at the October WSC workshop in Van Nuys.

It is the hope of the members, groups and areas of the newly formed Free State Region that they will be allowed to participate with and support N.A. as a whole. Free State Region will be requesting a seat at the World Service Conference 1991.

Per our conversation we will begin drafting a report for the February Fellowship Report detailing the reasons for our origination and creation. We will include a report on our size, number of groups and services that are being provided.

At their October RSC the Chesapeake Potomac RSC passed a motion to recommend the seating of the Free State Region to the World Service Conference.

You should be receiving copies for the minutes of our first meeting in September 1990 and our October RSC this week.

If there are other formalities we need to address in our process to obtain a seat at the conference please let us know.

On behalf of the members of the Free State Region we'd like to thank you for your attention to these matters and offer our love and support.

In service,



Vince Daley, RSR
Free State Region

Mike Cooley
RSR Alternate

(C.S.R.N.E.Q.N.A.) COMITE DE SERVICE REGIONAL NORD EST DU QUEBEC DE N.A.

To the Fellowship :

We are happy to let you know about the opening of a new Regional Service Committee in Quebec. This happened at a special meeting that was held on november the third 1990. Most of the members from A.S.C. contained in the north-east part were invited. All members who served at a regional level in the R.S.C.Q.N.A and now living in the region were invited also. The members we did'nt reach out to join us were with unknown adress.

As the meeting went on, it became obvious that we were ready to get started since we felt that the timing was right to move ahead and to contribute to the growth of the N.A. Fellowship. It seems to have come handy for our "far away groups" and our A.S.C. situated in the east and north part. At this time, we already received official answer from Groups and A.S.C. So the future is shining in the right direction. Our Higher Power seems to know what He is doing so we will continue to follow the path He's showing us.

Of course, we would like to receive Guidelines samples from other Region. We would appreciate to be include in the mailing list of the News Lines.

Regarding the opening of our Region, we know that you are with us and your support will be appreciated. I'm not sure if I should ask you about the Agenda since we already talk about it on the phone. However, we would like to know the directions about the opening of a Litterature distribution Committee, the price of Items, the way we should order it, how to make our first list etc.

We would like input from you about Litterature sales and distribution by an Office. We expect an answer from you soon ! We would really like to be seated as a Participating Region at the next world Conference. We will be there to represent our region. We would be gratefull to have a translator for one of us. Since the beginning of N.A. in Quebec we never could have the Fellowship Report or the Agenda translated in french. It would be a great need to us if we could have this done by the Fellowship.

We would also like to contribute to helping developping new areas in the maritimes. Six groups are closed to the Gaspesian peninsula and are taking information about the creation of a new A.S.C. sharing borders.

In loving service:

Ginette Trudel R.S.R.

Phone: 418-648-1351.

Adress: 85 Arago Est App:I.

Quebec P.Q. Canada. G.I.K:3.T.6.



November 26, 1990

Pat Harwell
Regional Service Representative
Arkansas Region
P O Box 250757
Little Rock, AR 72225

World Service Office
P O Box 9999
Van Nuys, CA 91409

RE: Application for Regional seating at the World Service Conference.

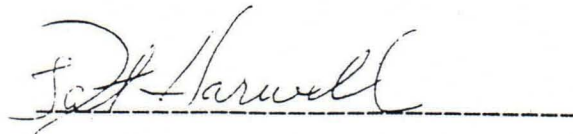
The Arkansas Regional Service Committee was formed on September 29, 1990, following a series of 14 meetings of the Arkansas Ad Hoc Regional Transition Committee throughout the state of Arkansas, over a period of 15 months. The Arkansas Region is comprised of the Central AR Area and the Texarkana Area, both formerly affiliated with the Louisiana Purchase Region, the Northwest AR Area, formerly affiliated with the OK Region, and three new Areas formed where none had previously existed, the North Central AR Area, Northeast AR Area, and South AR Area.

It is our intention to attend the WSC and be introduced by the OK RSC when the World Service Conference convenes in April of 1991. We therefore respectfully request that the World Service Policy Committee include our introduction and request for voting participation as an agenda item at the conference.

We believe when we as recovering addicts isolate and fail to communicate with other recovering addicts we make painful mistakes, grow slowly and sometimes die. What is true for the individual seems to be true for groups and service committees. If we as groups or service committees go without communication, we also grow slowly and painfully, make unnecessary mistakes, and suffer from internal strife. Our fellowship can benefit greatly from sharing experience in recovery and service by establishing lines of communication and unity as a region.

Attached are a description of the regional formation process, geographical boundaries and histories of the member areas for your perusal.

In Loving Service,

A handwritten signature in dark ink, appearing to read "Pat Harwell", is written over a horizontal dashed line.

Pat Harwell, RSR
Arkansas Region

MOUNTAIN VALLEY REGION
P.O. Box 235
Williamstown, VT 05679

December 8, 1990

Mr. Ed Duquette, WSC Chairperson
16155 Wyandotte St.
Van Nuys, CA 91409

Dear Ed,

The Mountain Valley Region was formed on October 11, 1990. Prior to it's formation, six meetings were held over a seven month period. All of the area's involved (Berkshire, Champlain Valley, Green Mountain and Western Mass.) were a part of the New England Region. All four area's participated in an AD-HOC committee on regional growth for approximately one year.

It is our intent to attend the WSC in April of 1991 to be seated as a region. We therefore respectfully request that the policy committee include our introduction and request for voting participation as an agenda item at the conference.

Since the inception of the Mountain Valley Region it is our belief that the areas, groups and fellow members will be better served with the service's we have to offer. Our efforts will be on a much smaller scale. It is also our intent to meet on a quarterly basis and have a regional assembly in March to unify our groups with the world in our efforts to carry the message of recovery to the addict who still suffers.

Enclosed I have included a set of maps that identifies the four areas, a copy of all minutes to the present day, a list of trusted servants and a copy of the approved guidelines and proposed guidelines.

Sincerely yours in recovery,



Vinnie Brennan, ASR
Mountain Valley Region

cc: Steve Sigman
Lori Dunnell



Southern Idaho Regional
Service Committee of N A
P.O. Box 423
Jerome ID. 83338

Southern Idaho Region
% RSR Richard Eubanks
P.O. Box 5044
Boise, ID. 83705
(208) 345-6768

World Service Conference
% Steve Sigmon
P.O. Box 9999
Van Nuys, CA 91409

Hello Family,

My name is Richard E. and I am the RSR from the Southern Idaho Region of Narcotics Anonymous. I am sending this letter to officially introduce our new region to the World Service Conference.

SIRSCNA was formed last April from several Southern Idaho areas that previously had been a part of the Oregon Southern Idaho Region and the Utah Region. Due to a great deal of membership growth in these areas as well as long distances to travel for regional conferences--as much as thirteen hours in some cases--we met in Boise to form a new region.

Our first two meetings were held in Twin Falls and our officers were elected and by-laws formed, which have now been accepted. Our region meets every other month with different areas hosting each meeting. We have five areas at this time, with a possibility of more joining in the future. Our areas are the following: Magic Valley, Mini-Cassia, Snake River Valley, Upper Snake River Valley, and Treasure Valley.

We had our first convention last April and will have our second next April in Twin Falls. (We will send flyers.) We are doing well in our Region and are well supported by all our Areas.

I will be coming to Van Nuys in April to represent this new region which will be officially introduced on the floor of the conference by the Oregon and Utah regions. All of our areas in Southern Idaho want to extend an invitation to all of you to come visit the beautiful Southern Idaho Region. N A is alive and well in Idaho!

In Love and Service,

A handwritten signature in cursive script, appearing to read 'Richard E. Eubanks'.

Richard E. RSR SIRSCNA

To: The Fellowship

From: WSC Administrative Committee
Ed Duquette, WSC Chairperson

The WSC Administrative Committee has five items of business to present this year. The first motion arises from a motion committed to the Administrative Committee at WSC 1990.

At the 1990 meeting of the World Service Conference, a motion proposed by the RSR from Australia was committed to the WSC Administrative Committee. The motion offered specific guidance for dealing with motions brought to the WSC by RSRs. After consideration and discussion of the committed motion, the Administrative Committee has decided to propose a motion of its own, which follows.

- #1. a. The only motions to be presented during the old business session of the WSC annual meeting will be those motions from WSC committees, WSO Board of Directors (including motions pertaining to WCC), the World Service Board of Trustees, and motions identified in part c. below, which have been published in the *Conference Agenda Report*. Subsidiary motions (e.g., *lay on the table* and amendments attached to main motions) will also be in order. Only motions from the aforementioned service bodies will be included in the *Conference Agenda Report*.
- b. All other main motions will be introduced during the new business session of the WSC annual meeting. During the new business session these motions will then: a) be adopted, b) be defeated, c) be referred to a committee and/or board, or d) die if not addressed by the adjournment of the annual meeting. (Note: if a motion is defeated, it may be reintroduced during the new business session of the next annual meeting.)
- c. If a region is not satisfied with the disposition of a motion it submitted which was committed to a committee and/or board (e.g., the committee does not plan to bring it back to the conference floor), then the region can, during the old business session of the next annual meeting, offer a motion which is substantially the same as its original motion. In these cases, the motions will be considered old business and will be published in the *Conference Agenda Report*. All regional motions will be published in the *January Fellowship Report*, thus providing regions the opportunity to bring these motions before the fellowship.

Intent: To provide a mechanism by which regions may put forth motions for WSC consideration. These motions will not be included in the *Conference Agenda Report* for the year of their initial introduction, but may be included in the next *Conference Agenda Report* should regions not be satisfied with actions taken on their original motion.

For several years, there has been widespread concern about the effectiveness and accessibility of World Service Conference communications. At each meeting of the Joint Administrative Committee during the '90-'91 conference year, a proposal for addressing this concern has been discussed. The proposal calls for altering the *Fellowship Report* distribution plan described in the *Temporary Working Guide to Our Service Structure*, and adds a publication, known as the *Conference Digest*, and a new distribution plan. The *Conference Digest* could be brief enough to be translated quickly and economically into several non-English languages. Detailed information would still be published in the *Fellowship Report*, and the *Fellowship Report* would still be distributed to WSC participants, and available by subscription to non-conference participants. At the September 16, 1990 meeting of the Joint Administrative Committee, a resolution was adopted which supported the direction of the proposal. The WSC Administrative Committee has developed the idea into a motion (#2 below) for consideration at the annual meeting.

Summary of financial impact and cost comparison: Currently, the *Fellowship Report* is distributed free of charge to World Service Conference participants and to area and regional service committees at a printing and mailing cost of about \$692.66 U.S. per issue. This proposal suggests that the *Report* be distributed free only to conference participants, and by subscription to others. The *Digest*, a much smaller publication, would then be distributed free to all ASCs and RSCs. This new distribution program would allow the total printing and mailing costs for both the *Fellowship Report* and the *Conference Digest* to drop to about \$239.38 U.S. per issue.

Two additional cost increases would result from approval of the *Digest* proposal. Additional editorial costs associated with reducing the contents of the *Fellowship Report* into the *Digest* format would be about \$250.00 U.S. per issue. Translation costs are estimated at \$3,647.00 U.S. per issue. Total additional costs are estimated at \$3,897.00 U.S. per issue.

The net increase in estimated costs per issue would be \$3,443.72 U.S. The total estimated cost for both the *Fellowship Report* and the *Conference Digest* would be \$4,136.38.

#2: That in the *Temporary Working Guide to Our Service Structure* (revised, 1990), page 49, the section, "The Fellowship Report," the language lined through in the text below be deleted, and the language appearing in italics be added.

"The Fellowship Report

The Fellowship Report is a periodic publication of the World Service Conference which has evolved as a means of providing continuing information to the-fellowship conference participants about activities of the committees and boards of the conference. It includes separate reports from conference officers, committees and boards. These reports contain information on the status of major projects on which the committees or boards are working, suggestions for new work and problems that have been encountered. Through the periodic Fellowship Reports, a committee or board may keep the-fellowship conference participants informed of progress on items that may eventually be contained in the Conference Agenda Report. The frequency

of publication may change from year to year. The report is distributed to all regional ~~and area service committees~~ and conference participants. *Single and bulk subscriptions to the Fellowship Report may be purchased from the World Service Office by any N.A. member, group, service board, or committee.*

Further, that a new section, "The Conference Digest," appearing below, be added.

"The Conference Digest

An abbreviated version of each issue of the *Fellowship Report*, known as the *Conference Digest*, is distributed to all regional and area service committees. Additionally, the *Digest* is available upon request, free of charge, to any N.A. member, group, service board, or committee. Each issue of the *Conference Digest* is translated into a variety of languages, at the discretion of the WSC Administrative Committee.

The *Conference Digest* contains summaries of *Fellowship Report* material that is of interest and importance to the N.A. membership. *Fellowship Report* items of specific use only to WSC participants are not included in the *Digest*. Such items include reports on WSC internal policy, notes on projects previously discussed in the *Digest* for which there is nothing new to report, and reports on minor adjustments to standing projects.

Free access to major reports from world service boards and committees on topics of continuing interest to the N.A. membership is offered to the *Digest* reader in each issue. These reports are listed on special order blanks appearing in the *Conference Digest*."

Intent: By publishing a summary of WSC activities in the *Conference Digest*, the WSC would be able to make reliable information available to interested N.A. members, in a usable format.

#3. "To change the name of the *Fellowship Report* to the *Conference Report*."

Intent: To adopt a new name in order to more accurately reflect the function and purpose of this publication.

At WSC '89, a motion was passed by a two-thirds majority voice vote, which stated, "That the policy of the WSC be to not release tapes of the annual conference." The Administrative Committee and the Joint Administrative Committee have reviewed the conference taping policy, and remain fully supportive of the 1989 motion. Producing tapes of the entire conference for distribution would serve no useful purpose.

However, there will be portions of the annual meeting for which tapes might provide a valuable service to interested members and service committees. For this year especially, tapes of the discussion panels and the accompanying business sessions might be helpful. In recognition of this, we are proposing the following motion which calls for

release of the tapes of those portions for this year only. The idea can then be reevaluated to assess its merits. The Administrative Committee recommends that the World Service Conference pass this motion without amendments.

- #4. "For the 1991 World Service Conference meeting, WSO will produce tapes of each panel presentation and business session. The tapes will be available for purchase at a nominal charge."**

Intent: To provide tapes of WSC discussions about prominent issues. These tapes will be for use in other discussions and also in evaluating format changes for the annual meeting.

For many years, there have been periodic discussions about moving the WSC annual meeting, or at least removing the restriction that the annual meeting must be held within a reasonable distance of the World Service Office. Reasons to rotate, or not to rotate, the meeting location include: To provide a better opportunity for attendance and observation by members in other locations; a higher visibility and exposure for world services; equalizing travel burdens; addressing the concern that the WSC would become a "political" convention; and, originally, on-site availability to the WSO facility was thought to be beneficial to new conference participants. It now appears that these previous concerns and beliefs are no longer of such import.

Because of the need for WSO administrative support, the WSC has never taken action on the idea of relocation.

In recent years, world services has gained experience in providing administrative support for events in many geographical locations. The experience of the World Convention Corporation and WSO suggest that, with enough advance planning, a facility which would meet our needs could be secured. The exact cost difference, if any, is unknown at this time.

A reasonable approach would be to try this idea on an experimental basis a couple of times. It could then be reevaluated to determine exact costs and whether any of the anticipated benefits were accomplished.

The Administrative Committee recommends that the World Service Conference consider the following motion.

- #5. To amend the *Temporary Working Guide to Our Service Structure* (revised 1990), page 18, by deleting item 1.,B., under the heading World Service Conference, and replacing it with the following language:**

"Beginning in 1992, the annual meeting of the World Service Conference will rotate geographically according to the following tentative schedule (see zone map following):

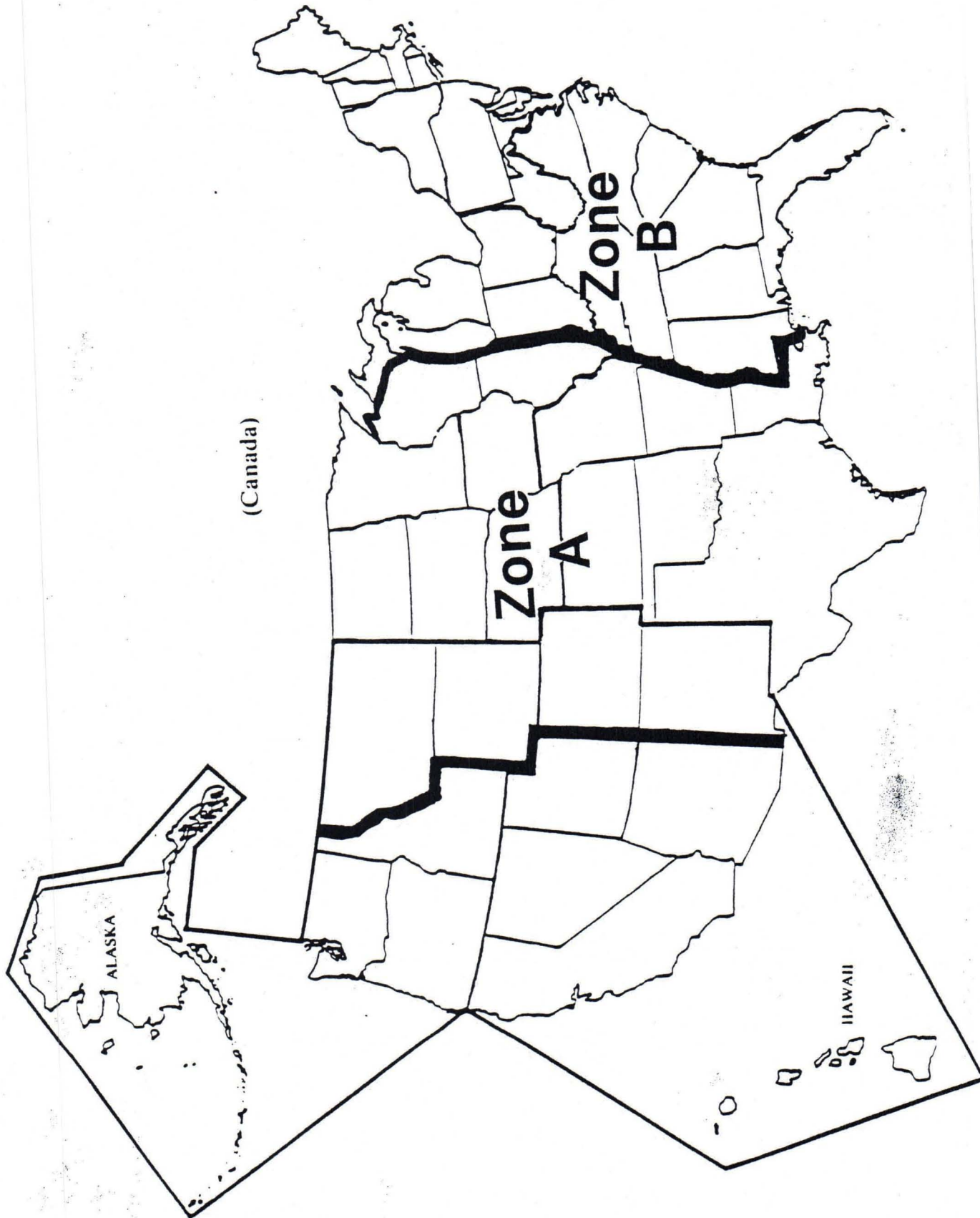
1992 - Zone A
1993 - Southern California
1994 - Zone B
1995 - Southern California

The actual site within each zone will be selected by the WSC Administrative Committee, in consultation with the Chairperson of the Board of Trustees and Chairperson of the WSO Board of Directors. The site rotation plan will be reevaluated at the WSC meeting in 1994, to allow for planning beyond 1995."

Intent: To provide a plan for rotation of the annual meeting of the World Service Conference which gives members of the fellowship more opportunity to observe the annual meeting, is economically feasible, and can be reevaluated by the conference.

Note: The actual schedule will be contingent upon securing contracts, and will be finalized at the 1991 meeting of the World Service Conference.

MAP OF GEOGRAPHIC ZONES



To: The Fellowship

From: WSC Joint Administrative Committee
Ed Duquette, WSC Chairperson

At the 1990 annual meeting, two motions were committed to the Joint Administrative Committee. One was a motion about reestablishing a finance committee, and was committed to the Board of Trustees and the WSO Board of Directors as well. We agree that a new financial management plan for world services is needed. Unfortunately, the committed motion is not comprehensive enough to meet the financial complexities facing all of world services. Therefore, an alternate proposal was worked on jointly and will be presented by the WSO Board of Directors.

The other committed motion concerned separating WSC policy from internal committee guidelines, and is the basis for the items of business from the Joint Administrative Committee for 1991.

Many World Service Conference participants have noted that we spend too much time debating minor changes in handbooks and guidelines, and too little time considering the broader issues facing N.A. world services. True, there are some guideline changes which must be submitted to the conference, but most proposed changes affect only the various world service committees themselves.

At the 1990 annual WSC meeting, a motion was presented by the Joint Administrative Committee and committed back for further work. This motion was designed to remedy the situation described above. During the conference year, various alternatives were considered for presenting the motion with more clarity. After extensive discussion, it was decided that the Joint Administrative Committee would present the following motions pertaining specifically to the Hospitals and Institutions Committee, Public Information Committee, and Policy Committee sections of the *Temporary Working Guide to Our Service Structure*. The World Service Conference Literature Committee is presenting its own motion later in the agenda. Therefore, motion #9 will be delayed until after the conference has considered the other four motions.

These motions address WSC committees only. The Board of Trustees and WSO Board of Directors would not be affected by this motion. Descriptive material in the *Temporary Working Guide to Our Service Structure* about these two service entities would remain unchanged and the authority to modify it would still rest entirely with the WSC.

