

## **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.

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
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  - 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."

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**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't's." 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.

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## **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.



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## **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.

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.

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*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.

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## 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.

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**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.

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.

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## **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.

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## **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.

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**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
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***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,



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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:

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- \* 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.<sup>1</sup>
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.)<sup>2</sup>
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.<sup>3</sup>

**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.)*

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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.<sup>4</sup>

**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.

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<sup>4</sup> 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!

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## 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.

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## **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.

## 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.

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## **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.

**Unapproved Literature--For approval or disapproval at WSC 1991****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.

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## **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.

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**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.

**How does N.A. work?**

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**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



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## **ADDENDUM 10**

### **LEARNING DAYS AND WORKSHOPS**

A public information learning day or workshop can be the most valuable P.I. function the fellowship has. Learning days and workshops are held primarily to provide a forum in which experience in all aspects of P.I. work can be shared. The basic difference between a learning day and a workshop is that workshops focus on one particular issue or project and are usually part of a larger event such as a convention or unity day. Learning days are, for the most part, weekend-long events with a broad spectrum of topics covered in meetings held throughout each day.

### **LEARNING DAYS**

#### **Why should we have a learning day?**

The purpose of a P.I. learning day is to provide a forum in which trusted servants involved in P.I. can share their challenges, innovations and solutions with one another. Many areas have the same concerns which are specific to public information work, such as attracting members to P.I. service, how to best present the program when speaking to non-addicts, how to educate the members in their respective areas about the importance of the Twelve Traditions and maintaining anonymity, and a variety of other important issues.

Learning days also provide an opportunity for area P.I. committees and individual members to give and receive information about the current direction of P.I. Any new materials being used by an area can be passed around to others at these events. Whatever a committee or an individual learns about carrying the message more effectively can be passed on.

#### **Who plans the event?**

Usually an area P.I. committee, with the support and coordination of the region, actually hosts the event. In some cases, the area P.I. committee will do all of the actual planning. Other times, a special ad hoc committee will be formed with members from both the area(s) and the region(s). In the case of a multi-regional event, participation should be sought from all the regions involved. Care should be taken to select members who are not responsible to maintain vital services, such as answering the local helpline or chairing recovery meetings, while the event is taking place.

Once the planning committee is formed or an area committee is selected to host the event, the actual work can get under way. Several decisions need to be made immediately, such as the dates of the event, what the program will include and how much it will cost.

#### **Who pays for the event?**

In keeping with our Seventh Tradition, the money to initiate this project will come from the sponsoring areas or regions. A projected budget should be drawn up as soon as possible to determine a registration fee. While small amounts of money may be raised through pre-registration, it is hoped that fundraising will not become the primary focus of the event. The goal is for the event to be self-supporting, which can be attained through careful planning. Your budget should include line items for printing, postage, rent, phone calls, and refreshments. You may also wish to consider adding line items for speaker travel and lodging and merchandise, keeping in mind the size of the event.

**Unapproved Literature--For approval or disapproval at WSC 1991****When should we hold our learning days?**

It is very important to plan the event well in advance to allow ample time for committee work assignments, site selection, program development, speaker selection, printing of materials, and announcement of the event. It is suggested that at least six months be allowed for a multi-regional learning day. For a regional learning day, three to six months is sufficient. For an area event, one to two months is appropriate.

Selecting the date the learning days will take place can be a make or break factor in the success of your event. It is important that the event does not conflict with other major N.A. events, such as your regional convention. Non-holiday weekends are considered a good choice.

**Where should we hold our learning days?**

Possible sites include hotels, college campuses, community centers, campgrounds, or any place that has sufficient meeting rooms and can accommodate your needs. Your committee will need to determine specific criteria including the number and size of meeting rooms, a registration area, facilities for preparing and serving refreshments, nearby lodging and restaurants, and space for an entertainment function, if one is to be included in your program.