The Joint Administrative Committee recommends that the World Service Conference adopt the following motions:

- #6. Certain sections of the WSC Hospitals and Institutions Committee guidelines (identified in the *Hospitals and Institutions Handbook - Committee Structure and Function*) are policy of the World Service Conference. Any changes to these sections must be made by the WSC and require a two-thirds vote.**

All other sections of the WSC Hospitals and Institutions Committee guidelines are internal guidelines and may be modified with the approval of two-thirds of the WSC H&I committee and the concurrence of the Joint Administrative Committee. All

changes approved by the WSC H&I Committee and the JAC will be mailed to conference participants within sixty days. The WSC may reverse any such change by a majority vote.

The following guidelines are considered policy of the World Service Conference. All other guidelines are internal to the committee. Following adoption of this motion, the policies listed below will replace the description of the Hospitals and Institutions Committee on page 22 of the *Temporary Working Guide to Our Service Structure*.

1. Purpose of the committee

The basic purpose of the WSC H&I Committee (referred to as the Committee for the purpose of these guidelines) is to collect, clarify, define, and state the decisions of the World Service Conference within the scope of H&I work, and to initiate and coordinate actions based on these decisions.

The Committee acts as a resource to regions, areas, groups, and individual members in their efforts to carry the message into treatment and correctional facilities such as jails, hospitals, detoxification centers, and recovery houses. Its goal is to help uphold the Twelve Traditions of N.A., while carrying our message to those who have restricted access to regular meetings of Narcotics Anonymous. The Committee will also serve as a resource for H&I related matters with individuals, organizations or associations outside the Fellowship.

2. Function of the committee

The Committee links H&I efforts worldwide and clarifies fellowship wide H&I policies. The Committee, in order to accomplish its annual goals, holds workshops in various locations and develops reports and publications that are distributed through appropriate fellowship publications. The Committee endeavors to aid in the formation of new H&I subcommittees, and assists area and regional H&I subcommittees overcome isolation through direct communication. Additionally, the Committee provides a forum for sharing experience among areas and regions via the H&I newsletter, *Reaching Out*. The Committee is assisted with this work by the World Service Office, through the efforts of the H&I Project Coordinator.

3. The voting membership

The voting membership of the Committee shall consist of 21 members. A quorum of one-third of the voting participants must be present for any vote to be taken on the work that is being presented to the Committee. A voting member may send a proxy vote to be cast when a quorum is met. To encourage fellowship-wide participation in the Committee, no more than two nominees from any one region may serve in the nominee pool of the Committee simultaneously. The voting membership is as follows:

- a. WSC H&I Chairperson
- b. WSC H&I Vice Chairperson
- c. WSB Trustee(s) assigned to the Committee
- d. The balance of the Committee will be comprised of members chosen from a nominee pool of qualified individuals selected and nominated by their region through their RSR. These members shall serve a two-year

commitment in order to assure the continuity of the tasks assigned to the Committee members.

- e. There will be one non-voting member of the Committee from the WSO BOD. This person will function as an informational conduit between the Committee and the WSO. This person will serve a term to be determined by the Chairperson of the WSO Board.

Intent: To establish more clearly the authority of the conference in matters of policy, function, and purpose for the WSC H&I Committee and to allow the H&I Committee to change internal guidelines.

- #7. Certain sections of the WSC Public Information Committee guidelines (identified in the *World Service Conference Public Information Committee Working Guides*) are policy of the World Service Conference. Any changes to these sections must be made by the WSC and require a two-thirds vote.

All other sections of the WSC Public Information Committee guidelines are internal guidelines and may be modified with the approval of two-thirds of the WSC P.I. Committee and the concurrence of the Joint Administrative Committee. All changes approved by the WSC PI Committee and the JAC will be mailed to conference participants within sixty days. The WSC may reverse any such change by a majority vote.

The following guidelines are considered policy of the World Service Conference. All other guidelines are internal to the committee. Following adoption of this motion, the policies listed below will replace the description of the Public Information Committee on page 22 of the *Temporary Working Guide to Our Service Structure*.

1. Purpose

The purpose of the WSC P.I. Committee (referred to as the Committee for the purpose of these guidelines) is to further the primary purpose of the fellowship of N.A. in carrying the message of recovery to addicts by informing the public about Narcotics Anonymous. This is done through work in the following three basic categories:

- a. To initiate and coordinate actions within the fellowship, ensuring unity and clarity in all P.I. activities. This includes participation in and support of learning days/workshops when feasible.
- b. To coordinate and implement public information efforts outside the Fellowship at the national and international level, as well as those efforts which cross regional service boundaries.
- c. To support multi-regional non-N.A. events which fall within the following guidelines established by the committees.

All activities of the Committee shall be consistent with the Twelve Traditions of N.A., and based on the needs of the fellowship as determined by the members of the Committee in conjunction with the World Service Conference, the Board of Trustees, the WSO, and regional and area P.I. subcommittees.

2. The committee

The Committee is directly responsible to those it serves through the World Service Conference. The Committee reports to the WSC and follows such direction as the WSC may give. By necessity, that direction will be general in nature except in the approval or disapproval of specific materials for use by the fellowship.

3. The voting membership

The voting membership shall consist of 16 voting members plus the Vice Chairperson. The Committee Chairperson will only vote in the case of a tie. Voting members are elected for a two-year term. They may be elected to no more than two consecutive terms.

Elections will take place at the WSC annual meeting. The Committee Chairperson and Vice Chairperson shall be elected by the WSC. The voting members will be selected from nominees who have been active participants of WSC P.I. during the previous conference year.

A quorum is one-third of the total voting members including the Chairperson and Vice Chairperson. Proxy votes, when necessitated by illness or emergency only, may be placed with one of the officers of the Committee.

Intent: To establish more clearly the authority of the conference in matters of policy, function, and purpose for the WSC P.I. Committee and to allow the P.I. Committee, to change internal guidelines.

- #8. Certain sections of the WSC Policy Committee guidelines (identified in the 1990 *Temporary Working Guide to Our Service Structure* - Addendum 4, page 45) are policy of the World Service Conference. Any changes to these sections must be made by the WSC and require a two-thirds vote.

All other sections of the WSC Policy Committee guidelines are internal guidelines and may be modified with the approval of two-thirds of the WSC Policy Committee and the concurrence of the Joint Administrative Committee. All changes approved by the WSC Policy Committee and the JAC will be mailed to conference participants within sixty days. The WSC may reverse any such change by a majority vote.

The following guidelines are considered policy of the World Service Conference. All other guidelines are internal to the committee. Following adoption of this motion, the policies listed below will replace the description of the Policy Committee on page 21 of the *Temporary Working Guide to Our Service Structure*.

WSC POLICY COMMITTEE

1. Purpose

The purpose of the Policy Committee is two-fold, the first of which is to evaluate suggestions in conference policy or procedure and proposed changes or modifications to the service structure. The second purpose of this committee

- is to compile information on requests for the addition of new regions within a state, province or country, according to the need for improvement of services and/or communication with the local structure. This information is to be included in the *Conference Agenda Report*.

2. Voting Membership

The term of membership on this committee is one conference year.

- a. The chairperson and vice chairperson are elected by the WSC. Other committee members are elected as follows:
- b. One member of the WSO Board of Directors (appointed by that board);
- c. One member of the World Service Board of Trustees (appointed by that board);
- d. Two previous world level trusted servants to be appointed by the newly elected chairperson. Three previous WSC Policy Committee members to be elected by the outgoing WSC Policy Committee; and,
- e. Eight RSRs/RSR alternates elected by the WSC.

3. Participation

At the WSC quarterly meetings, the committee will receive written input, presentations, and/or discussion regarding its work from any interested member of the fellowship. This session will be limited to two hours, after which participation by anyone other than voting members of the committee and the WSO project coordinator will be at the chairperson's discretion.

Intent: To establish more clearly the authority of the conference in matters of policy, function, and purpose for the WSC Policy Committee, and to allow the Policy Committee to change internal guidelines.

- #9. The following policy statements be added to the *Temporary Working Guide to Our Service Structure* (revised, 1990), beginning on page 24, as a section entitled "Guidelines of World Service Conference Committees."

"GUIDELINES OF WORLD SERVICE CONFERENCE COMMITTEES

"Statements of function and purpose. The function and purpose of the committees of the World Service Conference are established by the conference itself. Those functions and purposes are described in the *Temporary Working Guide to Our Service Structure* under separate headings for each of these committees. The conference retains the authority to approve any proposed changes in the defined functions and purposes of these entities.

Policy. Over the years, the World Service Conference itself has established certain policies concerning the operation, function, and responsibility of the various world service committees, such as the requirements for approval of literature, and the election of members of the committees. These policies may be changed only by the conference itself.

Changes in guidelines and handbooks. If a committee wishes to alter its guidelines or one of its handbooks--barring changes in conference-established policy or statements of function and purpose--it must do three things. First, it must gain the approval of two-thirds of its own members. Second, the proposed change must be submitted to the Joint Administrative Committee for its concurrence. And third, it must notify all conference participants of the change within sixty days of its adoption. The World Service Conference reserves the rights to reverse any such change made in the guidelines or handbooks of any world service committee. The conference may reverse such a change by a majority vote."

Intent: To establish more clearly the conference's authority in matters of policy, function, and purpose for WSC committees, and also provide a less cumbersome method for WSC committees to change internal guidelines which affect only the committee itself.

To: The Fellowship

From: Jack Bernstein, Chairperson
World Service Board of Trustees

Greetings from the World Service Board of Trustees! It has been our pleasure to serve the fellowship during this last year. This has been an active and involved year for us. There are no actual motions for conference business that will be presented by the trustees. This report contains issues that we expect will be discussed during the 1991 World Service Conference. No votes will be necessary on the following information. A full report on the actions of the Board of Trustees during this last conference year will be available during the 1991 conference.

Interaction/Relationship between WSC Boards and Committees

As some of you are aware, the Board of Trustees has been more actively involved in matters and issues affecting the entire fellowship this year than at any period in the recent past. During last year's World Service Conference, we were under the impression that the participants in attendance were asking the Board to be more actively involved in World Service decision-making processes. Consequently, during this past year, we have taken a more active role in our relationship with the WSC Administrative Committee and WSO Board of Directors. We planned for two of our meetings to be held on the same weekends that the Board of Directors were meeting. Unfortunately, we were diverted from our agenda by the need to deal with pressing issues. Due to the fact that a need was seen for a change in direction in the management of the World Service Office, the World Service Office Board of Directors, after receiving our recommendation, did not renew Bob Stone's contract as Executive Director in June. The meeting in October was focused on our attempts to resolve the matter of the "baby blue" Basic Text. While we did not fully achieve the goals and objectives we had hoped by these meetings, the increase in communication between both boards has been very positive.

Every effort has been made to include the members of the WSC Administrative Committee in the trustee committees. This has proven very beneficial to our committees in maintaining an awareness of the actions and concerns of the conference administration. Additionally, we have attempted to continue involvement in our committees with the WSC committee leadership. The chairperson of the External Committee has been invited to attend future meetings of the WSC H&I Committee. These two committees are undertaking a joint venture to involve the regional H&I committees in surveying their local correctional facilities to determine how they can be better served.

WSC Panel Presentation Topics

Presently, we plan to include the relationship and interaction of the WSC service boards and committees in the trustee presentation during the 1991 World Service Conference. One area we would like to see discussed relates to the lack of overall long-range planning and priority development for the fellowship. Under our current world services system, there is no specific board or committee that has the responsibility to look

at the "big picture" of our fellowship and provide specific goals, objectives and priorities. As a result, there have been some fractured efforts on the part of each of the world level boards and committees to determine the focus and priorities for long-range planning. The overlap between our committee system and the conference committee system has, at times, led to a duplication of effort on projects. We are also concerned with the rapid turnover in the present WSC committee membership which has led to some instability in the completion of projects. Some difficulty is also evident in maintaining adequate communication between the present boards and committees.

We also plan to discuss the topic of prejudice during the trustee presentation to the conference. At the July, 1990, WSC workshop in Arlington, VA, an open forum discussion was held on prejudice, allowing for open sharing of thoughts and feelings on this topic by many members. During October of 1990, an article developed through the External Committee on this subject was sent to several convention committees/corporations, including the World Convention Committee. We hope that this issue will be widely discussed within the local fellowships prior to the conference. In addition, there are tentative plans to include the topic of N.A.'s public relations policy during our presentation segment.

International Forum at WSC 1991

The trustee-sponsored International Development Forum will be held on Saturday, April 20, prior to the actual opening of the conference. As was very evident during last year's conference, the issue of whether N.A. is truly a worldwide fellowship is of concern to all of the conference participants. During the final Board of Trustees report at WSC, 1990, a request was made that a report on international development be developed for presentation at the 1991 conference. It has been evident during our discussions that we needed to gather information and answer some very basic questions as a fellowship before a report could be developed. The international forum is our response to this need. It is our hope that this forum will also address the request from conference participants that a list of priorities be developed by the World Service Conference. We hope that this forum will be well attended by non-U.S. members as well as by members from within the continental U.S. Some of the topics that will be discussed include:

Are we a worldwide fellowship? If not, should we be?

What does "worldwide fellowship" mean?

To what extent are groups, areas, regional, and national communities autonomous of one another?

How can they assist one another?

Must each element survive and grow on its own resources?

What services do growing N.A. communities want from N.A. World Services?

What role, if any, should the WSC play in the development of N.A. worldwide?

We had a letter, asking these questions, translated into French, Spanish, German, Italian, Portuguese, and Japanese. These letters were distributed to members throughout the fellowship requesting their input. Their input will also be considered at the forum, whether these members are able to attend or not. The discussion of these questions on both local and regional levels worldwide, will assist us in determining how best our fellowship can carry the message of recovery around the world.

Report on motions committed to Board of Trustees by WSC 1990

We have used the trustee committee system to complete the tasks that were assigned to the Board during last year's conference. Each of the motions from the World Service Conference 1990, that were committed to our board, has been discussed during board meetings and in committees.

Two of the motions committed to the Board last year were actually concerned with the WSO Board of Directors. At last year's conference, an amendment was made to the WSC election procedures relating to the Board of Directors pool nominees. The change requires a majority vote for nominees to be included in the pool. We believe that if this procedure is used during upcoming elections, it will address the committed motion which states, "That the WSC elect all directors of the WSO." The motion stating, "That the WSO BOD elected by the conference shall be a trustee committee" has been debated, with the consensus being that this action is not needed at present. A paper discussing both these motions will be available for participants during the conference.

Regarding the motion stating "That the copyright of all N.A. literature be taken out of the WSO and put in trust to the BOT.", the Board has approved the following recommendation. A paper has been developed explaining our position, which will be available to all conference participants during the 1991 WSC.

"IN CONCLUSION: After a thorough discussion by all members of the Board of Trustees, and after reviewing notes on that discussion, the Literature Review Committee has come to the following conclusion:

- 1. That in order to implement this motion the current Board of Trustees would have to incorporate itself to afford adequate protection to the properties it would be entrusted to hold for the fellowship. The fellowship would then have two corporations at the world level and no doubt some duplication of effort. To avoid duplication, considerable study must be given to establish clear delineation of responsibilities and the right working relationship between the two corporations.*
- 2. As a corporation, the Board of Trustees would need additional funding and staffing to administrate the trust. It is our belief that this additional funding would have to come from the sale of literature it would hold in trust, removing a primary reason for setting up a separate trust in the first place.*
- 3. In reviewing the past performance of the WSO as a fiduciary for the fellowship's properties, we have no reason to believe they have acted contrary to that responsibility or have otherwise placed the fellowship's properties in jeopardy. There also seems to be no apparent conflict in having one entity serve as both the trust and the receiver of income from trust properties. Although there have been concerns about a perceived separation of the WSO from the membership, measures are already being implemented to improve communication and responsibility.*

The World Service Board of Trustees therefore recommends to the World Service Conference that no further action be taken to create a separate entity to hold N.A.'s copyrights in trust."

A recommendation has been developed regarding the motion stating, "That the WSB shall, if necessary, stop action of WSC, WSO, WCC." A position paper fully describing the reason for this recommendation will be available during the conference. The recommendation is as follows:

"After due consideration of the motion to grant 'stop action' to the Board of Trustees, it is our recommendation that said motion is not necessary. We perceive that we have the ability to confront and impact problems as they arise in world services. Therefore, no need is seen for the World Service Conference to take action to approve this motion."

The motion, "To reestablish a WSC finance committee to consist of the WSC chair, WSC treasurer, Chairman of WSO BOD, BOT chair, and three RSRs, with the WSC treasurer chairing the committee," has also been thoroughly discussed. Several trustees have been involved in the development process for the proposed Budget Review and Utilization Plan. We support the concepts presented in the proposal and, as such, do not see that any action needs to be taken on the motion to reestablish a WSC finance committee.

Additional Needs Panel

During the October, 1990 Board of Trustees meeting, the two members of the additional needs panel were in attendance. This meeting was very informative for us, and gave us some direction for our efforts in this area. Work is ongoing in this area through participation by the panel members at additional needs workshops. Both of the panel members will also be in attendance at the upcoming WSC. As a result of our October meeting, the following recommendation was adopted by the entire board:

"For the purposes of the N.A. literature translation process, the World Service Board of Trustees recognizes American Sign Language (ASL) as a language distinct from English; that the White Booklet, with stories, be translated into ASL for distribution on video tape; that N.A. audio speaker tapes in the current WSO inventory be translated into ASL; and, that a priority list for further translation of N.A. literature into ASL be developed as soon as possible."

We want to maintain an awareness in our membership of the issue of addicts with additional needs. We would be greatly assisted in this task if service committees would send copies of minutes for their additional needs committees to the Board of Trustees, in care of the WSO. We would like to update our additional needs contact lists so the panel members have the most up-to-date contacts possible. These updates should also be sent to the WSO. Additionally, if your local committees have suggestions to assist us in maintaining this awareness, please let us know.

Traditions Project Update

The Traditions Ad Hoc Committee has been hard at work this past year. Regular reports have been mailed out to conference participants with detailed information on the work that has been done. Committee drafts of Traditions One and Two were mailed out for pre-review by conference participants, after first being reviewed on an individual basis by members of the Board of Trustees and the WSC Literature Committee. The project is coming along on schedule, with plans to have drafts of Traditions One through Six ready for fellowship review around conference time. Plans call for the entire Board to review

these drafts at either their February or April meeting, prior to their release to the fellowship. Adequate time will be allotted during the conference for discussion of the Traditions project. If you would like copies of the reports from the Traditions Ad Hoc Committee, please contact the Special Projects Coordinator at the World Service Office.

Internal Trustee Interactions

During this past year, several trustees have been approached with concerns that board members were on opposite sides of the issues being discussed during last year's conference. It seems that some members of the fellowship feel the trustees should always agree on everything that is being discussed. Fortunately, that is not the case. We are a very diverse group and do not always agree with each other. We do, however, have a deep and abiding respect for each other's thoughts and opinions. This diversity and respect provides us with our ability to serve the fellowship. We feel that the membership of our board is representative of the same diversity that is present in the fellowship. We see this as one of the more positive and healthy aspects of the Board of Trustees. If we always agreed, then all sides of the issues would not be addressed. We feel that this diversity allows us to best serve not only our present members, but to also serve those addicts who are not represented, which includes addicts who have not yet made it into our meetings. We did want to bring this concern out into the open, as it is very likely that the proposed format of this year's WSC will allow for a wide range of opinions to be expressed by members of our board.

Thank you for the time and effort that is being spent to review and discuss this report.

To: The Fellowship

From: Stuart Tooredman, Chairperson
World Service Office Board of Directors

The WSO Board of Directors does not have any new motions for you to consider at WSC '91. However, we are asking for your consent to continue our work with the WSC and WSB, on three proposals (included as addendums), and reaffirm some important decisions made by the World Service Conference in years past.

During the 1990 Conference, several important matters were brought to our attention. First, many of the previous decisions and actions of the WSC were not adequately documented in the printed record of the conference, or subsequently distributed to our members. Second, that the fiduciary relationship of the WSO to the N.A. Fellowship is not understood to the satisfaction of our members. Third, that the initial reasons surrounding the creation of a fiduciary responsibility for N.A.'s properties also were not clearly understood.

The initial reasons for creating a fiduciary entity were twofold:

1. To establish, for N.A., the capacity to protect and secure all intellectual properties, trademarks, and copyrights of the N.A. Fellowship.
2. To provide an essential mechanism by which all N.A. literature, books, pamphlets, handbooks, etc., would be uniformly produced, printed, manufactured, sold, and distributed.

The intent was to adequately protect the fellowship's properties; and to have the ability to take sufficient action, should the rights of the fellowship be infringed upon by others; and to firmly secure the production and distribution of N.A.'s conference-approved written message in a single management point. Thus, the WSO was created and strengthened. As the WSO grew, additional functions were added, such as providing administrative, organizational, and logistical support to the World Service Conference, and the fellowship as a whole.

Certainly, the activities during this past year concerning the production and distribution of Book One of the Basic Text have caused us to place these issues in front of our members again.

Our choices are not simple, and require a great deal of discussion: To reaffirm our past decisions, modify them, or provide another mechanism to protect and hold the properties of our fellowship. We encourage you to consider the issues carefully, and be prepared to discuss them at length at the Conference.

If the fellowship wishes to continue to have the WSO act in this capacity, then the conference will need to discuss it thoroughly, and choose to act positively on the following statements:

1. To reaffirm that all of N.A.'s intellectual and physical properties are held in a fiduciary capacity by the WSO, Inc., on behalf of the Fellowship of Narcotics Anonymous.

2. To reaffirm that the World Service Office, Inc., is the exclusive publisher and distributor of all World Service Conference-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.

During the 1990 Conference, several motions regarding the WSO by-laws were committed to the Board of Directors. One of these motions concerned Article 13--Amendments to the By-Laws, and directed that any changes in the by-laws receive the prior approval of the WSC. We have asked our attorneys to prepare a full report for the Conference on this matter, and will distribute it to all the participants, along with our annual report on or about April 1st.

The board did adopt a motion to amend its By-Laws at the January meeting. It concerns Article 6, section 4,--Director Elections. The motion reads "To insert a new item D, "All nominees to be included in the nominations panel (pool) must receive a majority vote of the WSC," and moves the existing item D to item E." This change reflects the action the WSC took last year in amending its election procedures.

This year, one of the primary goals of the board was to make the WSO more accessible to the fellowship, as well as to invite more participation from other committees and boards in the decision making. There are now a number of new policies we have implemented, and we believe you will see a noticeable difference in the overall operations of the office. As part of our desire to open the door wider, a great deal of information is now available upon request that was previously inaccessible. Although we are not able to provide a full archival service as of yet, we are working hard to make it a reality in the near future.

We have also spent the year working closely with the Board of Trustees and the WSC Administrative Committee on some of the more sensitive areas of world service operations. A great deal of the time we spent together was focused on the development of several proposals. These proposals concern areas of responsibility shared by all three service arms, but were previously and frequently administered by only one. The proposals call for the joint administration of these areas and create criteria and methods for how decisions are made.

We are asking for your consideration on three proposals: a Unified Budget and a Budget Review and Utilization Committee, a World Service Travel Policy, and a Translation Policy. Rather than ask the conference to approve these proposals now, we would request that they be supported for further work, ratified for implementation, and then brought back for WSC approval in 1992. This would allow world services to utilize the policies, prepare a combined budget proposal, work out the bugs, and make necessary changes based on our experience with those proposals during the year. The conference would then be asked to accept or reject the proposals in 1992, or in 1993. The motions to the conference are as follows:

#10. That the WSC ratify the implementation of the World Services Translation Proposal for one year. (This proposal is enclosed as Addendum #1.)

Intent: To utilize the translation policy during the coming year, and to make any necessary changes for improvement prior to formal adoption at WSC 1992.

#11. That the WSC ratify the implementation of the World Services Travel Proposal for one year. (This proposal is enclosed as Addendum #2.)

Intent: To utilize the travel policy during the coming year, and make any necessary changes for improvement prior to formal adoption at WSC 1992.

#12. That the WSC supports continuing the work in progress outlined in the Unified Budget and Review proposal. (This proposal is enclosed as Addendums #3A and 3B.)

Intent: To have the WSC show its support for additional research and investigation to be done towards the preparation of a combined (WSC and WSO) budget for the 1993 calendar year.

The following section of the WSO report is provided as our commitment to the recent settlement agreement concerning the production and distribution of the Basic Text. The motions from the agreement, as presented in this section, are the culmination of a joint effort by all concerned to obtain a clear understanding and determination from the fellowship. We encourage all regions, areas, and groups to read the introductory remarks thoroughly, and to consider each motion conscientiously during their subsequent deliberations. The motions are not accompanied with intent statements, and are presented without any further comment other than the following introductory remarks.

These are the comments of the Honorable Louis H. Pollak, J., United States District Court for the Eastern District of Pennsylvania.

THE COURT: We have spent the day hearing testimony in this matter. It is not the kind of a controversy that a court welcomes. It is, quite evidently, a controversy which is essentially internal to a group with many, many members, many dispersed subentities, a common purpose, a common purpose of great social consequence.

It is evident that the fellowship has engaged, over the years, the devoted participation of tens of thousands, now maybe hundreds of thousands, of people, people who have in their own lives been deeply troubled, and who have striven very hard to liberate themselves in the course of time, to help liberate others to brave this sort of peril.

For a controversy to arise in an enterprise of that kind is regrettable; certainly one that is controversy that seems to be deeply schismatic. It is more regrettable, and it appears to be beyond the capacity of the participants to resolve their differences internally, recognizing the larger importance of common purposes than the areas of disagreement. That is to say, the more regrettable one. An appeal is made to the secular authority of the courts to make dispositions.

I asked the parties to try their best to reach some resolution, at least on an interim basis; not on a final basis, and the efforts on the 27th and 28th of December evidently were not fruitful. Today's testimony only underscores for me the importance of some serious

attention being given to reconciliatory activity rather than activity of a divisive kind. I rather appreciate that with people feeling deeply, as evidently people do on each side of this issue, it is the tendency of each side to think, well, I am the reconciler, and it's the people over there who are being divisive.

I suppose in this courtroom right now, Mr. Wolfe and I are the only people who are in a position to say--maybe both sides suffer a little from the sins of inflexibility and certainty that virtue is mine and vice is thine.

I would ask you all to give some close attention to the possibility that there is more that you have in common than that divides you; and to carry on controversies of this kind is only destructive of, and diversionary from, your common purposes.

One point that I find particularly disturbing is to be told, as, in effect, Ms. Moore was telling me, that we have poor people who are greatly in need of guidance. They can't afford \$8 a book, and therefore, we want to make texts available to them for little or nothing; or at least we want to make access to such texts available.

I hear from Mr. Hollahan that, in principle, the WSO has no difficulties with furthering what would seem to be such a clearly laudable goal, assuming one believes in the purposes of Narcotics Anonymous. But, of course, the resolution which would flow from an assent by the directors of the WSO to making texts available, free, to Ms. Moore's home group, and possibly to other groups which have constituencies which really can't pay, afraid of \$8 a volume, that resolution begins to seem remote when one is told, yes, but the text that WSO has in stock, its Fifth Edition, is not a text that we in conscience could accept. It's a little curious to be told by Ms. Moore that maybe the Third Revised Edition might be acceptable. They would have to talk to the group about that. But it's certainly not the Fifth Edition.

That was apparently beyond the pale in discussion with the group. I have not inquired into, and I do not intend to inquire into, what the debates are with respect to what texts are appropriately within the compass of the revered Twelve Traditions, and what are not. Debates of that sort have a habit of being unproductive. Yet, I can't believe that if you people on both sides of the aisle, both sides of the litigation, really have a shared earnest commitment to people gripped by addiction, that you cannot find a way of reconciling your differences; recognizing that shadings of verbal meaning may, usefully, be the subjects of honest debate rather than insuperable obstacles to getting on with your real business of saving people who are desperately ill.

I guess I'm saying to you that, after listening all day, I think there's an awful lot of self-righteousness on both sides of this case. And for people who are trying to save others, that sort of self-righteousness is not entirely attractive.

So now you have my preachment. I'm going to leave you for some hours with that preachment to chew over. I'm going to challenge you, both sides, to have the courage of your convictions; to talk with one another, not against one another, but with one another, with a view, at least for the moment, of reaching accommodations -- maybe small accommodations arrived at now -- to obviate the need for going forward one way or another with an application for a Temporary Restraining Order, and beyond that a Preliminary Injunction.

Maybe accommodations arrived at right now could pave the way for larger accommodations, so that you could then use more fruitfully the machinery of the World Conference and get back to reasoned collective debate rather than imposing solutions on one another.

I don't know whether you really have the courage of your conviction. I wonder whether each side isn't simply taking a refuge in its self-described virtue. Maybe if I talk long enough in this vein, you can recognize me as a common enemy, and that will give you something to unite about.

You're not the only people who recognize the evils of narcotics addiction. A person in my line of work sees it every day in this courtroom, and these courtrooms are replicated by the tens of thousands throughout the country. For every one of your home groups, there are scores and scores and scores of courtrooms. So if you want to work at these problems, work at them.

Work at them for the balance of this evening and tomorrow morning. You can come back here tomorrow at 11:30, and you can tell me whether you've been able to manage to talk constructively together.

As I understand it, the conversations up to now, on the 27th and 28th, were between Mr. Moorhead, on the one hand, and Mr. Synnestvedt and Mr. Fields, on the other. Mr. Synnestvedt and Mr. Fields are lawyers. I was about to say only lawyers. I don't mean that in a disparaging sense, or I would disparage myself. I'm only a lawyer, too. But we're instrumentalists in this business. It's Mr. Hollahan and his colleagues on the one, and Mr. Moorhead and his colleagues on the other hand, who are going to have to decide whether they can do something constructive.

I think the next set of conversations -- and I'm going to leave you here in this courtroom. This a good venue to start. Its neutral ground has a certain severity that may remind you of your common obligations. I think it should be the attorneys and the litigants, Mr. Hollahan, as well as his attorneys, Mr. Moorhead -- and I hope, Mr. Moorhead, your colleagues with you -- talk here in the courtroom; go out and have supper, talk more there. If you can't work something out this evening, then you'll have a few hours in the morning. But take your responsibilities seriously.

Forget the posturings of this courtroom. If you come up empty-handed by tomorrow morning at 11:30, then I will go forward to consider the motion for a Temporary Restraining Order. Good night.

(Whereupon, the Court began the proceedings at 9:45 a.m.) Friday, January 4, 1991.

MR. SYNNESTVEDT: The parties have carefully followed Your Honor's instructions, and have worked together long and diligently, and have a reached an agreement.

THE COURT: That's very gratifying.

MR. SYNNESTVEDT: It's one that finally disposes of this matter, subject to Your Honor's entry of an order, that we worked out the language of, and I'd like at this time to hand up a copy of the agreement that the parties entered into. Attached as Exhibit A is a copy of the proposed form of order.

THE COURT: Let me take a moment to look at this.

MR. SYNNESTVEDT: I'm sorry, I didn't have an opportunity to get it down to Your Honor earlier this morning. We made that last revisions after 9 o'clock.

THE COURT: Obviously, you have been working very intensively.

(Pause.)

Well, that sounds like a very constructive agreement, indeed, that you've arrived at, and I congratulate you. I call your attention to a couple of very minor typographical matters I think you might want to amend.

On page two, fifth line from the bottom -- well, I think the last word of that line should be "either the" or "a", but not both of them. That is, "either entered the preliminary hearing," or "entered a preliminary hearing."

MR. SYNNESTVEDT: I think the word "the" should be stricken, Your Honor.

THE COURT: All right. Suppose we make the changes and have the parties who are here with us in the court today initial the changes. I would think that would make good sense.

In the same line, my first name is L-O-U-I-S.

MR. SYNNESTVEDT: Sorry about that, Your Honor.

THE COURT: No apologies are necessary. I routinely have my name misspelled, but it's usually my last name.

On page three, in the fourth line of motion two, I think you mean "its" without an apostrophe; do you not?

MR. SYNNESTVEDT: Yes, Your Honor.

THE COURT: And I would, in the same vein, I would suggest that on page four, the various times where you refer to RSRs, that you probably don't want an apostrophe there, either. It's just an ordinary plural, isn't it?

MR. SYNNESTVEDT: Yes, I think that's correct, Your Honor.

THE COURT: The second line of the first full paragraph where it says, "four RSRs," and then down on the seventh line, the last work of the line is --

MR. SYNNESTVEDT: On the third line, too, Your Honor.

THE COURT: On the third line, correct, and the third line. And, finally, I guess it's the twelfth line, the third word, "by the RSRs," again you probably would not want the apostrophe. I'm sure you really didn't want me to be your proofreader, but it's very hard for me to read without a pen in my hand.

I'm certainly entirely satisfied to enter the Order which you are requesting me to enter by consent.

MR. SYNNESTVEDT: Thank you, Your Honor. I have the original typed version here.

THE COURT: You and Mr. Moorhead want to agree on, and initial, the changes in the agreement.

MR. SYNNESTVEDT: Mr. Moorhead has requested an opportunity to address the Court.

THE COURT: I'd be delighted to hear from Mr. Moorhead before I sign this Order.

MR. MOORHEAD: Your Honor, our Society of Narcotics Anonymous is only a microcosm of society at large, and we are thankful for the insight and the direction that you have offered us. We have many things to learn as individuals and human beings, and we must remain open to instructive, sound, wise admonishments that help redirect us in our endeavors.

Your patience and your tolerance for the proceedings that were in front of you the other day, and your admonishments to us at the end, were the catalyst that brings us to the point where we are today, putting seven years of divisiveness and hurt feelings and diversion from our societal purposes behind us. This is truly, in my mind, and in minds of all who have attended and participated thus far, a truly momentous day in the history of not only Narcotics Anonymous, but perhaps it may have further far-reaching implications for society as a whole.

I would beg Your Honor, if there is ever a time that someone comes before your court that is in need of an organization such as ours, that you not hesitate to call upon me personally, or any one of the people who were here in this courtroom, because, quite frankly, sir, we will go to the mat for them, and we're going to the mat for you, too. Thank you.

THE COURT: Well, I thank you, Mr. Moorhead, for what you have said. And I thank all of you for the very constructive spirit in which you have approached this matter.

There are lots of lawsuits that come to a federal court ranging all over the canvass, civil and criminal alike, and most people don't come to court unless there's considerable trouble. There are occasional times when one feels that a judicial intervention serves some constructive purpose. There are many times when one feels that all a court can do is contribute an orderly framework for the disposition of a problem and determine what the society's response must be where people are unable to resolve disagreements for themselves. But, not infrequently, one feels not a great sense of accomplishment besides registering society's verdict and establishing the discipline framework.

One doesn't feel a great sense of accomplishment in the sense that, too often, one is not very sanguine that constructive things will follow. This litigation is an exception, and an enormously gratifying exception to that generalization.

On the basis of what you, Mr. Synnestvedt, and you, Mr. Moorhead, have said, and on the basis of the text of the agreement you've arrived at, and the Order of which you are asking me to sign, and which I very happily do sign, I feel that the auspices are very good for moving forward in a constructive way, with efforts which obviously are of enormous consequence to the society. And I'm most gratified to the extent that our efforts here, the day before yesterday and this morning, have led in this proper direction.

I certainly will bear in mind, Mr. Moorhead, as I continue to do my work here, that we are in some significant sense institutionally working in parallel ways for these very important common purposes. And I will look forward to hearing, I hope -- perhaps the parties will favor me with letting me know what happens to accomplish the ends which are identified in your agreement, most particularly what provisions are ultimately determined by the processes which are contemplated for further consideration by the Conference.

I should add that I am gratified at the thought that the parties have felt that something useful might be accomplished by publishing what I had to say in court on January 2. I will have to tell you that after that hearing, I was a little concerned, perhaps more exigent in my censure, and less appreciative of your various efforts than I should have been. But I am glad that some positive message came through, and that in response to it, you were able to work so successfully together.

So I have signed this Order, and I will ask if you, that you -- will you undertake to file this, Mr. Synnestvedt?

MR. SYNNESTVEDT: Yes, Your Honor.

THE COURT: Perhaps if you would kindly return a copy of the agreement to my chambers.

MR. SYNNESTVEDT: Yes, Your Honor. The agreement is to be modified slightly by those typographical corrections. Thank you, Your Honor.

THE COURT: Thank you all. Unless there's anything further, we are in recess.

(Whereupon, the Court adjourned the proceedings at 10:00 a.m.)

- #13 That the fellowship reconsider its decision on which edition, or parts thereof (First, Second, Third, Third Revised, Fourth, or Fifth), of the Basic Text shall be produced and distributed by the WSO as the official and accepted text of Narcotics Anonymous.

In order for this motion to be considered, a description of the differences between the respective editions will be sent to each registered area and region, along with a copy of the complete Basic Text Third Edition, Revised. It is expected that the WSC will rescind the motions adopted in 1988, which adopted the Fifth Edition as the Basic Text, as well as the motion restricting any change to the text for five years.

- #14. That the WSO produce, at a reduced price, the edition of the text ratified by the WSC. The actual price of this text should be determined in view of the following factors: its affordability to the membership at large; a change in the cost and quality of the materials used in producing the book; the responsibility of the WSO to provide services from the income generated by sales of the Basic Text; and whether it includes personal stories or only the first ten chapters.

- #15. That the WSC be directed to obtain a group-by-group tally of all the groups registered with the WSO, on Motions 13 and 14 above. This procedure will begin on July 1, 1991 and continue through December 31, 1991. All the registered groups shall receive a copy of a paper detailing the differences between the editions of the Basic Text, and a complete copy of the Basic Text Third Edition, Revised. In addition, each group shall receive complete information concerning the issues relevant to a reduction in the price of the ratified text.

The committee appointed to supervise this tally shall consist of the following: four RSRs, to be nominated by the entire group of RSRs in attendance at the 1991 WSC; two trustees to be nominated by the members of the World Service Board of Trustees; two WSO directors, to be nominated by the directors of the WSO; and the WSC Chairperson. Those nominated by the RSRs, trustees, and directors, respectively, are to be submitted to the World Service Conference in 1991 for confirmation by two-thirds published roll-call vote, failing which, those not confirmed shall be replaced by others nominated by the RSRs, the trustees, or the directors, respectively. Two members of the WSO staff shall also be assigned as nonvoting advisory members. The results of the group-by-group tally shall be published in the *Fellowship Report*, and confirmed as official at World Service Conference in 1992.

To: The Fellowship

From: Dave Tynes, Chairperson
WSC Ad Hoc Committee on Isolated Groups/Meetings

At the 1990 World Service Conference, a motion was passed that read, "That the Ad Hoc Committee on Isolated Groups continue its project for an additional year. Their responsibilities will be to further investigate the 'final observations' identified in Addendum 1 of the 1990 *Conference Agenda Report* and report their recommendation (which may include motions) in the 1991 *Conference Agenda Report*."

After being asked to continue our work for another year, and to broaden our scope, a survey was sent out in May. The survey asked for information on meetings isolated due to social, economical, cultural, physical, or racial reasons. It also asked about meetings that the respondents felt may not be following the Twelve Traditions, for whatever reason. By the mid-September deadline, 28 of the 477 questionnaires were returned--not a good rate compared to our last questionnaire, which received 57 responses. The information gathered from the questionnaires, along with individual input and discussions at our meetings, did supply the committee with enough information to draw some conclusions.

The ad hoc committee met three times during this conference year. We met at the July quarterly, held in Arlington, during a special meeting held in Van Nuys in September, and after believing that we did not need to meet again, upon the request of the BOT and senior WSO staff, we met during the October quarterly held in Van Nuys. We finalized our work with a conference call in early December.

The WSC Ad hoc committee on Isolated groups/meetings presented five questions to the conference last year. The conference in turn asked us to answer those questions within this conference year. Our answers to those questions are found in Addendum 4.

In answering those questions, the committee was forced to take a hard look at our Twelve Traditions and their application in varied settings. As you will see in our answers to the questions, the committee felt it was up to the individual N.A. groups to apply the traditions as best they could within the society in which they live. The committee felt that if, within the society in which the group existed, rules prevented the group from applying the traditions as written, that was not a willful act on the part of the group to not observe the traditions.

The recommendation contained in the answer to Question #5 has generated two motions which we propose here for your consideration as action items.

Based on procedure and cost estimates used for the overall WSC committee, board, and project expense estimates, the WSC Treasurer estimates the financial impact of adopting these motions to be an additional \$20,225.

- #16. To create a standing committee of the conference, an Outreach Committee, on a two-year trial basis. The composition of the WSC Outreach Committee would be a chairperson, vice chairperson and five members to be elected by the conference to two-year terms. The goals of the committee would be:

- A. To establish communication among isolated groups, offering them a forum to share their experience with each other and the rest of N.A.
- B. To gather information on outreach efforts in N.A., and pass along this information to areas and regions requesting it.
- C. To provide outreach to groups not being serviced by an area or region.

Intent: To create a standing WSC committee to provide outreach services to isolated groups/meetings.

#17. To provide full WSC funding for the chair, vice chair, and five members of the WSC Outreach Committee, including attendance at the annual meeting of the WSC and its workshops, and administrative costs.

Intent: To facilitate full participation by committee members.

Before and after deciding to recommend to the conference to form a standing outreach committee, the ad hoc committee discussed other alternatives, but decided that a standing committee, on a two-year trial basis, would be the best way to insure that this issue receives the attention necessary to provide support for these groups. We would like to report our reasons for not choosing other alternatives discussed.

It was suggested that maybe one of the present trustee committees could handle the work. The committee felt this was not a good choice, due to the present number of trustees and all the work they have already. There were also concerns within the committee that this issue should not be a secondary purpose of a committee, but a primary one.

Continuing the ad hoc committee was also discussed. The committee felt hindered this year by its ad hoc status, due to members doing double duty with their primary responsibility to another committee. Also, the committee felt the recognition the issue would receive would be greater as a standing committee of the conference.

It was also suggested that the work be given to the WSO Group Services Department. The committee felt that, at this time, there are still philosophical questions that will arise from the answers to the five questions in this report and they would be better answered by a conference committee than the WSO.

In discussing all the alternatives, all of the members of the committee agreed that after a two-year trial period, the conference should carefully consider whether to continue the standing committee on outreach. Some members of the committee feel that by the end of the two-year period, the issue will be clarified, and at that point could be administered by either the trustees or the WSO.

In closing, the WSC Ad Hoc Committee on Isolated Groups/Meetings wishes to extend its gratitude for being able to serve the conference in its assigned task. It is our highest hope that this work will be continued.

To: The Fellowship

From: Reuben Farris, Chairperson
WSC Ad Hoc Committee on N.A. Service

While the committee has had another extremely busy year, we have no motions to present to the conference. We do, however, have significant work to place before the conference, including the Twelve Concepts for N.A. Service and *A Guide to Service in Narcotics Anonymous*. We strongly believe that the nature of our work requires extensive discussion and deliberation by the conference and the fellowship.

What follows is a brief review of our work, and our plans for the upcoming conference year.

The Twelve Concepts for N.A. Service

This work has undergone additional significant revision since its presentation to the fellowship in September of 1989. Much of this revision was the result of input received at the six multi-regional U.S. workshops, and input from individual members and committees from around the world. The committee held four meetings after the conclusion of the workshops to factor in the input received from all sources.

The input resulted in the wording of some of the concepts being changed, and all of the accompanying essays being revised. We felt strongly that the fellowship needed an opportunity to provide input on the revised concepts, prior to them being presented in an approval form. As a result, we will be presenting the final review version of the Twelve Concepts, for fellowship consideration, by or before the conference in April. We are proposing September 1, 1991 as the deadline for input on this version of the concepts. After that date, we propose to factor in the input received, and present the approval version of the concepts by or before January 1992. We will also place the approval version of the Twelve Concepts for N.A. Service in the 1992 *Conference Agenda Report*, for action by the conference in April 1992.

A Guide to Service in Narcotics Anonymous

As a result of the six workshops and the input received, this work is also undergoing revision. We plan to release the revised chapters on the group, area, and region as soon as completed.