**Who should we invite?**

Absolutely everyone! As with all successful events, the more members in attendance, the more enriching the experience will be for all. As soon as you have decided on dates for the event, the WSO P.I. coordinator should be notified so that your event can be announced in all of the fellowship's publications. At this time, the WSC P.I. Committee should also be notified. The WSC P.I. chairperson or your regional chairperson should be able to provide you with address lists for trusted servants in the surrounding areas so that they may also be invited. It is suggested that pre-registration flyers be mailed at intervals to surrounding areas and regions right up to the date of the event.

**How much structure is required and under what circumstances?**

When discussing the theme and program, the size and duration of the event will most likely become the deciding factors. For a multi-regional learning day, it is suggested that the event be held over the course of a weekend. Multi-regional learning days can be broad-based in focus and include meetings on several topics. The possibilities for a weekend-long event are virtually unlimited. Meetings can be held simultaneously in order to give those in attendance a choice of which topic they are most interested in, or you may choose to have one meeting at a time so that those in attendance can attend all of the discussions. Most weekend-long events include a recovery meeting along with some sort of entertainment.

For regional or area learning days, a day-long event is suitable. In addition, it is wise to narrow the focus of the event to two or three topical issues in P.I. Consecutive meetings are the preferred format for a day-long event.

Many variations exist for the formats of the individual meetings. The style you choose for the meetings will depend on the availability of speakers, the issues that are of current interest in P.I., and of course, the size of your event. You may choose to have mock presentations, skits, examples of interviews, sharing sessions, visual aids presentations, speaking rehearsals or anything else your committee feels will stimulate discussion and a broader understanding of our Twelve Traditions as they apply to P.I. work. It is suggested

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that lecture type meetings be avoided and full audience participation be encouraged. If you plan to include speaker presentations, it is a good idea to allow plenty of time for those in attendance to ask questions and share experience. There is a tremendous amount of experience at the area level with issues such as open meetings, cooperation with the legal community, attraction to P.I., media relations and many others. It is important that we provide a forum at all learning days in which all members can share this valuable experience with each other.

**Sample Program for a Multi-Regional Learning Day****Friday**

6:00 p.m. - Registration Begins (location)

8:00 p.m. - Kick-off meeting

**Saturday**

8:00 - 9:00 a.m. - Reception and Registration

9:00 - 10:30 a.m. - P.I. - Attraction Not Promotion

9:00 - 10:30 a.m. - P.I. Priority Setting

11:00 a.m. - 12:30 p.m. - Traditions and P.I.

11:00 a.m. - 12:30 p.m. Speaking to Non-Addicts

12:30 - 2:00 p.m. - Lunch Break

2:00 - 6:00 p.m. - Open Forum

6:00 - 8:00 p.m. - Dinner Break

8:00 p.m. - Recovery meeting followed by dance

**Sunday**

10:00 a.m. - 12:00 p.m. - WSC P.I. Panel

12:30 - 2:00 p.m. - Closing Meeting

The preceding is only a sample. Topics will vary from time to time and place to place. The only requirement is that the topics address the needs of the participants involved. Samples include: Billboards & Bus Benches, Traditions and P.I., Rural P.I., Urban P.I., Starting a P.I. Committee, Cooperation with H&I, Cooperation with Surrounding P.I. Committees, Phonelines, PSAs, Posters, Speaking to Non-Addicts,

Attraction to P.I., Anonymity, Letter Writing, Addicts with Additional Needs, Media Relations, Input for WSC P.I. Committee Projects, or anything else related to P.I.

## WORKSHOPS

Workshops may be done as a single event, although they are usually part of a larger event, such as a convention or unity day, or as an adjunct to P.I. learning days. The focus of a workshop is usually limited to one topic.

Workshops emphasize the exchange of ideas, demonstration and application of techniques, and/or gathering input for a project. These may be conducted in a round table discussion or with a moderator to keep the discussions focused on the issue at hand. Generally speaking there are two types of workshops, those conducted to offer and exchange information and others for the sole purpose of gathering information from the fellowship for a specific project.