We have encountered some difficulties in working on the national and world sections of the *Guide*. As we have previously noted in our October report and the November *Fellowship Report*, we feel that some basic questions need to be answered, by the fellowship or the conference, prior to these sections being completed. The questions are:

1. What do we want world services to do?
2. What "control" is the U.S. fellowship willing to give up?
3. What financial support is the U.S. fellowship willing to provide to emerging N.A. communities?
4. What do we all understand as "self support?"
5. Should one N.A. community subsidize another?
6. Is a structural change needed for the WSC, or merely a change in format?

Another discussion we had during our meetings was the relationship between the Twelve Concepts and the *Guide*. We feel strongly that the concepts provide the foundation for the proposed service structure. As a result, we feel that we cannot effectively complete the national and world chapters until we know whether or not the fellowship, through the conference, approves of the ideas contained in the Twelve Concepts. Some of the ideas contained in the material, such as delegation, a single point of decision, etc., are critical to the development of the unfinished chapters. We feel that once a decision is made regarding the concepts, the national and world sections of the *Guide* can be finished by the committee.

Metropolitan Services

During this past year, we have been made aware of the growing problems experienced by metropolitan areas. Some of the problems cited include the delivery of services by more than one area committee, large and unwieldy ASC meetings due to the explosion of groups in metro areas, and the needs of groups not being met by some service committees. As N.A. grows in large metropolitan areas, the only answer that has consistently appeared thus far is the splitting of areas and regions. A major problem that continues to exist, however, is the provision of services by more than one committee in such areas. While we have had extensive discussions about these problems, we have not been able to come up with any answers that would be helpful for all of these areas of concern.

We feel that this issue needs to be looked at in more detail. As a result, we are proposing a workshop on metro services, and hope to invite representatives from six or seven metro areas to provide us with information. Following that workshop we will be better prepared to develop material addressing these issues.

This project has, at times, taken its toll on the committee. Some of our members have indicated that they will be unable to continue, while others have reaffirmed their willingness to work on this project through its completion. The committee wishes to thank the conference for the confidence it has shown us in the past, and for allowing us to continue to be of service to Narcotics Anonymous.

To: The Fellowship

From: Bryce Sullivan, Chairperson
WSC Literature Committee

This report contains the items the World Service Conference Literature Committee (WSCLC) is presenting for action at the 1991 World Service Conference (WSC). These items are the culmination of the hard work, dedication, and experience of this year's WSCLC and area and regional literature committees throughout the fellowship. It is after many hours of discussion that these proposals are being presented for your consideration. The WSCLC is asking the 1991 WSC to adopt the following three motions.

For Those In Treatment

The WSCLC is presenting *For Those in Treatment* for adoption as N.A. conference-approved literature (see Addendum #5 in this *Conference Agenda Report*). This piece originated in the WSC Hospitals and Institutions Committee and was turned over to the WSCLC for completion. *For Those in Treatment* has followed N.A.'s literature development process. This included a review by area and regional literature committees throughout the fellowship. After area and regional literature committee review, the WSCLC incorporated the fellowship's input and finalized the enclosed draft. A copy of this approval draft has been sent to each registered area and regional literature committee.

#18. "To approve the booklet, *For Those in Treatment*."

Intent: Adoption of this motion will place *For Those in Treatment* in the WSO inventory as World Service Conference-approved literature.

Literature Committee Guidelines

Changes to literature committee guidelines have been a recurrent theme in the annual *Conference Agenda Report* for several years. The changes to the WSCLC's guidelines that the WSC approved at the 1990 conference addressed the most pressing needs of the committee. However, the WSCLC believes that last year's action did not go far enough to alleviate inherent problems in the committee's guidelines. At the 1990 WSC, the WSC Literature Committee presented a motion that would have allowed the committee itself to change portions of its guidelines. Other sections could have been changed only by the World Service Conference. This motion did not pass, at least in part because it was not included in the 1990 *Conference Agenda Report*. The committee is presenting motion #19 in this *Conference Agenda Report* to allow the conference and the fellowship to more thoroughly examine this issue.

The WSCLC envisions its guidelines divided into two categories. The first category would contain those sections that are considered important and fundamental to the creation of literature. This category would become WSC policy, and subject to change only by the World Service Conference. The second category would contain sections of the guidelines which are considered specific to the internal functioning of the WSCLC. This category, if the following motion is adopted, could be modified by the WSC Literature Committee.

The WSC Literature Committee believes that it will function more effectively in serving the literature needs of Narcotics Anonymous if it is given the responsibility to modify its internal guidelines. Because this matter is difficult to explain, four specific examples are given to assist you in evaluating this motion. The first pertains to those matters that could be considered simple housekeeping items. The second relates to matters debated at WSC 1990. The third regards the committee taking actions in the spirit of the WSC, yet contrary to the letter of the guidelines. The fourth concerns specific standards of review-form literature.

Housekeeping items can be considered as those minor matters that need to be changed in the guidelines, because they are outdated, or simply not actual committee practice. For example, a minor amendment was adopted at last year's WSC changing the make up of the Evaluation Committee, a subcommittee of the WSCLC. This was a housekeeping matter, because the procedure originally outlined in the guidelines simply did not work. Therefore, it was not the practice of the committee. Other matters in the future that might be included in this category could be such things as the duties of committee members, the make up of working groups or ad hoc committees, or the make up and function of the WSCLC subcommittees.

Numerous motions and amendments were referred to the WSCLC at the 1990 WSC regarding literature guidelines. Of some 45 motions referred to the WSCLC, over half of them related directly to literature guidelines. The WSCLC spent many hours at the WSC discussing the merits of each motion, and deciding on recommendations to make to the WSC. In cases where the referred motions were made on the floor of the WSC, the WSC accepted the recommendations of the WSCLC in all instances except one. Our committee system would work much more effectively if the committee received input from the fellowship and made changes to the guidelines as needed, rather than waiting to have the changes adopted by the full WSC at the annual World Service Conference.

In one instance last year, there was a conflict between the current guidelines and the desire of the World Service Conference to provide for more international fellowship participation. At the 1990 WSC, a great deal of discussion occurred regarding the international aspects of our growing fellowship. Some of these included literature translation, translatability, and the involvement in literature development of members outside of the U.S. From these discussions, it was apparent to the WSCLC that one of the priorities of the committee needed to be these international literature issues. In response to this need, the committee decided to fill one of the open positions on the committee with a member who had experience in translations. The only problem was finding a member who satisfied all of the requirements listed in the current guidelines for committee members. After discussing the matter, the committee decided that it was far better to follow the spirit of the conference, rather than the letter of the guidelines. A member was appointed with the experience we sought, yet without the length of literature experience specified in the guidelines. This is an example of the kind of matter that cannot always be foreseen at the annual WSC. The fact that the WSC cannot foresee all of the needs the committee will have in serving the fellowship should not limit the committee in its service. If the committee could change its guidelines in such cases, it could respond to the fellowship more quickly.

The final example concerns the specific requirements of review-form literature. As you can see in Section 3 of the following motion, the WSCLC believes that the concept of review-form literature is a necessary and desirable component of the N.A. literature development process. The committee would like to see the WSC keep the concept of

review-form literature intact, while allowing the WSCLC to determine the actual time and method of the review. An example of how this might work comes from actual committee discussions regarding possible review processes for the daily meditation book, currently in development. One of the alternatives the committee has discussed is a modified review process in which some portion of the book would be released for a review period, rather than the entire book. Another alternative would be to release one portion of the book to some literature committees, and other portions of the book to other literature committees. The daily entries for January through March might go to a quarter of the literature committees, April through June to another quarter, and so on. These examples indicate ways in which the concept of having review-form literature would be maintained, only in a more effective way than our current guidelines allow. In all cases, the final approval-form draft would be released in its entirety prior to WSC consideration.

These examples are intended to show the kinds of ways that the committee could better respond to the needs of Narcotics Anonymous if they had the ability to change their guidelines. To correct housekeeping matters, to handle issues already regularly deferred to the committee by the WSC, to respond more quickly to fellowship needs, or to more effectively manage committee literature projects are examples of the benefits of the committee's ability to modify its internal guidelines. Hopefully these examples will help you understand the effect of this motion and why the committee is asking the WSC to adopt it.

There are, of course, similarities between this motion and the Joint Administrative Committee motion on committee guidelines and handbooks. Although this motion may appear to be a duplication of the JAC's motion, the WSCLC did not know at its last meeting what form the JAC's motion would take before the *Conference Agenda Report* was compiled. The WSCLC would like the WSC to approve this motion, regardless of any action taken on the JAC motion. Conceptually, the motions proposed by the WSCLC and the JAC are the same. Adoption of this motion will not conflict with the JAC motion; nor will adoption of the JAC motion conflict with this motion.

- #19. "Certain fundamental sections of the WSC Literature Committee guidelines are policy of the World Service Conference. Any changes to these sections must be made by the WSC.

All other sections of the WSC Literature Committee's guidelines are internal guidelines. These internal guidelines and the *Handbook for N.A. Literature Committees* may be modified with the approval of two-thirds of the WSCLC and the concurrence of the Joint Administrative Committee. All changes approved by the WSCLC and the JAC will be mailed to conference participants within sixty days. The WSC may reverse any such changes by a majority vote.

The following sections of the literature committee guidelines are those considered policy of the World Service Conference. These sections replace sections 1, 2, 5, 9, 10, and 15 in the current guidelines. All other sections of the guidelines (3, 4, 6, 7, 8, 11, 12, 13 and 14) are internal committee guidelines. Following the adoption of this motion, the WSC literature policy guidelines will be included in the 1991 *Temporary Working Guide to Our Service Structure*.

1. Purpose (replaces Section 1 of the current guidelines)

The purpose of the World Service Conference Literature Committee (WSCLC) is:

- a. To coordinate the creation, development, and revision of literature for the Fellowship of N.A.
 - b. To work on literature, based on fellowship input, prior to presentation for fellowship review and/or WSC approval.
 - c. To lend support to area and regional literature committees through:
 1. The sharing of experience in written and verbal communication, and
 2. The hosting of open forums and workshop meetings.
2. Composition (replaces Sections 2 and 5 of the current guidelines)
- a. Voting members
 1. Chairperson (votes only in case of a tie)
 2. Vice chairperson
 3. Twelve voting members serving for two-year terms and no more than two consecutive terms
 4. Clean time: Seven years for chairperson, six years for vice chairperson, and five years for voting members
 - b. Nonvoting members
 1. General members
 - a. Regional literature chairpersons
 - b. Unelected WSCLC nominees
 - c. RSRs and RSR alternates upon their request
 2. Advisory members as appointed by the chairperson
3. Review-Form Literature (replaces Section 9 of the current guidelines)
- a. Literature developed by the WSCLC is sent out for a review period before the development of an approval-form draft. The time and method of this review is determined by the WSCLC based on the needs of the fellowship and the piece in development.
 - b. Review-form literature is not for use or display in N.A. meetings.
4. Approval-Form Literature (replaces Section 10 of the current guidelines)
- a. Approval-form literature is prepared by the WSCLC and is distributed for a period of time determined by the WSCLC of not less than 90 days. The length of this approval period is determined by the WSCLC based on the needs of the fellowship and the piece being considered for approval.
 - b. Approval-form literature should not be read during N.A. meetings, although it may be sold and made available to members at N.A. meetings.
5. Budget and Funding (replaces Section 15 of the current guidelines)
- The WSCLC budget will include funding for voting members and advisory members to attend all meetings needed to accomplish committee duties."

Intent: This motion will establish two categories of literature committee guidelines. The first will be policy of the World Service Conference. This section may only be changed by the WSC. The second category will be internal committee guidelines. If adopted, this

motion will give the WSCLC the responsibility to change its internal committee guidelines and the *Handbook of N.A. Literature Committees*.

Division of the Guidelines

The following two sections explain the division of the literature guidelines suggested in the preceding motion.

WSC Literature Policy

The following is a list of those concepts considered WSC policy matters that correspond to the five sections listed in the above motion. In parentheses is the section number of the current guidelines where the same conceptual information may be found. The sections in parentheses are those that would be replaced by the five sections in the above motion. The current WSC Literature Committee guidelines may be found on page 32 of the 1990 *Temporary Working Guide to Our Service Structure*, or in the *Handbook for N.A. Literature Committees*.

1. The purpose of the WSCLC (Section 1)
2. The composition of the WSCLC (Sections 2 and 5)
3. A literature-review process (Section 9)
4. A literature-approval process (Section 10)
5. Committee funding (Section 15)

Internal Committee Guidelines

The following is a list of those concepts in the guidelines considered internal to the functioning of the WSCLC. In parentheses following each is the number of the corresponding section in the current guidelines.

1. Duties and requirements of committee members, except clean time (Section 3)
2. Nomination requirements, except those set by WSC policy (Section 4)
3. Make up and function of internal subcommittees (Sections 6, 7, and 11)
4. Methods of completing literature projects (Section 6)
5. Literature development worklists (Section 8)
6. Literature production matters (Section 12)
7. Resignation of committee members (Section 13)
8. Internal procedures to implement WSC policy (throughout the guidelines)

1991-92 Literature Priorities

During the 1991-92 conference year, the WSCLC will continue to develop many of the same projects from the 1990-91 year. The development of a review draft of the steps portion of *It Works: How and Why* will remain our primary task. The committee also will finalize the I.P., *In Times of Illness*, into an approval draft. Additionally, the committee is asking the WSC to place the daily meditation book on the literature "A" work list. In addition to these projects, the committee has other proposals on the "C" and "D" work lists. These lists, as well as a brief description of each item, may be found in Addendum #6 of this *Conference Agenda Report*.

The WSCLC requests that the WSC adopt the following motion to establish literature priorities for the coming year. This list contains the maximum amount of material that the WSCLC can reasonably work on during the 1991-92 conference year.

#20. "To approve the following as the WSC Literature Committee's "A" work list for the 1991-92 conference year.

1. **The steps portion of *It Works: How and Why***
2. ***In Times of Illness* (approval form)**
3. **A daily meditation book"**

Intent: Adoption of this motion will make these items the WSCLC's priority projects.

Committee Nomination Form

Attached in Addendum #11 is the WSCLC's nominee form for the 1991-92 conference year. We encourage serious consideration be given to any member your region may nominate. The position of registered member (a two-year term) requires the sacrifice of considerable time and energy, along with a financial commitment to attend conference workshops. A registered member of the WSCLC is required to do much more than just attend meetings. In-depth study and evaluation of literature projects, as well as communication with the committee, are very important responsibilities. Nominations are accepted only from regional service committees and must be submitted at least thirty days before the World Service Conference.

To: The Fellowship

From: Debbie Ott, Chairperson
WSC Policy Committee

Greetings from the WSC Policy Committee. The members of this committee have worked very hard this past year to complete work for this meeting of the conference. A great deal of frustration has been felt, arising from a perception that little or no work of substance is given to the Policy Committee, and along with few tasks, even less authority to do substantial work for the conference. This has caused us some concern.

Our first response to the feeling of frustration was to discuss what the WSC Policy Committee can do to truly serve the conference. After earnest and difficult discussion, and prayerful consideration on our own, we have come to the conclusion that there is still a place for a policy committee. We believe that the committee as it is currently structured, however, is handicapped and ill-equipped to do the work it should be doing. To remedy this shortcoming, the WSC Policy Committee will present a new set of guidelines for the approval of the World Service Conference.

Some of the specific changes proposed by these new guidelines include a change in membership, funding by the conference, and longer terms of service for committee members. Since the WSC Policy Committee evaluates and proposes policy for the World Service Conference, rather than for regions, areas, or groups, we propose that the committee should include members with previous world service experience, rather than limiting membership to only RSRs. Full funding of committee members by the conference would further strengthen the attitude of service to the conference, rather than regions. Finally, due to the strong experience necessary to fulfill the duties of committee membership, members would serve three-year terms.

The WSC Policy Committee believes that it can serve the World Service Conference in this time of transition, when we struggle to serve the needs of a worldwide fellowship instead of the parochial interests of the United States. To do that effectively, we ask the conference to approve our modified guidelines, as presented in motion #21 below. Based on the procedure and cost estimates used for the overall WSC committee, board, and project expense estimates, the WSC Treasurer estimates the financial impact of adopting this motion to be an additional \$15,430.

#21. To approve the following text for the WSC Policy Guidelines, replacing the guidelines which currently exist in the *Temporary Working Guide to Our Service Structure*.

"I. PURPOSE

The purpose of the WSC Policy Committee is two-fold.

- 1) To evaluate the effectiveness of current World Service Conference policy and/or procedure, and to recommend changes or modifications where appropriate.**
- 2) To evaluate proposed changes or modifications to WSC policy and/or procedures.**

WSC Policy Committee actions will be reported by the WSC Policy Committee chairperson, throughout the year. The report will include any discussion, recommendations, and committee votes taken.

II. MEMBERSHIP

The WSC Policy Committee shall have 15 voting members. The voting members will be elected as follows:

- a) The chair and vice chair will be elected by the World Service Conference for a term of one year. The WSC Policy Committee will select a nominee for each of these positions. Chair and vice chair may serve no more than two consecutive terms in each position.
- b) Twelve members with a minimum of two years world service experience will be elected by the WSC for three-year terms, with four members elected each year. (For the year this change is adopted, the conference elect four members for three-year terms, four members for two-year terms, and four members for one-year terms. Each year thereafter, four members will be elected for three-year terms.)
- c) One member shall be appointed by the newly elected chairperson for a term of one year.
- d) Committee members shall serve no more than two three-year terms consecutively.

III. REQUIREMENTS FOR MEMBERSHIP

- a) Each member of the WSC Policy Committee must have a minimum of five years continuous clean time.
- b) Each member must have a working knowledge of World Service Conference policy and procedure.
- c) Each member is expected to attend all working sessions of the WSC Policy Committee.
- d) Each member is expected to provide written input on projects of the Policy Committee as a whole, as well as on any work group assignments.
- e) Members must have the time and willingness to participate in meetings of the WSC Policy Committee, scheduled WSC working sessions, and other scheduled work. This may include conference phone calls, smaller work group sessions, and individual work at home, to complete the work on the Policy Committee agenda.

IV. FUNDING OF MEMBERS

All members will be funded to WSC Policy Committee working sessions.

V. VACANCIES IN COMMITTEE

Any member may resign or be removed due to relapse or failure to fulfill assigned tasks on the committee. Removal must be approved by a majority vote of the Policy Committee.

Vacancies in the committee will be filled by appointment by the chairperson, with majority consent of the remaining voting members, for the balance of that conference year only. Remaining vacancies will be filled for the duration of the term by election at the next meeting of the WSC.

VI. PARTICIPATION

At WSC workshops, the committee will conduct an open forum session to receive, from any interested members of the fellowship, written input, presentations and/or discussions regarding the committee's work. This session will be limited to two hours, after which participation by anyone other than voting members and the WSO Project Coordinator will be at the discretion of the chairperson."

Intent: To change the composition of the WSC Policy Committee in order to more effectively serve the conference.

For a number of years, the WSC Policy Committee has worked on helping new regions become seated conference participants. Under the proposed new guidelines, this task will no longer be the work of the Policy Committee. Historically, new regions have been introduced by either a parent region or the WSC Administrative Committee. Further, the Policy Committee believes that this task will require more time and attention than it will have available, considering its other work. After long and thorough discussion, the committee has considered the formation of an admissions committee, which would compile and evaluate information from new regions and make recommendations to the conference. This will be discussed during the panel presentation of the Policy Committee. The following proposal for seating of regions at the WSC is printed here *not for approval at the WSC*, but for discussion during the panel and discussion time. If conference participants agree with this general direction, but think the plan needs more work, then it can be completed perhaps in the next conference year. If you and your region do not generally approve of this proposal, we hope you will come prepared with alternative suggestions for discussion. If you and your region think this plan is fine just the way it is, a motion may be entertained to adopt the plan during the New Business portion of the WSC agenda.

PROPOSAL FOR SEATING OF NEW REGIONS

- I. *A region seeking to become a WSC participant will notify the WSC in writing, in care of the World Service Office. An information packet will be made available to both the new region and the parent region, if there is one. Responses will be requested to any questions included in the packet.*
- II. *An admissions committee will compile and evaluate the information received in response, and report its recommendation(s) to the conference.*

- III. *A representative from the new region will attend the conference, be introduced by the parent region or the WSC chairperson, and state the request to be seated.*
- IV. *A question and answer period will be held.*
- V. *Upon two-thirds (2/3) majority vote of conference participants, the new region will be seated with all conference participation privileges, except voting and making or speaking to motions.*
- VI. *A motion will be placed in the next year's Conference Agenda Report asking for the full participation of the newly seated region.*
- VII. *A report on the region's status will be submitted by the region in the following year's March Fellowship Report, under a section entitled "Newly Seated Regions."*
- VIII. *On returning to the conference the second consecutive year, there will be another question and answer period.*
- IX. *Upon two-thirds (2/3) majority vote of conference participants, the new region will receive all conference participation privileges.*

At the 1990 meeting of the World Service Conference, the WSC Policy Committee chairperson presented a statement about rotation and continuity of service. At the request of the conference, the committee has continued to discuss this. The text of last year's statement is included as Addendum 7 for your information only.

This year, the Policy Committee discussed specific lengths of service for elected positions at the World Service Conference. Specific proposals follow, and we hope to discuss these proposals during the panel presentation time. In presenting this proposal, we acknowledge that specific lengths of service may negate the intent of our lengthy discussions about rotation and continuity of service. Rotation is the acknowledgement that we serve the fellowship, rather than governing, and we all have a right to serve. No one individual "owns" a position in service. Continuity of service, on the other hand, acknowledges that sometimes we need to re-elect a trusted servant, to retain the experience and knowledge gained in that position. Consideration must always be given to both sides of the coin when choosing trusted servants. For your information and discussion, our specific proposals for length of service follow here. Again, there are several options for your action on the rotation proposal. If you and your region are not in favor of the general direction of this proposal, please be prepared to offer alternatives or constructive suggestions during the discussion period. If conference participants agree with the proposal, but find it incomplete, it could be developed further during the coming conference year; or a motion may be entertained during New Business to adopt this proposal.

PROPOSAL FOR ROTATION AND CONTINUITY

"The effect of adopting this proposal would be to then submit motions which would make the following actual changes in the Temporary Working Guide to Our Service Structure.

For RSR and RSR alternate:

"Some regions have re-elected RSRs and alternates, after serving a one-year term, while others have added a second alternate position, to achieve the effect of serving for a total of three years. A two-year term is recommended for RSR alternate and a two-year term is

recommended for RSR. For purposes of rotation, we suggest a limit of one term for each position."

For WSC Chairperson:

"Suggested length of service is a single one-year term, except in unusual cases."

For WSC Vice Chairperson:

"Suggested length of service is a single one-year term, except in unusual cases."

For WSC Second Vice Chairperson:

"Suggested length of service as second vice chair is a single one-year term. This should be considered a three-year commitment, ideally rotating to vice chair the second year and chair the third year."

For WSC Treasurer:

"Suggested length of service is limited to two consecutive one-year terms, except in rare circumstances."

For WSC Standing Committee Chair/Vice Chair:

"Suggested length of service for WSC committee chairperson and vice chairperson is a single one-year term in each position, with an option to serve a second term."

For WSO Board of Directors:

"It is recommended that consecutive three-year terms be limited to three. For one-year terms, new members ought to be elected each year."

For World Service Board of Trustees:

"Consecutive five-year terms ought to be limited to two."

For Members of WSC Standing Committees:

"Rotation and continuity of service are important considerations in committee members. Each committee's guidelines contain suggestions for term of membership and number of consecutive terms."

For members of WSC Ad Hoc Committees:

"Rotation of membership and continuity of service ought to be considered in any ad hoc committee of the World Service Conference, as well."

I would like to add a personal note about my hopes for the future of the WSC Policy Committee. I believe the future of this committee hangs in the balance. You can decide this year. If you believe, with the committee, that it can serve the World Service Conference, then you will want to approve the new guidelines. After approving the guidelines, the conference must give it some work of substance, or allow it to suggest some work, and respect the work that it does for you. If you do not believe a policy committee is necessary at the World Service Conference, then disband the committee and allow the talents of these dedicated servants to be used elsewhere.

Thank you for letting me be of service. It's been a growing and challenging time.

To: The Fellowship

From: Stephen Ringer, Chairperson
WSC Public Information Committee

There are three separate items for which we are seeking approval this year. These pieces have been worked on for two years, and input has been solicited and received during that time. Prior to publication, the final drafts will be proofed. There will be no more changes to the content. Please consider these drafts accordingly.

#22. "To approve P.I. and the N.A. Member (Addendum 8)."

Intent: This I.P. is designed to be a service pamphlet to answer questions members may have about public information service work.

#23. "To approve Narcotics Anonymous - A Resource in Your Community (Addendum 9)."

Intent: This pamphlet is designed to meet the needs of local public information committees when they are asked for information about N.A. This pamphlet provides information about some very basic questions: Who are members of N.A.? What is anonymity? What are N.A. meetings? How does N.A. work? This pamphlet also includes the results of the N.A. member survey conducted in 1989, and lists services provided to the community such as phonelines, public service announcements, etc. This pamphlet is intended to be used as our primary informational service pamphlet for use with the general public.

#24. "To delete Section 4, "Keeping the Fellowship Informed," in *A Guide to Public Information*, and replace with *Learning Days and Workshops* (Addendum 10)."

Intent: This piece is intended to replace the currently incomplete Section 4, "Keeping the Fellowship Informed," in *A Guide to Public Information*. As noted at the beginning of current work, the section was incomplete and has now been revised to include the original information, plus additional guidance on hosting a public information learning day or workshop.

Some members of your WSC P.I. Committee will be hosting a panel presentation at the conference for discussion of past, present, and future direction of our fellowship in relation to public information work. These discussions will include topics such as international P.I. work, our public relations policy, a newsletter to professionals, and production of an N.A. film. The WSC P.I. Committee business session will follow the panel discussions. Motions for the approval of these pieces will be presented at that time.

Included in Addendum 11 is a nomination form for new members, and for reaffirmation of pool members. All pool members must be reaffirmed by their respective regions for the coming year.

At WSC 1990, a motion was committed to the WSC P.I. Committee for additional consideration. It read: "To recommend that the WSO translate and produce for sale our existing conference-approved PSAs to American Sign Language and/or closed caption." This motion was researched thoroughly with factors such as cost, effectiveness of ASL vs. closed caption, and necessity being considered. The WSC P.I. Committee has requested that WSO produce our existing PSAs with closed caption added. At the time of this writing, the WSO board has not met to consider our request.

Rogan and I look forward to seeing and sharing with you, or your representatives, at the conference this year.

ADDENDUM 1

WORLD SERVICES TRANSLATION COMMITTEE AND POLICY

This proposal was designed to work within the existing service structure. It can easily be modified according to any new structural modifications that may be implemented in the future.

OBJECTIVES

1. To ensure that all translations of N.A. Conference-approved Literature maintain the spirit of the N.A., message as well as the integrity of the Twelve Steps and Twelve Traditions.
2. To provide a consistent and coherent manner in which translations can be developed.
3. To provide assistance for translations when a need has been defined, or if a specific N.A. community is unable to initiate the translations themselves. This could occur in countries where the fellowship is isolated geographically, has no service structure, or lacks members with the skills to work on translations.
4. To secure all legal documentation, copyright releases, etc., needed to protect the translation of N.A. material.
5. To provide a general yearly production schedule for all projects. All financial considerations and arrangements are referred to the WSO Board of Directors.
6. To assist in determining a priority translation schedule for each language.

MEETINGS

1. Meets as a committee three times a year. These meetings should be determined by coordination with the international fellowships' assemblies. Currently, the European Service Conference meets mid-summer, so it would be advantageous to schedule a meeting either right before or after that conference. Since this committee is concerned with matters that directly affect international communities, meetings should be scheduled to meet their needs. Although reports are made at the annual WSC, translation work is not based on the WSC work year. The three meetings could be held in May, September, and February, with the first meeting being held in February.
2. Meets by conference call as needed.

COMPOSITION

1. Voting members
 - a. Two members of the BOD
 - b. Two members of the WSB
 - c. Three non U.S. members appointed by the WSC Chairperson. Recommendations for these members are sought from the other N.A. national assemblies or conferences.

2. Non-voting members
 - a. Two WSO Translation Department staff members. These members are assigned by WSO management and are involved in the day-to-day work.
3. Ad Hoc members
 - a. Additional members added as needed by majority vote of the Translation Committee.

TERMS

1. All terms are for two years, with the exception of the WSO Translation Department staff members, whose terms are determined by their job assignment by WSO management. Translations are very complex projects. It would be advisable to have a beginning term of two years for the entire committee to allow adequate time for everyone to become thoroughly familiar with projects, schedules, production processes, legal matters, etc. A consistent committee for a defined period of time will allow for greater planning and implementation of translation projects. At the end of two years, the committee would implement a proposal to introduce new members by staggered terms, appointment, rotation or whatever seems feasible.
2. The chair and vice chairperson are elected by the committee itself.
3. Ad hoc members serve for the duration of the particular project to which they have been assigned.

RESPONSIBILITIES

1. Chairperson
 - a. Chairs all meetings, and sets agenda;
 - b. Responsible for all Translation Committee reports;
 - c. Gives a report at the annual WSC;
 - d. Responds or gives direction to staff for responses to correspondence;
 - e. Initiates all conference calls as needed;
 - f. Maintains monthly contact with WSO staff for progress reports on all projects; and,
 - g. Responsible for written updates to keep the committee apprised of the status of the various projects.
2. All Members
 - a. Review and approve assistance for translations;
 - b. Make proper agreements with individuals or groups of individuals to develop translations within the parameters of the standard translation process;
 - c. Receive and review all correspondence and reports about works in progress;
 - d. Discuss any development concerns that the standard translation process doesn't cover. For example, any proposed changes in the Twelve Steps and Traditions, or concerns about wording that can't be resolved by those members producing the translation;
 - e. Attend any local working committee meetings on translations as needed; and
 - f. Give approval for the printing of finished translations.
3. Staff Members
 - a. Initiate, maintain, and coordinate communications and correspondence with all communities requesting translations assistance.

4. Ad hoc Members
 - a. Attend all meetings that relate to assigned project.
 - b. Receive and review all correspondence that relates to the assigned project.

OBJECTIVES OF TRANSLATION PROCESS

The translation process follows a fairly standard procedure. The main purpose for this procedure is to ensure that the integrity of the Twelve Steps and Twelve Traditions themselves, and as they are embodied in our literature, remains consistent when translated into another language. There are two distinct parts to the translation process. The first section outlines the manner in which the conceptual content is examined, while the second section outlines how the work is handled in progress. Further, this entire process enables local working committees the opportunity to benefit from previous translation experiences by direct communication with a coordinating body such as The World Service Translation Committee. This general procedure will allow for a coordinated and consistent management of translation projects.

TRANSLATION PROCESS

Translations come from a variety of sources. Regardless of the source of the translated material, all translations are handled in a similar fashion. While there is a standard manner in which translations proceed, it is important to maintain a sense of flexibility regarding this task. Each language has corresponding cultural and ethnic values that may require modification to any standard development plan. Any language group requesting translation assistance will initially be sent a standard packet of information. It will contain information on how to form a translation group, words that typically pose difficulty during translations, and suggestions about language, style, and composition. Legal arrangements including any copyright release will be initiated whenever possible to allow for protection of our copyrighted material.

1. Process to determine conceptual fidelity of translated material and proper usage of that language. Social and cultural situations are also considered during this process.
 - a. Translated material received from N.A. members will be sent to a professional translator, as well as other N.A. members who have language skills in that language, whenever possible, for translation of specific selections. These selections will be used to determine conceptual fidelity and technical accuracy. Technical accuracy here means a review for correct sentence composition and style for that language.
 - b. Translated material received from non-N.A. sources will be sent to a professional translator, as well as N.A. members who have language skills in that language, whenever possible, for translation of specific selections. These selections will be used to determine conceptual fidelity and technical accuracy. Technical accuracy here means a review for correct sentence composition and style for that language.
 - c. Material initiated by the Translation Committee will be sent to a professional translator for translation into the specific language. N.A. members with language skills in that language will be solicited to review the translation for conceptual fidelity and technical accuracy. Technical accuracy here means a review for correct sentence composition and style for that language.

- d. Staff will prepare a report for the Translation Committee from these initial reviews to identify any concerns relating to the translation with recommendations for further work. This initial process will be used to help determine whether the submitted material can be used for further development, or whether another draft will need to be created.
 - e. The chairperson of the World Services Translation Committee will either arrange a conference call, or place the item on the agenda for the next scheduled committee meeting. The committee will then decide whether or not assistance can be arranged for the proposed translation project. When a decision has been reached by the Translation Committee to begin a translation project, the next outline is followed.
2. Production of technically accurate translations, i.e., composition, grammar, spelling, and punctuation.
 - a. A hard copy first draft is produced for the local working committee. Each draft is printed in standard review format, assigned a file address, an ISBN number with a technical tracking sheet, and document cover page attached.
 - b. All correspondence, communication, and work pertaining to the translation is maintained by WSO Translation Department staff members. This will include the Translation Committee's review of all drafts of any work in progress.
 - c. When a working committee has completed its final draft, a status report is sent to the World Services Translation Committee. A final draft status will mean that the draft has been completed to everyone's satisfaction. At this point, the Translation Committee will approve the translation printing.

APPROVAL OF TRANSLATIONS

Once the printing for a translation has been approved, the draft will begin the actual publishing process. There are several steps to this process which include the design work, typesetting, and proofing the final draft. The final step requires a signature from the local working committee's designated representative(s) authorizing the "blue line" draft, or the "art boards." These final copies are an exact camera duplication of the final publication format. The representative(s) check these final copies for typographical errors, margins, pagination, and blemishes in the design.

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 N.A. Conference-approved Literature." This wording will clearly indicate that the translation itself is not Conference-approved, but that it is a translation of Conference-approved literature. If in future printings there seem to be notable concerns with the word choices, phrases, or expressions in the translation, a revision process can be set up according to the section "Revisions to Translations."

REVISIONS TO TRANSLATIONS

1. Revisions to existing translations are considered every five years. During the interim between revision periods, all input, suggestions, or comments are maintained by the WSO. Upon receipt, each suggested revision will be sent to a professional translator for comment on technical accuracy and conceptual fidelity.
2. WSO staff will present a report listing all input, suggestions, and comments pertaining to each item the year it is available for revision to the World Services Translation Committee.
3. The Translation Committee will review and evaluate the proposed revisions. They will prepare a report with the proposed revisions to be sent to the responsible committee, board, or group in the country in which the language is spoken.
4. After an agreement is reached about the revisions between the two respective committees, work will begin on the revision.
5. Upon receipt of revised material, it will be sent to a professional translator in order to determine conceptual fidelity and technical accuracy.
6. Staff will prepare a report for the Translation Committee to identify any concerns relating to the revisions.
7. If any concerns exist, work will continue until agreement between the Translation Committee and the working committee is reached.
8. When the revision is completed, it is sent to the respective country for a 90 to 180 day approval period. Each country will have the responsibility to develop its own approval process; for example, a large assembly or a committee given the authority to approve a new translation. Written approval of the revised item is then sent to the Translation Committee.
9. Upon receipt of written approval, the Translation Committee will approve a new printing.
10. If a system is not available in the respective country to approve the revised translation, the World Services Translation Committee will approve the printing of the revised translation.

PROBLEM RESOLUTION

Occasionally, there may be problems that cannot be resolved by the usual means of communication as outlined in this policy. The Translation Committee will refer any such issue to the Board of Trustees and the administrative committee of the World Service Conference. They will be given any written communication, reports, and minutes that relate to the particular matter. If their recommendations fail to resolve the matter, it will be presented for consideration at the next scheduled World Service Conference.

NEW, ORIGINAL MATERIAL

New, original literature written in languages other than English will be translated so that it can be submitted to the world service body responsible for the review and evaluation of new literature. Translation of original material will follow the same procedure as outlined in the section "Translation Process," part 1, items a, and d. The report prepared by the staff will be sent to the appropriate world service body. (Currently, the WSC Literature Committee is responsible for evaluating new recovery-oriented proposals; however, the wording of this section needs to allow for the possibility of future changes in world services.)

ADDENDUM 2

WORLD SERVICE TRAVEL COMMITTEE OPERATIONAL PLAN

RATIONALE

World service travel has generated almost as much controversy--both within and without the world service community--as the literature development process and conference voting procedures. The attached operational plan attempts to settle the controversy. It seeks to create a single point of decision and accountability for travel-related questions, and to carefully define the service authority being delegated to that body.

This operational plan proposes that a committee be created to regulate and report on all world service travel. It describes who will be on the committee, how it will make decisions, and how it will report to the fellowship. It details the types of travel the committee will allow, and lists who should be going on each type of trip. Finally, it spells out the rules for expense reimbursement, clearly describing what the world service traveler can and cannot do while traveling at fellowship expense.

Composition. Travel is crucial to many world service operations. By regulating world service travel, the proposed World Service Travel Committee will, to some extent, be regulating world services itself. For that reason, the proposed committee is described as being composed of the elected leaders of the three traditional arms of N.A. World Services, as well as three past world level trusted servants. Three WSO employees are listed as nonvoting members of the committee, because their responsibilities require them to be directly involved in travel planning.

Leadership. The proposed World Service Travel Committee deals with the "shoulds and shouldn'ts" of world-level travel; the Budget Review and Utilization Committee mentioned in this plan (more of which will be seen in a separate proposal) handles the "can and can'ts." The travel committee determines whether a particular trip is necessary, and whether the trip plan is in order. The budget committee, on the other hand, determines whether we can afford a particular trip, based on a priority list created each year by the world service leadership. The budget committee focuses on the business side, and will likely be led by members of the WSO Board of Directors. The travel committee focuses on the policy side, and is shown as being led by the chairperson of the World Service Board of Trustees.

Decision making. The committee is designed to provide for effective consultation among key world service leaders regarding the approval of world service travel plans, without creating an undue burden on its members. The committee has three regular meetings each year, two of which may be held by conference call. Decisions which must be made between regular meetings of the full committee can be made by an executive committee, composed of half of the committee. Two restrictions insure the integrity of executive committee decisions. First, executive committee decisions must be unanimous. Second, the full committee has fourteen days to reverse travel plans approved on short notice by the executive committee.

Travel planning. The idea is that, at the end of each year, all of the various world service boards and committees will plan out their activities, not for the coming year, but the year after that. Late in the year, the world service leadership would get together to prioritize proposed projects. Then, the travel committee would develop their annual master travel plan, describing in some detail the travel arrangements necessary to facilitate the projects already discussed by the combined leadership. That master travel plan would be submitted to the budget committee for initial approval. Then, when it came time to actually allocate funds for each quarter, the budget committee would give specific approval for each individual trip, including those trips added mid-year to the master travel plan.

The budget committee would not decide whether a given trip *should* be taken; the travel committee would already have made that determination. The budget committee would only decide whether there was enough money to pay for the trip. If money was tight, the budget committee would check the project priority list developed by the world service leadership. If the project the trip was related to was of sufficiently high priority, the trip would be approved. If it wasn't, the trip would not be cancelled entirely, but would simply be put off.

Accountability through reporting and evaluation. Having designed and approved the specifications for each world service trip, the committee will be held accountable for world service travel. A full report of the trip will be submitted to the Travel Committee and the committee initiating the travel. The initiating committee evaluates that report against the trip's stated purpose, and considers what follow-up action might need to be taken. The Travel committee evaluates the report according to the specifications of the original parameters. Three times a year, the committee provides complete reports to the fellowship on all world service travel.

In addition, an annual report prepared prior to the World Service Conference gives the WSC a chance to ask informed questions about world service travel activities and decisions. If necessary, the conference can then alter the committee's travel plans for both the current and the upcoming year.

Types of travel; personnel assignments. The next section begins with some of the basic travel rules worked out over the last couple of years, determining who travels and why. Then, it describes in some detail the major areas of world service activity requiring travel. Each subsection details the criteria to be used in determining which particular trips should be taken, which should not, and who should go on which particular trips.

Administrative procedures; reimbursement. The final section begins with a description of the World Service Office travel organizer's role in administering travel committee procedures. The majority of this section describes what the world service traveler is authorized to spend money on.

PURPOSE, GOALS, PRIMARY ACTIVITIES

Purpose

The World Service Travel Committee renders decisions on the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

Goals

The World Service Travel Committee has two specific goals:

- 1) To help to insure that world service travel produces the highest quality results, and,
- 2) To help to insure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

Primary activities

In pursuing those goals, the World Service Travel Committee:

- 1) Conducts planning and evaluation meetings to review and approve all travel proposals.
- 2) Makes personnel assignments for all proposed travel.
- 3) Keeps the fellowship-at-large informed of all planned and completed travel activity, by regularly publishing travel reports.
- 4) Regularly evaluates completed travel activities, especially as they may affect future travel plans.

STRUCTURAL DESIGN

Composition

The committee is composed of members who serve by virtue of their primary world service positions. They serve throughout the year.

Voting members

- * Chairperson, WSO Board of Directors
- * Chairperson, World Service Board of Trustees
- * Chairperson, World Service Conference
- * Chairperson, WSB Internal Affairs Committee (or designee)
- * Chairperson, WSB External Affairs Committee (or designee)
- * Chairperson, WSC Public Information Committee

Nonvoting members

- * WSO executive director
- * WSO Translation coordinator
- WSO travel organizer

Chairperson

This committee is chaired by the World Service Board of Trustees chairperson.

MEETINGS

Frequency of full committee meetings

The full committee meets at least three times per year. One of these meetings is held during the annual World Service Conference. The full committee may hold meetings via conference call, with the exception of the meeting at the annual World Service Conference.

Quorum

The chairperson, three other voting members, and one nonvoting staff member shall be a quorum.

Annual meeting at the World Service Conference

The committee's annual meeting at the World Service Conference is held for four primary reasons. First, the committee reviews the annual report on travel for the previous calendar year. Second, the committee considers proposals for additions to the current year's master travel plan. Third, the committee reviews input concerning next year's master travel plan. Finally, the committee makes itself accessible to the fellowship's representatives for comments, questions, and suggestions.

Executive committee

The executive committee consists of the chairperson of the World Service Board of Trustees, two other voting members of the committee, and one nonvoting staff member.

In the absence of the full committee, the executive committee shall have the authority to act on the committee's behalf, especially in rendering decisions on matters of urgency. Decisions made by the executive committee in the absence of the full committee must be unanimous; if they are not, the executive committee refers the matters under consideration to the full committee for resolution. Special meetings of the full committee may be called to resolve such matters, and may be conducted via conference call.

COMMITTEE PLANNING PROCEDURES

Annual master travel plan

Each autumn, the committee develops and approves a plan to facilitate travel related to projects for the second following calendar year. (For example, in the fall of 1993, the committee will complete a plan for trips to be taken between January 1, 1995, and December 31, 1995.) Upon completion of the annual master travel plan, a budget and itinerary is submitted.

Should funds not be available for any given trip, the travel committee will include that trip proposal in the next year's master travel plan.

Mid-year additions to the master travel plan

The committee may consider proposals for trips not included in the current year's master travel plan. Any decision to approve additional trip proposals requires the assent of two-thirds of the committee's voting members, or the unanimous consent of the executive committee. If the executive committee makes the decision, staff members of the committee will inform remaining committee members of the decision at least fourteen days before the trip is scheduled to begin.

COMMITTEE TRAVEL REPORTING AND EVALUATION

The committee issues a variety of reports on a regular basis to all World Service Conference participants. Upon request, the committee will make those reports available to any interested N.A. member.

INDIVIDUAL TRIP REPORTS AND EVALUATION

Within thirty days after each trip is completed, travelers will submit a report to the initiating committee. The report should list the purpose, itinerary, personnel involved, and summarized cost of the trip. It should describe all contacts made during the trip. Finally, it should state whether, in the travelers' opinions, the trip fulfilled its original purpose, and whether additional travel or other action will be necessary. At its next meeting, the committee evaluates each trip report, and makes appropriate recommendations.