It is important to establish clearly defined goals. A successful workshop depends on how well prepared the event is. A particular goal should be decided upon and a plan outlined for accomplishing the task. As with learning days, those in attendance should be provided with an agenda of the event.

Input workshops are the means by which P.I. committees can determine their priorities. The fellowship should be invited to share what their needs are so that P.I. committees can develop projects based on the actual needs of a given area. The WSC P.I. Committee will, on occasion, host workshops to gather information from the fellowship on their current projects. A local WSC P.I. Committee member will be able to advise you of what is currently being developed.

Learning days and workshops are different from celebrations of recovery such as unity days and conventions. The goals are to educate the fellowship on how to inform the public, share experience, and set priorities for the future direction of public information work. When consistency of message, unity, and spiritual principles guide our actions, all will be well. The unity created, the experience gained, and the knowledge and ability shared are the true measure of success.

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Workshops emphasize the exchange of ideas, demonstration and application of techniques, and/or gathering input for a project. These may be conducted in a round table discussion or with a moderator to keep the discussions focused on the issue at hand. Generally speaking there are two types of workshops, those conducted to offer and exchange information and others for the sole purpose of gathering information from the fellowship for a specific project.

It is important to establish clearly defined goals. A successful workshop depends on how well prepared the event is. A particular goal should be decided upon and a plan outlined for accomplishing the task. As with learning days, those in attendance should be provided with an agenda of the event.

Input workshops are the means by which P.I. committees can determine their priorities. The fellowship should be invited to share what their needs are so that P.I. committees can develop projects based on the actual needs of a given area. The WSC P.I. Committee will, on occasion, host workshops to gather information from the fellowship on their current projects. A local WSC P.I. Committee member will be able to advise you of what is currently being developed.

Learning days and workshops are different from celebrations of recovery such as unity days and conventions. The goals are to educate the fellowship on how to inform the public, share experience, and set priorities for the future direction of public information work. When consistency of message, unity, and spiritual principles guide our actions, all will be well. The unity created, the experience gained, and the knowledge and ability shared are the true measure of success.

## **ADDENDUM 11**

### **WSC LITERATURE COMMITTEE NOMINEE FORM 1991**

Nominations to the WSC Literature Committee must be submitted by regional service committees 30 days prior to the World Service Conference. Nominees must reside in the nominating region. Individuals nominated as registered members are not required to be RSR's or RSR Alternates, nor do they have to attend the WSC. Most important in considering members for nomination is literature committee experience, and a commitment to devote the time and resources necessary to do the work.

Please be sure your region's nominee is eligible. Nomination forms are verified prior to the WSC. Eligible nominees not elected as registered members by the WSC will, with their consent, become general members of the WSCLC for the duration of the 1991-92 conference year.

#### **REQUIREMENTS:**

- 1) A minimum of five years clean time.
- 2) Three years literature service experience or three years world service experience with at least one of those years being in the WSC Literature Committee.
- 3) Knowledge and application of the Twelve Steps and Twelve Traditions.
- 4) Completion of previous service commitments.
- 5) A willingness to serve and commit personal time and resources. Ability to attend all meetings possible and fulfill all duties.

#### **PLEASE PRINT LEGIBLY**

Nominee Name \_\_\_\_\_ Phone (    ) \_\_\_\_\_

Nominee Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_

RSC Name \_\_\_\_\_ Clean Date \_\_\_\_\_

1. Current N.A. service position(s) \_\_\_\_\_
2. Previous N.A. service positions (List only those terms completed; give approximate start and end date for each term.)
  - a. Group level: \_\_\_\_\_
  - b. Area level: \_\_\_\_\_
  - c. Regional level: \_\_\_\_\_
  - d. World level: \_\_\_\_\_
3. Additional literature committee or related experience (either N.A. or other) \_\_\_\_\_

**Note:** Additional experience or more information may be listed on the back of this form.



## WSC H&I COMMITTEE NOMINEE INFORMATION SHEET 1991

**Please Note:** Nominees must be supported and submitted by regional service committees. Nominees do not have to be RSRs or RSE alternates. Most important is H&I experience and time to do the work. Not all nominees will be drawn to become voting members. The committee is limited to a total of 21 voting members. However, all nominees will be working participants and assigned specific tasks.