TRI-ANNUAL TRAVEL REPORTS

Every four months, the committee publishes a report including all individual trip reports and committee evaluations for the preceding period.

ANNUAL TRAVEL REPORT

Each March, the committee publishes a report in preparation for the annual World Service Conference. The annual report includes a summary of travel for the previous calendar year, and the master travel plans for both the current and following calendar years.

TYPES OF TRAVEL; PERSONNEL ASSIGNMENTS

GENERAL RULES FOR TRAVEL PLANS

The World Service Travel Committee will apply the following rules in developing all 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 than a lone individual of communicating effectively with the many types of people encountered in world service travel. Each member of the team can also provide emotional and spiritual support to the other during the stresses of travel.

Combine types of members. To provide the widest range of background and experience while traveling on world service business, most travel teams will combine members from the World Service Board of Trustees, the WSO Board of Directors or staff, and the WSC Administrative Committee. Travel teams will be composed according to the specific needs of each trip.

Choose from current participants. Current members of the world service team--WSO administrative and coordinating staff, trustees, WSO directors, WSC officers, and conference committee leaders--are already familiar with 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, former trustees, directors, WSC officers, or WSO administrators or coordinators may be asked to travel.

Combine trips. To maximize the benefits received from world service travel expenditures, trips will be planned, whenever possible, in such a way as to fulfill multiple purposes. For instance, when planning an organizational consultation trip to Nation X, a service workshop might also be scheduled; on the return leg, a meeting with the translation committee in Nation Y could be arranged.

Prepare carefully. Poorly planned trips, and ill-prepared travelers, will not produce the benefits our fellowship expects from world service travel expenditures. The World Service Travel Committee will do whatever it can to insure that trips are carefully planned, and that all travel team members have thoroughly prepared before departing.

Lodging only in commercial facilities. When travel teams stay in local members' homes, they sometimes find themselves unwittingly giving weight to one side or another in a local dispute. For this reason, world service travelers will lodge only in commercial facilities.

WORLD SERVICE MEETINGS

Annual World Service Conference

The following participants are authorized for travel to the annual World Service Conference:

- * Members of the WSO Board of Directors.
- * Members of the World Convention Corporation Board of Directors.
- * Members of the World Service Board of Trustees.
- * WSC general officers, committee chairpersons, and committee vice chairpersons.
- * WSO employees.

Travel-related expenses for regional service representatives and alternates are usually paid either by the respective regional committees or by the representatives themselves. N.A. World Services does not normally subsidize any portion of the travel-related expenses of any RSR, alternate, or nonvoting delegate observer.

Members of those WSC committees meeting during the annual conference week, who are not authorized under another category for travel, must pay their own way.

In addition to the above, \$15,000 U.S. is set aside for various expenses related to translation services for the annual meeting, including travel.

Semi-annual WSC workshops

All WSC officers, committee chairs, and committee vice chairs are authorized for travel to these workshops. Only selected trustees, WSO directors, and WSO employees attend these workshops; their travel is also authorized. Other members of WSC committees must pay their own way to the semi-annual workshops.

Other world service board or committee meetings

Travel is authorized for meetings at WSO-Van Nuys for the following participants:
WSO Board Of Directors Meetings--all directors, plus the chairpersons or designated representatives of the World Service Board of Trustees and the WSC Administrative Committee.

World Convention Corporation Board Of Directors Meetings--all directors.

World Service Board of Trustees meetings--all trustees, plus the chairpersons or designated representatives of the WSO Board of Directors and the WSC Administrative Committee. World services also authorizes travel for nontrustees asked to participate in WSB standing committee meetings.

Special projects meetings--all designated participants. Such events include meetings of the ad hoc committees working on *It Works: How and Why, A Guide to Service*, the American Spanish Basic Text translation, and small working groups of the various world service boards and committees. World services also authorizes travel for those committee members and related WSO staff assigned to conduct special project-related workshops elsewhere.

WSC committee meetings--though most WSC committees schedule all their meetings for the regular semi-annual workshops, some hold additional meetings at WSO-Van Nuys. Travel is authorized for all designated participants at these additional meetings.

INTERNATIONAL DEVELOPMENT

Translations

Travel is often required to facilitate the translation of N.A. literature. All translation-related trip plans include travel authorization for two members of the WSC Translation Committee: one a WSO employee-member, the other an elected trusted servant.

An initial translation-related visit is usually made when a new national N.A. community has grown sufficiently stable to support a translation committee. The purpose of the initial visit is to clarify the ground rules and procedures for future translation work, establish a first-round translation agenda, and allow key participants to begin developing productive working relationships.

Further translation-related travel occurs as needed, either to solve problems arising in the translation process or to finalize local approval of a translation. Such travel may include meetings with individual member-translators or translation contractors, national translation committees, or national conferences.

Organizational consultation

It is expected that national N.A. communities will organize their own services as they see fit, according to their own circumstances and abilities. However, N.A. World Services is responsible to advise service bodies of the various national communities on those matters which affect the integrity of the worldwide N.A. Fellowship. The questions at issue are those related to the use of N.A. literature, the N.A. name, and the N.A. logo. Travel teams for organizational consultation trips include a WSO administrator or coordinator, and a trustee, a WSO director, or a conference officer.

In some countries, N.A.'s national service body must register with the national government. The registration can affect the worldwide fellowship's protection of N.A. literature and the N.A. name in that country. Travel may be required to assure that organizational registration is accomplished in a way that serves the best interests of both the national N.A. community and the worldwide fellowship.

Wherever N.A. groups meet, N.A. literature published by the World Service Office is used, and the national service bodies supporting those groups usually distribute that literature to them. World service visits are sometimes necessary, either to establish initial distribution arrangements or to resolve distribution problems.

National conference meetings

It is neither necessary nor helpful for world service personnel to attend most meetings of the various national service conferences. There are two instances, however, when the attendance of a world service team at a national conference meeting can be valuable. At one of the first meetings of a full-fledged national conference, representatives of N.A. World Services will be expected to discuss world-national service relations with conference participants. And when issues significantly affecting the fellowship as a whole are being considered by a national conference.

Major national and multinational conventions and service workshops

Speaking both practically and philosophically, each national community must develop on its own, applying its own spiritual, financial, and personnel resources to meet its own needs, as it sees fit. However, the fellowship expects N.A. World Services to provide a certain amount of guidance to the growing worldwide fellowship. In the world's developing sectors, participation in major national and multinational conventions and service workshops is one very effective way of providing such support to large numbers of members.

When world services is invited to arrange for participation in such an event, it will consider first the actual need. If the nation or group of nations sponsoring the event already has an ample supply of experienced N.A. members, the invitation will be politely declined.

If the need is clear, however, N.A. World Services will attempt to coordinate participation. If experienced members from nearby countries are available to attend, world services will pay for those members' travel to the event. If no nearby members are available, world services will send a travel team.

WORLD SERVICE OFFICE MANAGEMENT

Three types of activity specifically within the purview of WSO management require periodic travel.

Quality control

It is sometimes necessary to conduct on-site bindery and printing plant inspections to insure the quality of the Basic Text. Either the WSO executive director, the WSO production coordinator, or the WSO shipping manager may be authorized for travel for these inspections.

World Convention

World convention management regularly requires travel to consult with facility contractors and host committees. Members of the World Convention Corporation staff or board of directors may be designated for such travel, depending on the purpose of the specific visit.

Branch offices

Frequent travel is also required for supervision of WSO branch offices. Any member of the WSO administrative staff, or of the WSO Board of Directors, Executive Committee, may be designated for such travel, depending on the purpose of the specific visit.

PUBLIC RELATIONS

Generally speaking, N.A. World Services personnel participate in three public relations-related activities which require travel: *presentations* to conferences of intergovernmental and international nongovernmental organizations; *participation* in such conferences; and, *interviews* with representatives of such organizations.

UNITED STATES--LOCAL SUPPORT

Direct world service support for regions and areas in the United States has occupied much of our financial and personnel resources in the past. Today, the American N.A. community is so uniformly well-developed that, normally, regional and multi-regional workshops and conventions no longer require N.A. World Services participants. Upon request, world services will put American regional and multi-regional event organizers in touch with reliable, experienced members in neighboring regions. Committees conducting the events will be expected to pay the travel-related expenses of guest speakers.

PROCEDURES

WSO TRAVEL ORGANIZER

Approved world services travel plans are administered by the WSO travel organizer. Once the Budget Review and Utilization Committee has approved a trip, the travel organizer makes all the necessary arrangements, including:

- * Booking air, sea, and rail travel;
- * Reserving rental cars;
- * Reserving lodging;
- * Preparing individual requisitions for advance funds;
- * Processing expense reports and receipts; and,
- * Preparing travel expense reimbursement requisitions.

Travelers making their own arrangements will pay related charges themselves whenever possible, and submit receipts for reimbursement in their travel expense reports.

24-HOUR SUPPORT FOR TRAVEL TEAMS

While away from home, all travelers will be provided with a telephone number where one of the staff members of the World Service Travel Committee, or their designee, can be reached twenty-four hours a day. Travelers should call that number *whenever* they require WSO assistance, and especially in emergencies.

EXPENSE REPORT AND RECEIPTS

Within ten days after their trips have ended, travelers must submit an expense report to the WSO travel organizer. The report must show the business purpose of the trip, and the dates and amounts of each item of expense.

All expenses, except meals or use of a personal car, require a receipt. Receipts for ANY single expense that exceeds \$25.00 are required for U.S. tax purposes. In the case of hotel bills, the folio account from the hotel is necessary. Credit card slips alone are not adequate documentation. All purchases of gasoline or other supplies for rental cars should be documented with a receipt.

A second trip authorization and cash advance will not be approved if the expense report for an earlier trip is overdue.

AIR TRANSPORTATION

Air transportation will be reserved and ticketed through the World Service Office, whenever possible. To obtain tickets when away from home base, the traveler should contact the WSO travel organizer and have a prepaid ticket wired to the traveler's airport location.

Although we know that accidents sometimes occur, world service travelers are responsible for keeping track of their own air tickets. N.A. World Services will replace lost tickets only if a replacement can be purchased at the same rate as the original ticket. Purchase of a replacement ticket at a higher cost than what was paid for the original ticket requires approval of the World Service Travel Committee, Executive Committee.

Travelers should make air travel arrangements with the WSO as far in advance of the travel date as possible, as reduced fares usually require advance bookings.

All U.S. travel will be ticketed in coach class.

No more than five world service travelers may fly on the same plane.

Although rewards for frequent world service travel are the property of the individual traveler, they should always be used to defray the cost of other authorized world service trips. Any frequent-flier miles not used at the end of a traveler's term of service should be transferred to another authorized world service traveler. The WSO travel organizer should be consulted for instructions on how to do this.

Travelers may ask to be booked for sea or rail transportation instead of air transportation. Cumulative costs for sea or rail transportation should be less than or comparable to costs that would be encountered if air transportation were used. Meal costs while using sea or rail transportation shall apply as described elsewhere in this policy.

GROUND TRANSPORTATION

Fellowship assistance

Members of the local N.A. community may offer to assist with ground transportation. Travelers should use common sense when accepting such offers. Such arrangements should always be made in advance. The local community is not expected to be the world services ground travel agency. If members of the fellowship provide this assistance, they should not be inconvenienced by our business travel needs, and certainly not for personal or sightseeing ventures. Be sure to express our appreciation for their help.

Airport transfers

Whenever practical, the airport-to-downtown limousine or bus service should be the preferred method of transportation to the traveler's hotel or meeting site. Taxis and private limousine services should be used as a last resort, and only when they represent an economical alternative to other methods of ground travel.

Taxis

In many cities, public transportation systems provide excellent service, and should be considered when appropriate. Whenever public transportation is unavailable or inadequate for local travel, then taxis may be used.

Car rentals

Separate authorization for car rental is required in advance of departure. Only economy or mid-sized cars may be rented, except when a larger car is provided at the same price as an economy or mid-sized car. Optional deductible and personal accident insurance should always be accepted.

To avoid unnecessary drop-off charges, travelers are encouraged to plan their travels so that they can return rental cars to the original rental location. Such charges can increase the rental cost by a considerable margin.

Always attempt to refill the gas tank prior to returning the car. Service station charges for gasoline are considerably less than the charges imposed by the rental companies.

Personal cars

The use of personal automobiles in the United States will be reimbursed at 25 cents per mile. If a traveler chooses to use a personal automobile in lieu of air, bus, or rail transportation, reimbursement will be made as if the least costly method of travel had been used. Should two or more travelers drive together in one personal automobile, reimbursement will be made only to the traveler whose vehicle is used.

Accidents

Should an accident occur while using a rented car, while in a taxi, or while using a personal car, take whatever emergency action may be appropriate to obtain proper medical attention. The World Service Office should be notified as soon as possible. If requested, the WSO travel organizer will contact friends or relatives on the traveler's behalf.

When such an accident requires towing of a rented automobile, use the towing instructions provided. When such an accident requires towing of a personal automobile, travelers should use their personal automobile card towing services. In the event that the towing costs exceed that which is covered by personal cards, N.A. World Services will reimburse the additional costs; a receipt for the additional cost should be submitted with the traveler's expense report. World services will not assume any additional costs related to the repair or replacement of a personal automobile.

HOTEL ACCOMMODATIONS

It is the policy of N.A. World Services to use commercial-grade hotel facilities, keeping in mind local economic conditions of the surrounding community. Luxury or resort facilities will be avoided when at all possible.

Most world service travelers are enrolled in frequent flier programs, among whose benefits are reduced rates at certain hotels. In order to take advantage of those rates, the traveler must ask when registering if such rates are available, and must provide his or her frequent flier program number.

For many world service events, lodging rates which are even lower than frequent flier rates have already been negotiated. Before booking lodging, the traveler should ask the WSO travel organizer whether such a rate has been negotiated.

When travel arrangements are such that arrival is later than 6:00 p.m. (and sometimes as early as 4:30 p.m.), it may be necessary to guarantee late arrival. This guarantee is the hotel's assurance that the traveler will arrive and use the accommodations reserved on her or his behalf. If the traveler changes plans and neglects to cancel room reservations, either the traveler or N.A. World Services will be billed a "no show" charge. World services will not assume the liability in such instances; the traveler will be responsible for payment of the charge. Travelers can avoid incurring such costs by canceling on a timely basis, and recording the cancellation number assigned when the room is released.

N.A. World Services will reimburse for lodging for double occupancy. If a traveler chooses to occupy a private room while traveling on world service business, or shares a room with someone not authorized for reimbursement by world services, the traveler will be reimbursed only for half the rate for a double-occupancy room. This rule does not apply when traveling alone, or if the WSO travel organizer cannot make a room match (i.e., male/male).

Travelers should pay for incidentals (phone, meals, movies) from their own pockets when they check out of their rooms.

MEALS

It is N.A. World Services policy to provide meals that are commensurate with the traveler's normal eating practices. It is *not* the intent of world services to provide meals that are lavish or extravagant. As the cost of meals varies widely, depending upon where in the country or the world the meals are taken, N.A. World Services counts on travelers to exercise prudence in their selection of restaurants. In most cases, N.A. World Services allows \$25.00 per day for meals while traveling in the United States, and \$50.00 per day for international meal expense.

Breakfast will be allowed whenever the traveler is out of town the night before. Also, breakfast reimbursement is permitted if travel begins earlier than normal breakfast hour and no meal is served on transportation used.

Lunch will be reimbursed on all out-of-town travels.

Dinner reimbursement will be made when the traveler is away from home base for the evening meal, or does not return home until after the normal dinner hour and no meal was provided by the transportation company in route.

World services do not permit one traveler to entertain another--or anyone else at a meal, but requires each one to pay his or her own share of the bill for reimbursement.

TIPS

Tipping should follow these guidelines:

Waiters: 15% of the check. This should be reported with the meal charges on the traveler's expense report.

Taxis: 10% of the fare. This should be reported with the taxi charges on the traveler's expense report.

Bellhops/Porters: 75 cents per bag is acceptable. This should be identified in the miscellaneous expense column in the traveler's expense report.

PERSONAL SERVICE

Laundry, cleaning, and pressing charges are not allowed, unless a traveler will be away from home base more than five days. Receipts for all such expenditures must be included to be reimbursed.

TELEPHONE CALLS

N.A. World Services has obtained a long distance telephone service number for the use of travelers who need to make telephone calls while on the road. Telephone credit cards will be available for those who are authorized to travel. Whenever possible, travelers should use the N.A. World Services telephone credit cards instead of calling collect to the office or other numbers when traveling.

Travelers are authorized to make one personal long distance call to their spouse or another family member, at world service expense, for every day away from home. Travelers may use office telephone cards to place this one personal call. When calling from extremely remote locations, travelers are encouraged to exercise discretion in making their daily personal call, as such calls can be extremely expensive. If additional personal phone calls are found to have been made at world services expense, the additional expense will be deducted from subsequent reimbursements.

SPOUSE ACCOMPANIMENT

N.A. World Services does not reimburse for spouse accompaniment. Should a spouse accompany a traveler for personal reasons, the traveler should deduct the difference in hotel charges for the double room before submitting an expense report. If breakfast or other meals are charged to the hotel account, again, only the traveler's own meals should appear on the travel expense report.

ADVANCES

When appropriate, an advance payment may be obtained for expenses anticipated on a trip. Advances should be arranged at least three days prior to the actual departure date. For record-keeping purposes, an advance will be treated in the same manner as for reporting expenses on a trip. A final report must be completed within ten working days of return from the trip.

When carrying large amounts of funds, travelers should obtain travelers checks. A record of the travelers check numbers should be kept at the World Service Office. After the trip is over, the balance remaining from the advance should be returned within five working days.

CURRENCY CONVERSION

Travelers who need to convert currency should take care to get the best exchange rate. This can usually be obtained from banking institutions accustomed to international banking. Where access to banks cannot be easily made, only funds sufficient to meet immediate needs should be converted. Before returning to their home countries, travelers should attempt to convert all unused foreign currency, as this usually provides the best rate of conversion. A record should be kept and included in the expense receipts for the cost of currency conversions.

CREDIT CARDS

Under certain circumstances, travelers will be issued N.A. World Services credit cards for use on trips. Special caution must be exercised when in possession of world services credit cards. The traveler should always personally destroy carbons that are part of the card transactions. Travelers should use world services cards to pay only their own dining bills. A credit card should not be "loaned" to another person, unless that person has also been authorized to use that card. Travelers will not make any personal purchases using the world services credit card, even though the traveler may intend to make repayment at a later date.

FINES

World services expects that travelers will properly schedule their time so as to avoid being late. However, we do recognize that this will not always be the case. In such circumstances, travelers should not drive unsafely or park illegally. N.A. World Services will not reimburse travelers for fines related to such behavior. Costs for towing of vehicles, release of vehicles from impound, parking tickets, accidents, or arrest while traveling will initially be paid by N.A. World Services, but will normally be reclaimed from the traveler.

THEFT

Those traveling with N.A. 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 N.A. World Services should be reported to the WSO travel organizer not later than the next working day. When in doubt, contact the travel organizer immediately.

N.A. 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 N.A. World Services do so voluntarily. It is mutually understood that N.A. World Services does not assume any liability for personal injury or loss of personal property to non-employees traveling at the expense of N.A. World Services. Furthermore, N.A. 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.

ADDENDUM 3A

RATIONALE FOR A PROPOSED UNIFIED BUDGET PROCESS, WITH OPERATING GUIDELINES FOR A PROPOSED BUDGET REVIEW AND UTILIZATION COMMITTEE

In order to effectively serve N.A., we must be able to efficiently manage our finances. Current budget and spending practices do not allow us to do that. Most world service projects require the resources of all three world service arms. Yet working plans and budgets for World Service Office activities are created, prioritized, approved, and funded separately from conference and trustee activities. This makes it difficult to responsibly coordinate the allocation of resources for world service projects. It makes accounting for world service activities very complicated.

Attached is a proposal to create a unified budget process for all of N.A. World Services, administered by a single Budget Review and Utilization Committee. First, the proposal describes the membership roster of the Budget Review and Utilization Committee. The committee is drawn from those with direct experience in administering world service finances. Chaired by the WSO board chairperson, the committee includes the treasurers of both the World Service Conference and the World Service Office Board of Directors. Two of the committee's members are appointed by the chairpersons of the World Service Board of Trustees and the WSO Board of Directors. The sixth voting member is elected each year by the World Service Conference from among past conference officers, committee chairs, and trustees. Finally, the proposal lists one nonvoting member, the chief financial officer of the World Service Office--a committee *member*, so that he or she can freely take part in discussions; and *nonvoting*, because he or she is a special worker.

The proposed budget process to be administered by this committee begins each April at the annual meeting of the World Service Conference. When the conference approves a world service project, it also establishes that project's relative priority. Over the next five months, while work continues on *this* year's world service projects, detailed work and spending plans are prepared for *next* year's projects. Those plans, prepared by each committee and board, describe how each project's aims will be fulfilled: how many meetings and workshops will be held, how many committee member and staff will be involved, how many mailings will be sent, and when the project will be concluded. Project plans also include projections of all expected costs involved in completing the project. In October, all those plans go to the Budget Review and Utilization Committee for consolidation. If a particular project does not appear to be planned in a fiscally responsible way, the committee asks that the plan be adjusted.

By that time, a forecast by the Budget Review Committee of the total anticipated world service income--conference contributions, literature sales, world convention registrations, and *N.A. Way Magazine* subscriptions--has been made for the next calendar year. "Fixed" costs (e.g., the cost of producing WSO inventory items, salaries, and facility

expenses) for WSO are deducted from the gross income forecast. The remainder, our "discretionary income" forecast, is what we expect will be available for trustee and conference service projects. Project work and expenditure plans are lined up, according to WSC-established priorities, against the discretionary income projection. If more work is planned than the income forecast allows, funding for lower priority projects is deferred to the next budget year.