**Qualifications:** Please be sure your region's nominee is eligible. Only two nominees per region may be on the WSC H&I Committee Pool at the same time.

1. Minimum of four years continuous clean time.
2. No less than three years H&I experience, and/or expertise of a specific nature relating to N.A. H&I service.
3. An obvious practice and knowledge of the Twelve Steps and Twelve Traditions as evidenced by clean time and completion of previous service commitments.
4. Attendance at WSC H&I meetings and consistent input and communication with committee officers.
5. Willingness and ability to possibly travel to attend regional workshops, learning days, etc.

WSC H&I members may be removed from office after (1) failure to notify the committee of absence prior to any scheduled meeting(s), (2) failure to carry out tasks and responsibilities delegated by the committee, or (3) relapse.

Nominee Name \_\_\_\_\_ Telephone \_\_\_\_\_

Nominee Address \_\_\_\_\_

Years of clean time \_\_\_\_\_ RSC Name \_\_\_\_\_

Current N.A. service position(s) \_\_\_\_\_

Previous N.A. service positions (list only those terms completed) \_\_\_\_\_

Any additional H&I service-related experience (either N.A. or professional) \_\_\_\_\_

Is nominee able to attend WSC H&I workshops (approximately three per year)? \_\_\_\_\_

Does region provide transportation and/or lodging expense for WSC committee members? \_\_\_\_\_

Is regional H&I subcommittee able and willing to support specifically assigned tasks of WSC H&I? \_\_\_\_\_

**NOMINATION FORM FOR WSC P.I. COMMITTEE MEMBERS**

The person(s) named below have been clean and recovering for the last four years or more in Narcotics Anonymous. They have been active participants of area or regional P.I. Committees for the last two or more years. We, as members of the Region believe they would be valuable participants to our World Public Information Committee. We agree if possible to assist in the financing of their travel to one or more meetings held outside of our region so that our world wide fellowship might benefit from their accrued knowledge and experience.

We understand that once accepted as a member of the WSC P.I. Committee this member cannot be recalled by this region and that any removal of WSC P.I. membership is made by the collective membership of the WSC P.I. Committee. It is understood that the commitment to WSC P.I. is for a minimum of two years.

---

**Name of Nominee**

---

**Address**

---

**Country**

---

**City****State**

---

**Zip**

---

**Home Number Work Number**

---

**RSC Chairperson (signature)**

---

**Regional P.I. Chair**

---

**Area P.I. Chair**

I, \_\_\_\_\_ accept this nomination to the WSC P.I. committee and have the time, resources, willingness and the qualifications necessary to participate as an active member of the WSC P.I. Committee.

**Nominee:** Please take a few moments to write down your experience in P.I. work or any twelfth step/service work in general. Please conclude with your reasons for wanting to join this committee and what you feel the WSC P.I. Committee's functions are or should be in the future.

# THE N.A. Way

M A G A Z I N E

P.O. Box 9999  
Van Nuys, CA 91409-9999  
(818) 780-3951

## Review Panel Nominations

Nominations will be accepted for *The N.A. Way* review panel at the annual meeting of the World Service Conference this April. Nominations will be accepted from any conference participant. Nominees need not be present at the WSC meeting to qualify.

The review panel is responsible for the first stage of *The N.A. Way Magazine's* editorial process. Twice a month, review panel members take part in conference calls, each lasting about an hour, to go over twenty to thirty pages of stories submitted to the magazine.