The draft budget is reviewed and approved in three stages. Late in October, the Budget Review and Utilization Committee reviews the draft budget with the World Service Board of Directors, our primary service-advisory body. The following month, after factoring in the directors' recommendations, the budget committee reviews the draft with the Board of Trustees, our primary business-advisory body. After final adjustments are made, the budget is submitted for approval of the WSO board in January. The approved budget is included in the Budget Review and Utilization Committee's report to the World Service Conference each spring.

The budget committee monitors world service income and project expenses throughout the year. If income falls short of what was expected, the committee may cut allocations of low-priority projects. If expenses for a particular project run ahead of the budget, or if a project goes astray from its stated purpose or production plan, the committee may revoke that project's funding. In either case, the project's sponsoring board or committee can appeal the budget committee's decision to the WSC.

Project plans can be altered during the course of the year, and new projects can be added to the budget. The world service board or committee that wants to revise its approved plan, or add a new one, simply submits a proposal to the Budget Review and Utilization Committee.

Just as the proposed budget process begins with the World Service Conference with WSC establishment of project priorities, so the budget process ends with the conference. Thirty days prior to the conference, the Budget Review and Utilization Committee submits a detailed annual report to conference participants. The report includes a complete analysis of the world service budget for the previous calendar year, comparing it with actual income and expenses. The annual report also includes the approved world service budget for the current calendar year.

The proposal for a unified world service budget process, administered by a Budget Review and Utilization Committee, allows world services to prioritize *all* its service projects, according to the express wishes of the World Service Conference; to draw upon *all* its physical, fiscal, and personnel resources when making allocations; to responsibly monitor and regulate *all* its financial activity; and to maintain fiscal accountability for *all* world service affairs to the fellowship's decision making body, the World Service Conference. The preliminary example guidelines for budget committee operations is attached to this rationale.

ADDENDUM 3B**BUDGET REVIEW AND
UTILIZATION COMMITTEE****INDEX**

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PURPOSE, PRIMARY ACTIVITIES

Purpose

The purpose of the Budget Review and Utilization Committee is to insure that world service funds are properly allocated and prudently utilized. The committee has authority to develop a comprehensive budget, allocate funds from disposable income, monitor use of allocated funds, and revoke funding.

Primary activities

The Budget Review and Utilization Committee fulfills its purpose by carrying out four primary activities:

1. The budget committee develops a comprehensive world service budget, based on specific project and expense plans submitted by each board or committee, for the approval of the WSO Board of Directors.
2. The budget committee allocates funds based on the approved budget.
3. The budget committee conducts an ongoing fiscal review of each of the board or committee projects to insure that those projects are adhering to the submitted project plans and approved budget.
4. Through its annual report, the budget committee provides the N.A. Fellowship with accountability for the utilization of world service funds. The report lists budgeted and actual expenditures for each project.

ORGANIZATION

Membership

The committee is composed mostly of members who serve by virtue of their primary world service positions. They serve throughout the year.

Voting members

An alternate slate of voting members has also been developed, composed of two members of the WSC Administrative Committee, the chairperson and treasurer of the WSO Board of Directors, two members of the World Service Board of Trustees, and one former member of the world service leadership elected to the committee by the World Service Conference. This alternate slate would replace the slate listed under the current heading if the unified budget proposal is not accepted.

- * Chairperson of the World Service Office Board of Directors
- * Treasurer of the WSO Board of Directors
- * Treasurer of the World Service Conference
- * A member of the WSO Board of Directors elected by the WSO board chairperson for a one year term
- * A member of World Service Board of Trustees elected by the WSB chairperson for a one year term
- * A past member of the world service leadership elected by the World Service Conference as described below

Nonvoting member

The World Service Office chief financial officer serves as a nonvoting member of the committee.

Conference election of one member

The past world service member of the committee is elected by the World Service Conference to serve a three-year term. This member must have served previously as a WSC officer, WSC committee chairperson, WSO Director, or member of the World Service Board of Trustees.

Leadership

The chairperson of the World Service Office Board of Directors also chairs this committee.

Meetings

The committee will meet a minimum of three times a year, including its annual meeting at the World Service Conference.

DECISION MAKING**Majority**

Decisions can be made only by a two-thirds majority of the voting membership of the committee.

Decision making by telephone

The committee may hold meetings by telephone conference call to reach its decisions. Except in case of emergency, decisions of the committee will not be reached through polling the individual members by telephone.

ADMINISTRATION**Conference-established priority ratings**

When the World Service Conference approves the commencement of a project, it also assigns a project priority rating. Priority ratings run from 1 to 5, with Priority One being the highest and Priority Five being the lowest. These priority ratings will guide the Budget Review and Utilization Committee as it carries out its responsibilities.

Budget training

Following the annual meeting of the World Service Conference, the budget committee conducts a training session to familiarize newly-elected conference, board, and committee officers with budget procedures.

Budget proposals

On September 30, the various world service boards and committees are required to submit detailed work and expense plans to the Budget Review and Utilization Committee. Proposals cover expenses for the next calendar year. (For example, on September 30, 1995, proposals will be submitted for calendar year 1996.)

All proposals must be submitted in writing, using the format described below. Proposals will contain two kinds of entries: project entries, and general entries.

Project entries

Plans for each service board or committee will include descriptions of all projects being proposed for the budget year. All project plans must include a production overview, indicating:

1. A project timeline, showing how much work is expected to be accomplished in how much time, and when the project will be completed. The project timeline should describe the entire life of the project, not just work scheduled for the budget year, though the timeline may be less detailed for work scheduled to be completed in following budget years.
2. Meeting schedules, including the location, maximum number of participants, and any additional expenses proposed for each meeting.
3. A listing of any additional expenses associated with the project.

In addition to using project plans while evaluating budget proposals, the budget committee will use them to evaluate the allocation of funds as each project progresses.

General entries

Budgets for each service board or committee must include a listing of all general expenses for the budget year, such as full committee or board meetings, administrative mailings, and telephone calls. Each general expense entry must include a brief narrative explanation. This information should be based upon current prices for goods or services.

Income forecasts

On September 30, the chief financial officer of the World Service Office is required to present a forecast of WSO and World Convention Corporation income and expenses for the budget year.

On September 30, the treasurer of the World Service Conference is required to present a practical forecast of income from donations for the budget year.

Budget development

Early in October, the Budget Review and Utilization Committee meets to develop a draft budget. To insure the proper allocation and prudent utilization of N.A.'s world service funds, the committee is required to judge the fiscal and administrative merits of each proposal, and to reconcile requests for resources with the income expected for the budget year. The committee considers the accuracy, viability,

and completeness of each proposal, project priority ratings, and the overall financial picture for the budget year.

The income forecast may prevent lower priority projects from being included in the draft budget. If this is the case, the respective board or committee responsible for that project has recourse to any of three options.

1. It may include the project in its next budget proposal.
2. Once the budget year actually begins, more funds may become available than were originally anticipated. If this occurs, the respective board or committee may request an allocation of funds for the project. (See "Funding of Additional Projects," below.)
3. It may appeal the decision of the budget committee. (See "Appeals Process," below.)

Budget advisors

Once the Budget Review and Utilization Committee has developed a draft budget, each member of the budget committee is assigned to serve as budget advisor to one or more of the other world service boards and committees. Should any given budget proposal require adjustment before inclusion in the final budget, the budget advisor assigned to the proposal's originating service board or committee will resolve the matter with the leadership of that body.

Budget approval

Late in October, the committee reviews the proposed budget with the WSO Board of Directors.

In November, the committee reviews the proposed budget with the World Service Board of Trustees.

The following January, the budget will be approved by the WSO Board of Directors.

Revising approved project plans

The committee may review proposals to revise already-approved project plans. Such a proposal must include a detailed description of why the original project plan is no longer preferred. A revision proposal must also state the exact changes being proposed for each affected portion of the original project plan.

Funding additional projects

The committee may review proposals for projects that are not included in the annual budget. Proposals to fund additional projects must include a detailed production plan and cost projection.

Should the committee deny funding for any particular project, the Budget Review and Utilization Committee will provide a report to the respective board or committee, and to the chairpersons of the World Service Board of Trustees, World Service Office Board of Directors and the World Service Conference. The budget

committee will include the project on its agenda for consideration when the next year's budget is developed.

Monitoring and reporting

On a monthly basis, the committee's budget advisors are provided with progress and expenditure reports for projects being conducted by the service boards or committees they are assigned to. Budget advisors use this information in developing reports presented to the budget committee at each of its meetings. At the end of each year, these reports are compiled for inclusion in the budget committee's annual report to the World Service Conference.

Each year, a certified public accountant conducts a fiscal audit of world service expenditures. This audit is designed to insure that those expenditures have been consistent with approved project proposals, conference priority decisions, and budget committee policy. A copy of this audit is included in the budget committee's annual report to the World Service Conference.

Budget shortfalls

If world services experience an income shortfall, the budget committee may cut allocations of budgeted funds. Allocations will be cut according to conference-established priorities, starting with low-priority projects.

Revocation of funding

If a world service project deviates substantially from its approved project and expense plan, the Budget Review and Utilization Committee may revoke funding for the project. Thirty days in advance, the chairperson of the service board or committee responsible for the project will be notified in writing that the Budget Review and Utilization Committee intends to consider the matter, and that he or she is invited to meet with the budget committee to provide information relative to the project.

In order to revoke project funding, the decision of the full committee must be unanimous. Within seven days of such a decision, the budget committee will provide written notice to the vice chairperson of the WSO Board of Directors, the chairperson and vice chairperson of the World Service Board of Trustees, and the chairperson, vice chairperson, and second vice chairperson of the World Service Conference.

Appeals process

Any board or committee that has been denied project funding, or has had funding revoked, may appeal the decision. Within ten days of the decision, the committee's chairperson should present the objection in writing to the chairperson of the World Service Conference. The WSC chairperson will then convene an appeal board, whose decisions will be final. The appeals board will be chaired by the WSC chairperson, and will be composed of the following additional members:

- * Chairperson, WSO Board of Directors
- * Chairperson, World Service Board of Trustees
- * Two members of the World Service Conference, appointed at the beginning of each conference year by the WSC chairperson

No member of the appeals board may vote on an appeal affecting their own board or committee.

Revoked funds will be frozen while an appeal is pending.

Annual report

Each year, the Budget Review and Utilization Committee provides an annual report, including the current year's budget, for review by World Service Conference participants. The report is mailed at least thirty days prior to the World Service Conference. Conference participants are given the opportunity to provide input to the committee. Their input may concern past, present, and future budget activities. The conference may alter or redirect the disposable income of the budget.

ADDENDUM 4

REPORT OF THE AD HOC COMMITTEE ON ISOLATED GROUPS/MEETINGS

Last year's report dealt specifically with meetings and groups being held in institutions and treatment facilities. In our final observations, we posed five questions to the conference. We were asked to further investigate the points raised in our final observations, and report our recommendations to WSC '91. Here are our findings and answers to the questions posed.

Question #1. "Are the groups and meetings discussed in this report N.A. groups and meetings?"

Yes. The committee felt it was up to the individuals in any particular group to answer that question themselves. However, we could not see any reason why they wouldn't be an N.A. group or meeting.

Question #2. "Generally speaking, what is the difference, if any, between the terms "N.A. group" and "N.A. meeting?"

N.A. Meeting

Very simply, a meeting is an event where the N.A. message is carried. These "events" can be hosted by a group or committee. A meeting can also be the beginning stages of the formation of a new N.A. group. Meetings are important to every member and should never be considered "less than" a group, nor unworthy of the services our fellowship can provide.

N.A. Group

A group is the entity which provides meetings and other services for addicts. Forming a group is an important accomplishment, one which comes with additional responsibilities.

The points listed below for an "N.A. Meeting" and "N.A. Group" were cited by the committee in their deliberations to differentiate between meetings and groups. These points are not intended to be perceived by the fellowship as the means by which to judge the validity of a meeting or group.

An N.A. Meeting:

1. Uses only N.A. conference-approved literature.
2. Is a forum for sharing recovery based on the Twelve Steps of Narcotics Anonymous.

3. Is led or chaired by a person who considers him/herself a member of N.A.

An N.A. Group:

1. Strives to abide by the Twelve Traditions of Narcotics Anonymous.
2. Hosts meetings which maintain an atmosphere of recovery based on the Twelve Steps of Narcotics Anonymous, and meets on a regular basis.
3. Elects, as a group, officers who are N.A. members.¹
4. Is in regular contact with the N.A. service structure in some manner.
5. Has the goal of providing services which help addicts recover in Narcotics Anonymous. (N.A. members may involve themselves in these service efforts at the group level or in other levels of service within N.A.)²
6. As a group, membership should not be denied to any addict seeking recovery.
7. A group decides for itself how it can best carry the message of recovery within the boundaries set by the laws of the society in which it meets.
8. As a group, it should be fully self-supporting.³

Question #3. "In reaching out to groups in institutions, a substantial amount of interaction with facility administrators and professionals will be called for. How does the conference feel about the idea of professionals starting N.A. meetings?"

Yes, it is okay for professionals to start N.A. meetings. However, the committee feels that whoever is involved in assisting a professional to start a meeting (WSO Group Services, regional, or area committees) should provide general information about N.A., as well as information about our traditions. Once the professionals have assisted in starting an N.A. meeting, they should remove themselves from any further involvement. (Chairing meetings, etc.)

Question #4. "In many locales, area or regional outreach subcommittees serve the needs of geographically isolated groups. Should outreach subcommittees focus on the needs of groups in institutions, as well?"

¹ Some situations, especially within an institutional setting, require that trusted servants be referred to as officers.

² Some isolated groups as defined by this committee--groups without ties to the service structure, whatever their reason--can provide such services, on a limited basis, that an area or regional committee provides, i.e., P.I., H&I, outreach, etc.

³ It is common knowledge that independent institutional meetings usually do not pay rent for their meeting space, nor do they purchase their own literature or refreshments. Yet meeting space is not a commodity available for purchase in the institutional environment; approved inmate groups are either granted permission to use it or they aren't. Money just isn't an issue. Currency is not available, since inmates generally do not hold paying jobs; groups can't purchase literature and refreshments. If they were accepting contributions of cash from sources outside of Narcotics Anonymous, they would clearly be acting in contradiction of the Seventh Tradition. But the Seventh Tradition does not appear to have the same breadth of application in an institutional environment as it would on the outside. (The committee also felt that we need to inform the fellowship of our dilemma with limitations in regard to traditions resource/information available in N.A. today.)

Yes. The committee felt that, if outreach subcommittees were going to accomplish this, they should do so in consultation with the local H&I committee. It was felt the Outreach Committee could benefit from the experience found in H&I committees.⁴

Question #5. "The issue of isolated N.A. groups and meetings extends far beyond the narrow scope of this report. It includes those groups which are isolated by national borders, and by cultural, economic, and social differences. How does the conference intend to see that the needs of such groups are met?"

After lengthy discussion within the committee on numerous types of isolated groups and the problems they may face, it was unanimously agreed to recommend that the conference create a standing Outreach Committee on a two-year trial basis. The goals of the committee would be:

1. To establish communication between these groups, offering them a forum to share their experience with each other and the rest of N.A.;
2. To gather information on outreach efforts in N.A., and pass along this information to areas and regions requesting it; and,
3. To provide outreach to groups not being serviced by an area or region.

During the course of our meetings and conference call, the committee discussed avenues of communication to reach isolated groups and meetings. The committee's original thoughts were to recommend the creation of a publication along with the recommendation to form a standing committee. After lengthy discussions, the ad hoc committee agreed that the first year, once a committee is created, would be devoted to locating isolated groups and meetings, and identifying their needs. The committee also felt that once this work was accomplished, a publication (either the creation of a new publication, or an existing publication, if the format would allow the space necessary) would be the best vehicle to tie these groups together via shared experience, strength, and hope. Ad hoc committee discussions resulted in plans for the standing committee to create this publication during its second year.

⁴ From the information our committee has received over the past two years, and information contained in the WSO Group Services files, the sole purpose of many outreach subcommittees is to find groups and meetings that need support, and to support those meetings until they can stand on their own. Two of the outreach subcommittees have gathered information, with assistance from the WSO, and sent letters to isolated groups, or their members, advising them of their efforts, putting these groups in contact with each other, while one of the committees formulated an outreach meeting schedule. This has resulted in new area committees being formed, due to the fact that many of these groups didn't know there were other N.A. meetings and groups within close proximity.

ADDENDUM 5

Narcotics Anonymous®

For Those in Treatment

**Unapproved literature
NOT FOR USE IN N.A. MEETINGS**

**For approval or disapproval at
World Service Conference 1991**

Unapproved literature—For approval or disapproval at WSC 1991

FOR THOSE IN TREATMENT

This pamphlet is designed to introduce you to recovery in Narcotics Anonymous. It represents the shared experience of addicts who are recovering today in N.A.: While you are in treatment, you may learn something about the disease of addiction and about the Twelve Steps of Narcotics Anonymous. Treatment can help you start to live life drug free. The support of other recovering addicts and an ongoing recovery program that includes the Twelve Steps of N.A. can help you continue living without the use of drugs. In this pamphlet, we offer some suggestions to help you in your transition from treatment to continuing recovery in Narcotics Anonymous.

What is the Narcotics Anonymous Program?

Narcotics Anonymous is a program of recovery from the disease of addiction. This program is for any addict who wants to stop using drugs. In Narcotics Anonymous, we believe that we can help each other to stay clean by using simple guidelines. The Twelve Steps and Twelve Traditions of N.A. are our guidelines; they contain the principles on which we base our recovery.

Because we believe that addicts can best help other addicts, Narcotics Anonymous has no professional counselors or therapists. Membership costs nothing. N.A. meetings, where addicts share their experience, strength, and hope, are usually held on a regular basis. This is one of the ways in which we support one another in recovery.

Recovery in Narcotics Anonymous

Narcotics Anonymous is for any addict who wants to recover from the disease of addiction. If you are currently in treatment, you may have

entered for some reason other than a desire to stop using drugs. No matter what your initial motivation for entering treatment may have been, if you want to stop using drugs and continue your recovery, Narcotics Anonymous may be for you.

Once we stopped using drugs, many of us started comparing ourselves to other addicts. We focused on our differences rather than our similarities. Seeing only the differences made it easy to think that maybe we didn't belong in N.A.

Denial is a prominent aspect of the disease of addiction. Denial keeps us from seeing the whole truth about ourselves and our disease. Feeling that we are different from other addicts is a manifestation of this denial. It helps to take an honest look at the unmanageability of our lives, which resulted from our drug use. We look especially at our relationships, our employment, our living conditions and financial obligations. Instead of thinking about the good times we had using drugs, we try to remember when we may have said, "What am I doing here? Why do I feel this way? How long has it been since drugs worked the way I wanted them to?"

Eventually, we all face a basic question: "Do I want to stop using drugs?" Many of us could not answer this question immediately. However, when we willingly and honestly looked at our past, we found many reasons to stop using drugs. Your answer to this question can set the course for your future recovery.

The disease of addiction is progressive. Our experience during active addiction proved that to us. Continued drug use destroys us in body, mind, and spirit. We believe that, for addicts, continued use of drugs leads to jails, institutions, or death. Breaking through denial gives us a clear picture of the destruction in our lives. With this in mind, we can look for solutions to our problems.

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We learn that we are powerless over our addiction. The use of drugs is one aspect of the disease of addiction, although this disease affects all areas of our lives. We begin to recover when we abstain from all drugs. Admitting our powerlessness is a surrender, an admission that we don't know the solution to our problems. Surrender begins as we become willing to consider new ideas. We can ask for help and accept it when it's offered.

"I had a difficult time surrendering that I was powerless over my addiction. With surrender I became responsible for my actions. I was one to blame outside things for my problems. I learned that I needed to take responsibility if I wanted to stay clean and recover. Because I had admitted I was powerless, I knew that I needed the help N.A. members had to offer. I needed to be willing to do the things necessary to recover."

We are taught that we are responsible for our recovery. This means that we must act. No one else will do it for us. We need to learn how to take care of ourselves.

We suggest, if possible, that you attend Narcotics Anonymous meetings while you are in treatment. Talk to other addicts in meetings, and ask them questions. The friends you make now will be part of your support when you leave treatment. We also suggest that you take the time while you are in treatment to read available Narcotics Anonymous literature. During treatment, you may be given the opportunity to attend outside N.A. meetings. Exchange phone numbers with members that you meet at those meetings. You will develop a network of support with other recovering addicts. Becoming familiar with N.A. and meeting some members will help make the transition from treatment a little easier.

After treatment

When the time comes to leave treatment, many addicts feel overwhelmed by conflicting emotions. Fear of returning to active addiction may be foremost. The return to family, job, and friends may prompt feelings of uncertainty, guilt, or inadequacy. Without the buffer zone of drugs, meeting life on its own terms is a new and sometimes intimidating experience. You may feel self doubt when faced with new situations in recovery. We encourage you to ask questions and share your feelings with members of Narcotics Anonymous. Most of us have experienced similar feelings and situations in our early recovery.

"When the time came for me to leave treatment, I felt scared and alone. I was leaving a safe place. How was I going to stay clean? A member of Narcotics Anonymous suggested that I attend an N.A. meeting as soon as I left treatment. He told me I never had to be alone if I did not want to be. He suggested I talk about my feelings at the meeting and get phone numbers. He shared with me how he had felt the same way when he left treatment. Talking with him, I didn't feel so alone. Some of my fears about leaving treatment subsided after sharing with this addict."

Some addicts leaving treatment feel overconfident of their ability to stay clean on their own. It's not unusual for addicts to develop a false sense of security in the structured environment of treatment. An overconfident attitude can be dangerous, however. Thinking that "I don't need anyone's help" often leads to a relapse, a return to active addiction. Acknowledging our vulnerability helps us become willing to prepare for our discharge. We encourage you to have a plan of action before leaving treatment. Here are some suggestions that have worked for us:

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- Decide that no matter what happens today, you will not use drugs.
- Contact a few Narcotics Anonymous members and let them know when you will be leaving treatment.
- Plan to attend a meeting that day. Share at the meeting that you are a newcomer.
- Introduce yourself and talk with N.A. members before and after the meeting.