Nominees should have at least five years clean, good English composition skills, and the ability to make a firm commitment to actively review the stories and take part in the conference calls.

All nominees' names will be placed in a pool. The magazine's editorial board--composed of the trustee-appointed associate editor, the WSC-elected associate editor, and the managing editor--selects individuals from the pool to serve two-year terms on the review panel. Several pool-members are due for replacement this year and only one name remains in the pool from last year's nominations.

### NOMINEE DATA

Full name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Clean time: \_\_\_\_\_

Qualifications, background: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE \_\_\_\_\_ HOME \_\_\_\_\_

\_\_\_\_\_ WORK \_\_\_\_\_

## **ADDENDUM 12**

### **INPUT FROM REGIONS**

**Dec 15, 1990**

**To: World Service Conference (JAC)  
From: Region of the Virginians**

Pursuant to the November Fellowship report, we the Region of the Virginians respectfully submit the following motions which have been through a true and informed group conscience in our region and were decided by a 2/3 majority.

The WSC Chairperson's report indicates that a minority opinion exists at the WSC level. Please find the purpose of our Region preceding our motions which describes the Region of the Virginians' policy concerning our service work.

Also, you will notice that some of our motions have been called redundant by the WSC Policy Subcommittee and the JAC. Our region regards these matters to be important and should be considered by the NA Fellowship as a whole.

#### **REGION OF THE VIRGINIANS' PURPOSE:**

On March 10, 1985 our Region was formed in the spirit of love. We would like to continue our spiritual direction, asking that each member act with respect and love to every other member of this Conference. From our inception, we have worked in the spirit of unanimity. This process allows all members to have their questions, answers and all input heard before votes are taken. This course of action takes time and allows a loving God to express Himself through an informed Group Conscience. We hope to, in all our endeavors, strive to better carry the message in a loving way to the addict who still suffers. With everyone's help we can still do this, just for today, the NA Way.

We are dedicated to be supportive to our Members, our Groups, Areas and Service Committees and their primary purpose so that no addict seeking recovery need die without having the chance to find a better way of life. We are committed to the linking together, within our Region, by helping each other deal with our basic needs and situations and by encouraging the growth of our Fellowship. This Conference is here to serve the basic functions of unifying the Fellowship within our Region, to contribute to carrying the message of recovery through subcommittee actions and to contribute to the growth of NA by initiating work to be finalized at the World Service Conference. We must always remember, as individual Members, Groups and Service Committees, we are not in competition with each other and never should be. We work separately and together to help the newcomer and for our common good. Internal strife cripples our Fellowship and prevents us from providing the services necessary for our growth.

God, Grant us the serenity.  
To accept the things we cannot change,  
The courage to change the things we can,  
And the wisdom to know the difference.

Motions for Fellowship consideration:

1. That only RSR's or their duly elected alternate be voting participants at WSC.

Intent: To allow a loving God to expree himself only through the spiritual principle of group conscience throughout the entire service structure of NA.

2. That Non-voting participants (WSC officers; WSC committee chairpersons; trustees) may make motions and/or address the conference provided that said motions are seconded by an RSR or duly elected alternate.

Intent: To allow the experience, strength and hope of said participants to be a part of the WSC while maintaining the principle of group conscience.

3. To cease all work on the proposed Guide to Servie and release the 1987 Guide to Service in NA to the WLC for review and input.

Intent: To uphold the current service structure where a loving God may express himself through the spiritual principle of group conscience.

4. To direct the WLC and the Board of Trustees, working in conjunction with any interested members and Area/Regional Literature Committees, to develop for final approval at the 1993 WSC a Working Guide to Service in NA utilizing the 1987 Guide to Service in NA as a base and outline for this work.

Intent: To have a working Guide to Service available to the Fellowship by the 1994 WSC.

5. That no substitute motions and/or amendments to the Conference Agenda Report motions be voted on, on the floor of the World Service Conference, but be included in the following Conference Agenda Report to be discussed and voted on by the Fellowship as a whole.