"I remember going to my first N.A. meeting in the hospital. I was too paranoid to talk at the meeting, so I only listened. I heard addicts share about their using and their recovery. A few had used like I had. I began to believe what they said about their recovery.

When I left the treatment center, I went to a meeting immediately. Today, I still follow the program of recovery outlined in the White Booklet. This program of recovery works for me, and I like the results. This is the way I always wanted to feel. The relief I could no longer get from drugs is here for me in the program of Narcotics Anonymous."

Continuing the transition

If you've followed some of the suggestions above, you've made a good beginning at building a support system. Now you can make plans for your continued recovery. First, attend as many N.A. meetings as you can, and choose those meetings that you will attend regularly. Some members go to a meeting every day for their first ninety days following treatment. Use the telephone numbers you have collected and call members of the N.A. fellowship. These are some of the things that have helped us to stay clean.

Sponsorship is a practice that reflects our belief that addicts can best help each other recover. A sponsor is another recovering addict who can help us learn about the Twelve Steps

of Narcotics Anonymous. Often our sponsors give us the sort of individual care and attention we need to learn about staying clean and living life without drugs. You can find a sponsor by listening carefully to addicts in meetings and asking yourself who has the kind of recovery you want. If you do not have a sponsor yet, we recommend that you choose one as soon as possible.

"Sponsorship is important. I made a commitment with an addict that I would call her every day. I would tell her my thoughts and try to be honest about them. She helped me work the Twelve Steps. Because of this relationship with my sponsor, I received far more than I expected. She was there for the joyous times of my discovering a whole new me. She was there for me when my emotional pain took my breath away. She always seemed to be saying, "... just live in today; things do get better." At the meetings we attended together, she would sit next to me."

If you have a sponsor, call him or her often and make plans to get together face to face. While your sponsor may give you a great deal of support and guidance in your recovery, a sponsor will not keep you clean. We are still responsible for our own personal recovery.

Early recovery experiences

Experiences vary in early recovery. Some members enjoyed this time. Others recall it as painful and confusing, with unpredictable changes from one extreme to the other. No matter what happens in our recovery or how we feel, we know that using drugs will not make anything better for us.

While talking about ourselves and sharing our feelings, we find an identification with other recovering addicts. It's important for us to share our feelings and our experience. Unless we tell

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others how we are feeling, no one will be able to help us. We invite the sharing of experience when we ask questions of other N.A. members. The program of Narcotics Anonymous helps us help ourselves in recovery.

"After the meeting, N.A. members shared their experiences with me. I made friends at that meeting that I still have today. I'm learning a new way of living life without using drugs. I've learned that I do have a disease called addiction and I am powerless over my addiction. For this moment, I don't have to use drugs. I've learned that members of N.A. will be there for me to help me get through any situation. I've learned that if I don't use drugs, my life improves. Most importantly, I learned through working the Twelve Steps of N.A. how to practice spiritual principles. Today I know that we can recover together."

Once we have stopped using drugs, we need to learn how to live life clean. We need to learn how to recover in all areas of our lives. We can become comfortable with ourselves, without drugs, by applying the Twelve Steps of Narcotics Anonymous in our recovery program. We can have freedom from active addiction by consistently practicing what has worked for other recovering addicts. By working the steps, we change and grow. Recovery from active addiction can continue as long as we are willing to practice what we have learned.

"While in a treatment center, I had my introduction to the Narcotics Anonymous program of recovery. I had to start at Step One by admitting my powerlessness. As the drugs left my system, I saw how unmanageable my life had become. I found that I could no longer blame others for my difficulties.

Although I am still an infant in the N.A. program, there have been remarkable changes in my thoughts, feelings, attitudes, and behavior. I started helping others. I found, even just out of treatment, that I could share my

recovery with someone still in treatment. I learned to give it away to keep it, to serve others. As I worked the steps, I started giving instead of taking. I felt relief as my fears and resentments diminished. I began to share who I really was with other addicts. This program saved my life."

Freedom

Hundreds of thousands of addicts are staying clean in Narcotics Anonymous worldwide. You can recover in N.A., too. We want you to know that you are welcome in N.A. We hope that you find the freedom from active addiction that we have found. We do recover to live a life filled with purpose, direction, and joy.

Just For Today tell yourself: Just For Today my thoughts will be on my recovery, living and enjoying life without the use of drugs.

Just For Today I will have faith in someone in N.A. who believes in me and wants to help me in my recovery.

Just For Today I will have a program. I will try to follow it to the best of my ability.

Just For Today through N.A. I will try to get a better perspective on my life.

Just For Today I will be unafraid; my thoughts will be on my new associations—people who are not using and who have found a new way of life. So long as I follow that way, I have nothing to fear.

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**Other N.A. Literature
you may wish to read**

NARCOTICS ANONYMOUS—Originally published in 1983, this publication is commonly referred to as the Basic Text for recovery from addiction. In its pages, many addicts share their experience, strength and hope about the disease of addiction and their recovery through the N.A. program. The personal stories of many recovering addicts are also included in order to assist new members in finding identification and hope for a better life.

N.A. WHITE BOOKLET—The N.A. White Booklet was the first piece of literature written by the Fellowship of Narcotics Anonymous. It contains a concise description of the N.A. program.

AM I AN ADDICT? (I.P. #7)—This pamphlet has a list of questions that may assist individuals in making this personal decision. Reading this pamphlet may help you to face addiction honestly and give you hope, because it offers the solution of the N.A. program.

JUST FOR TODAY (I.P. #8)—Five positive thoughts to help recovering addicts are presented in this pamphlet. Ideal for reading on a daily basis, these thoughts provide addicts with the perspective of clean living to face each new day. The remainder of the pamphlet develops the principle of living just for today, encouraging addicts to trust in a Higher Power and work the N.A. program on a daily basis.

SPONSORSHIP (I.P. #11)—Sponsorship is a vital tool for recovery. This introductory pamphlet helps provide an understanding of sponsorship, especially for new members. The pamphlet addresses some questions, including "What is a sponsor?" and "How do you get a sponsor?"

YOUTH AND RECOVERY (I.P. #13)—The message of this pamphlet is that recovery is possible for all addicts, regardless of their age or length of drug use. It emphasizes that all addicts eventually end up at the same point of total despair, but this is not necessary—we can begin recovery right away!

ADDENDUM 6

WSC LITERATURE COMMITTEE WORK LIST

For Information Only

With the adoption of the WSC Literature Committee (WSCLC) guidelines at the 1988 World Service Conference, the WSC established a new literature development process which includes an "A," "B," "C," and "D" work list. These lists consist of literature proposals at various stages of development. Placing proposals on these lists accomplishes two things. First, the fellowship is advised of the contents of our current work load ("A" work list), as well as what our future work load might be (the "B," "C," and "D" work lists). Secondly, it allows for prudent planning within the WSC Literature Committee as various literature projects are developed.

Suggested work lists are presented here for your information and consideration. These work lists contain all of the material in our working files.

"A" work list (Items for Final Development)

The "A" work list consists of items in the final stage of development. The "A" work list is recommended by the WSC Literature Committee, but is reserved for approval by the World Service Conference. The WSC may add or subtract items from the list. This list has been developed by discussion and debate within the WSC Literature Committee, and has been determined to be the maximum amount of material that the WSCLC can reasonably be expected to accomplish during the 1991-92 conference year. The following is the WSCLC's recommendation for the 1991-92 "A" work list:

1. The steps portion of *It Works: How and Why*
2. *In Times of Illness* (approval form)
3. A daily meditation book

"B" work list (Items Awaiting Final Development)

The "B" work list contains items from which the fellowship makes choices to fill openings on the "A" work list. Currently, there are not any literature items on the "B" work list.

"C" work list (Ready for Regional Development)

The "C" work list consists of material that needs more fellowship writing and input to bring it to a first draft stage. "C" work list material is assigned to regional literature committees whose responsibility it then becomes to create the forum and atmosphere where members of their regions can develop the assigned project. The following are the "C" work list items along with a brief description of each:

1. *Living Clean*
A book-length piece (136 pages) which is intended as a newcomer's guide to the fellowship of Narcotics Anonymous. The draft includes thirty-two sections such as: Are You an Addict? What Are Your Chances? What Is N.A.? Meetings; People, Places and Things; Sponsorship; Relationships and Recovery; and, Anger and Resentment.
2. *Unity*
A six-page pamphlet that includes sections on Common Disease, Personal Recovery, Commitment, 24 Principles, Group Unity, Unity--N.A. as a Whole, and Unity in Purpose.
3. *Step Writing Guide*
This file contains step study/writing guides which are individualized for each step (35 pages).

"D" work list (General Development)

The "D" work list contains all other unapproved items of literature which have been submitted as proposals for future Narcotics Anonymous literature. These are items which may be assigned to members, groups, and area literature committees. These pieces require considerable work at this stage.

- 1) *The History of Narcotics Anonymous*
This file consists of material which has been gathered over the years. Much more work and research is needed before it can be compiled into a meaningful, comprehensive history of N.A. The 1984 WSC gave the World Service Office and the WSC Literature Committee the job of collecting, reviewing, verifying, and correlating all pertinent information regarding the history of N.A. Currently, WSO staff is indexing any material that is pertinent to this project. Some initial work has been done in gathering firsthand information from early members of N.A. The WSCLC continues to monitor the progress of this work and will evaluate it for future development.

ADDENDUM 7

ROTATION AND CONTINUITY ORAL REPORT TO THE CONFERENCE, APRIL 1990

In 1989, the conference asked the Policy Committee to address the practice of rotation and continuity. Over the past year, the committee gathered and reviewed input, and worked together in small groups to produce a report to the fellowship. This report was printed in the 1989 December Fellowship Report, and is available upon request from the World Service Office. The committee asked that it be presented to you, as part of the committee's report to the conference.

Rotation is the practice of electing new members to fill service positions, rather than re-electing them over and over again to the same position. We have good reasons for practicing rotation: there are benefits to be gained for the fellowship and for ourselves personally. The variety and breadth of experience found in our membership means that each member brings a different background to service. Our committees are enriched by that diversity. And rotation through different service positions allows each member to learn more, thereby becoming a better resource for the fellowship. Newly elected trusted servants also bring enthusiasm about service to their new positions. This motivation boosts productivity and enhances our services.

Participation in service allows us the opportunity to give something back to the fellowship that gave us life. This privilege should be shared among all members. Finding the balance between giving and receiving in service enhances our personal recovery, and the fellowship as a whole.

Anonymity of service lessens the danger of confusing service with our identity. In N.A., no one owns anything. None of us remains in a service position forever. When we complete our term of service, we move on.

Since we all move on, we have had to find ways to insure that services are provided in a consistent manner. This does not mean that we always have to do everything in the same way. We have found that the continuity of service we strive for can be achieved by following a specific plan. The plan should include four basic factors: trust and faith in a Higher Power; communication; documentation; and structure.

A conscious contact with a Higher Power is the first essential factor. We maintain faith as we do the footwork in our personal recovery program, and it is just as important that we maintain faith and do footwork in our service efforts.

Communication is the next step in achieving continuity. The wisdom and knowledge gained from experience is most useful when it is shared. We encourage anyone leaving a position of service to talk to those who replace them. Former officers sometimes act as consultants, answering questions and offering support. Learning days and similar presentations, held regularly, encourage this communication. Representatives and chairs are better prepared for an active role if they have participated as alternates and vice chairs.

Documentation is the next step toward continuity. Guidelines help us focus our work. They serve as a contract between the trusted servant and the fellowship. Guidelines should be studied carefully and updated on a regular basis.

For Information Only

Minutes are a documentation tool. Minutes of all committee and board meetings should be taken and kept in the archives. Knowledge of a committee's history is invaluable to newly elected servants. These new servants might find it helpful to review minutes of previous meetings. Archives belong to each individual committee or board, and are passed on to new trusted servants as they are elected.

Structure is the final factor in achieving continuity of service. Whenever possible, a committee or board should have enough members to carry out its work, enough members to ensure that the loss of a member will not cripple its ability to effectively serve. Some committees hold elections several months before positions actually change hands. This allows more experienced servants to work with incoming members. To make this structure hold together, we must choose qualified servants: responsible, capable, and willing to make a commitment to serve.

Continuity of service should be considered when defining the length of term for any position. Many positions are elected annually. Others may have different terms, to suit the needs of a particular project. For instance, an ad hoc committee to adapt guidelines might need only a few months to complete its task. We need to consider the best use of fellowship resources when we make these decisions.

Rotation is practiced differently in newly forming committees than in more mature committees. New service committees often start with a few interested members doing all the work. There may not be enough members to fill all the available positions, or to elect different trusted servants each year. It is not unusual for some members to hold several positions; anything to get the job done. This may be the only way that new areas or groups are able to provide services.

As the various service structures begin to grow, however, the members who have done all the work start to get tired. Enthusiasm wanes as we become burnt out. Service positions may become part of our identity, i.e., who we are instead of something we do.

As groups and areas grow, new members are attracted to service. Older members attract them by sharing about their experience with service, the benefits to be gained in life and in personal recovery. We find that there are enough members for each position, and then enough to elect alternates as well. Guidelines, minutes, and other archival material is passed on to newer members to help them step into new positions. In this way, continuity of service follows the rotation of members through service positions.

Sometimes a service committee decides to re-elect a trusted servant to a position in which he has already served. This happens most often when an alternate is unable to step into a position, and re-election seems the best way to meet the committee's needs. Members may be re-elected when there is no other member eligible, or in order to train a successor. Group conscience guides our service structures in this decision.

The needs of our service structures will help us find a balance between rotation and continuity. The use of sponsors, a Higher Power, and group conscience will help us remember that service positions are a privilege, not a possession.

Rotation of trusted servants supports our ability to provide services by utilizing our resources fully and efficiently. Our group conscience process will ultimately decide how we provide continuity of service: through re-election of the same member, or by rotation and election of new members. We are all encouraged, by the nature of group conscience, to take part in discussions about service. We try to choose qualified servants. Then we practice faith and allow a loving Higher Power to take over.

ADDENDUM 8

PUBLIC INFORMATION AND THE N.A. MEMBER

Carrying the N.A. message has been an important part of many of our members' recovery and has helped some of us to discover and develop our abilities. The N.A. message of recovery can reach a great many people with your support. Participating in the P.I. Committee gives you a chance to make a positive difference in the lives of others.

What is public information?

The role of the P.I. committee is to ensure that clear and accurate information about N.A. is available to the public. The demand for information about our fellowship is greater than ever. Being part of a committee that brings suffering addicts to our fellowship is a reward that cannot be expressed, only experienced.

What is the N.A. member's responsibility?

We need to accept responsibility for our behavior in public when we identify ourselves as N.A. members. This is a form of public information. Each one of us may be seen as a representative of N.A. to those not familiar with our program. The way in which we maintain the facilities we use for our meetings and functions also affects how the public views N.A. as a whole.

Another form of public information service occurs when requests are made for information or presentations about Narcotics Anonymous. When a request is made, a P.I. Committee member should be contacted. If a committee member is unavailable, the request should be relayed to a group service representative (GSR) or area chairperson. We handle requests in this manner because each request deserves immediate and appropriate attention. When you are approached with a request, remember that this is not a personal one, but a request for Narcotics Anonymous as a whole.

What is the importance of anonymity?

This is a "we" program and in public information, the concept that "I can't, we can" is vital. Our spiritual foundation of anonymity can be seriously damaged by members acting independently.

We do not give our last names nor appear in the media as members of Narcotics Anonymous. As part of our spiritual program of recovery, we avoid self-promotion in favor of a more humble style of service. In our experience, members who become "media stars" in relationship to their membership in N.A., run the risk of placing the spiritual foundation of their recovery in jeopardy, as well as giving the public an inaccurate perspective of recovery in N.A.

How do members get involved?

Every member has a place in the public information committee. P.I. does value and need your input, suggestions, feedback and participation. We openly invite you to come to a P.I. committee meeting. Like most service committees, P.I. always needs willing hands and minds.

How does the work get done?

Groups often come together to form an area service committee (ASC). Public information services are provided by a subcommittee of the ASC. The P.I. committee receives requests for information from many different sources, such as individuals, agencies and the media.

Some of the ways we provide information to the public include:

1. Responding to requests for speakers from churches, civic organizations, schools or the media.
2. Developing and distributing posters, flyers, and other public service announcements to inform the public of how to reach us.
3. Learning Days and Workshops.
4. Mailing meeting directories, informational letters, and pamphlets to people who may come in contact with addicts.
5. Cooperate with a Hospitals and Institutions Committee in overlapping projects.
6. Where separate phonenumber or office committees do not exist, a P.I. committee may be responsible for operating a phonenumber.

To get involved in any of these activities, talk to a GSR or someone from your local P.I. committee. We can't keep what we have unless we give it away. Public Information Committee service allows us to do just that.

ADDENDUM 9

Narcotics Anonymous A Resource In Your Community

Narcotics Anonymous is a non profit, community-based organization for recovering addicts active in over 50 countries. Narcotics Anonymous (N.A.) members learn from one another how to live drug-free and recover from the effects of addiction in their lives.

If you have considered recommending Narcotics Anonymous to someone who has a drug problem, you may have a few questions about our organization. This pamphlet is designed to answer those questions.

Who are members of N.A.?

Anyone who wants to stop using drugs may become a member of Narcotics Anonymous. Membership is not limited to addicts using any particular drug. Those who feel they may have a problem with drugs, legal or illegal, including alcohol, are welcome in N.A. Recovery in N.A. focuses on the problem of addiction, not on any particular drug.

Anonymity

The basic premise of anonymity allows addicts to attend meetings without fear of legal or social repercussions. This is an important consideration for an addict thinking about going to a meeting for the first time. Anonymity also supports an atmosphere of equality in meetings. It helps insure that no individual's personality or circumstance will be considered more important than the message of recovery shared in N.A.

N.A. Meetings

N.A.'s primary approach to recovery is its belief in the therapeutic value of one addict helping another. Members take part in N.A. meetings by talking about their experiences in recovering from drug addiction. N.A. meetings are informally structured, held in space rented by the group, and are led by members who take turns opening and closing the meeting. N.A. meetings and other services are funded entirely from donations by addict members and the sale of recovery literature. Financial contributions from non-members are not accepted.

Most N.A. meetings are held regularly at the same time and place each week, usually in a public facility. There are two basic types of meetings, those which are open to the general public and those closed to the public (for addicts only). Meetings vary widely in format. Some formats are: participation, speaker, question and answer, topic discussion, and some have a combination of these formats. The function of any meeting is always the same: to provide a suitable and reliable environment for personal recovery.

Unapproved Literature--For approval or disapproval at WSC 1991

How does N.A. work?

Addicts helping each other recover are the foundation of N.A. Members meet regularly to talk about their experiences in recovery. More experienced members (known as *sponsors*) work individually with newer members.

The core of the N.A. program is the Twelve Steps. These "steps" are a set of guidelines outlining a practical approach to recovery. By following these guidelines and working closely with other members, addicts learn to stop using drugs and face the challenges of daily living.

Narcotics Anonymous is not a religious organization and does not mandate any particular belief system. It does teach basic spiritual principles such as honesty, open-mindedness, faith, willingness, and humility that may be applied in everyday life. The specific practical application of spiritual principles is determined by each individual. Recovery in N.A. is not a miracle cure that happens within a given period of time. It is a process, ongoing and personal. Members make an individual decision to join and recover at their own pace.

The Narcotics Anonymous Public Information Committee conducted an informal poll in 1989, to which over 5,000 members responded. Here are the results.

Age

11% of our members are under 20
37% are between 20 and 30
48% are between 30 and 45
4% are over 45

Men/Women

64% of our members are men
36% of our members are women

Clean time

52% have less than 1 year clean
41% have between 1 and 5 years clean
7% have over 5 years clean

How our members found Narcotics Anonymous

47% introduced through hospitals or institutions
29% introduced through another member
24% introduced through a professional (doctors, attorneys, clergy, judges)

Weekly meetings attended

50% attend at least 4 meetings per week.

N.A. in the community

Volunteer committees of N.A. members are formed to coordinate many services within the community. N.A. accepts no financial contributions from non-members, has no professional counselors and maintains no clinics or residential facilities. Below is a list of the services that N.A. may offer.

Public Information Services

Community Awareness Meetings may be conducted by N.A. members to inform the community of the existence of Narcotics Anonymous and its available services.

Health Fairs and Conferences are events conducted by professional organizations in which N.A. may have a display booth and/or presents information in a workshop.

Presentations are often provided to churches, parole officers, judges, counselors, nurses, doctors and schools, among others, for information purposes.

Public Service Announcements can provide information about N.A. distributed to the public via the media (press, radio, television, billboards, bus signs and posters).

Phoneline Services may provide local meeting information and general information about N.A.

Meeting Lists which are locally produced schedules that contain times of and locations for meetings in the community are generally available.

Services to Hospitals & Institutions are provided by local committees through meetings/presentations to introduce those people attending to some of the basics of the Narcotics Anonymous program. They carry the N.A. message of recovery to addicts who do not have full access to regular N.A. meetings. Meetings or presentations are provided to hospitals, jails, addiction treatment facilities, detox centers and other institutions.

Literature Services include a variety of books, pamphlets and audio tapes, some in Braille or large-type editions. Narcotics Anonymous literature is published in English and several other languages.

How to contact Narcotics Anonymous

In many communities, Narcotics Anonymous is listed in the white pages of the telephone directory. Phonelines are staffed by recovering addicts, or by a service that can contact recovering members. Phone services are primarily designed to help addicts find meetings close by. Other information may be available through the phoneline as well. A phoneline call is a good place to start if you have further questions about N.A.

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If there is no phoneline in your community, or if you have questions about Narcotics Anonymous in another community, contact N.A.'s World Service Office at the address shown here. The World Service Office can provide information about meetings or other services, as well as a catalog listing all of N.A.'s recovery literature.

WORLD SERVICE OFFICE, INC.
POST OFFICE BOX 9999
VAN NUYS, CALIFORNIA 91409
USA
Tel: (818) 780-3951 Fax: (818) 785-0923
TDD (818) 376-8600