Intent: To allow a loving God to express himself fully through the spiritual principle of group conscience throughout the entire service structure of NA.

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And the wisdom to know the difference.

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Intent: To allow a loving God to express himself fully through the spiritual principle of group conscience throughout the entire service structure of NA.

This report was drafted and approved by our Regional Conference held December 14, 15, 16 1990. We believe we have followed the outline described in the November Fellowship Report and delivered this to you in a timely fashion.

We remain,  
In loving service

The Region of the Virginians

  
Billy E./RSR

Ted L./Alt R



California Mid-State Regional  
Service Committee  
P.O. BOX 26105  
Fresno, CA. 93729-6105

World Service Conference  
Admin. Committee.

C/O WSO

12-8-90

P.O. BOX 9999

Van Nuys, CA. 91409

RE: Motions, and issues to be placed on the 1990-1991 C.A.R.

To the Administrative committee of the WSC,

The California Mid-State Regional Service Committee of Narcotics Anonymous is requesting that the following motions, and issues be placed in this year's Conference Agenda Report. We are looking forward to having these issues discussed at this years annual WSC, after they have been assigned to the appropriate committee's for review.

MOTION #1: That an RSR or their Alternate be the only voting participants of the World Service Conference.

INTENT #1: To insure that the wishes of the Fellowship are carried out by the World Service Conference through the process of group conscience, via an RSR only vote.

MOTION #2: That the World Service Office produce an Inter-Regional newsline publication to take place on a bi-monthly basis. Input is to be one (One side of a piece of paper.) page per Region.

INTENT #2: To enhance inter-regional communication within the Fellowship.



California Mid-State Regional  
Service Committee  
P.O. BOX 26105  
Fresno, CA. 93729-6105

World Service Conference  
Admin. Committee.

C/O WSO

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12-18-90



# *Michigan Regional Service Committee*

## **Narcotics Anonymous**



**TO: WSC ADMINISTRATIVE COMMITTEE**

**FROM: MICHIGAN REGIONAL SERVICE COMMITTEE**

**SUBJECT: MOTIONS FOR CONFERENCE AGENDA REPORT AND THE  
SPECIAL JANUARY FELLOWSHIP REPORT**

On December 2, 1990 our Region had two motions which passed and we would like them to appear in the C.A.R. and the special January Fellowship Report.

### **MOTION #1**

That the World Service Office be directed to produce a paperback 5th edition without the stories.

#### **INTENT:**

To further our primary purpose by the inexpensive availability of the description of the program, Narcotics Anonymous. To provide a useful Public Information and Hospital & Institution message of recovery. To supply newcomers the basics in an affordable way.

### **MOTION #2**

To bring to the floor of the World Service Conference. To implement the motion approved in 1984 for the World Service Office to create and maintain archive services available to the membership at cost plus 25%.

#### **INTENT:**

To allow free flow of information and history of Narcotics Anonymous.

Regional Service Representative

*George Schlicht*  
George Schlicht

DATE: December 15, 1990  
TO: WSC Administrative Committee  
FROM: The Indiana Region  
RE: Motions for C.A.R.

The Indiana Region would like these motions to be considered for inclusion in the 1991 Conference Agenda Report.

Thank you.

DATE: December 15, 1990  
TO: WSC Administrative Committee  
FROM: The Indiana Region  
RE: Motions for C.A.R.

The Indiana Region would like these motions to be considered for inclusion in the 1991 Conference Agenda Report.

Thank you.

**MOTION FORM:**

**NAME:** Judie B., RSR **REGION or OFFICE** Indiana Region

**SECOND:** \_\_\_\_\_ **REGION or OFFICE** \_\_\_\_\_

**This motion (circle correct option and put in page numbers).**

(A) **Creates or changes procedure of the Conference**

(B) **Is advisory for the Fellowship**

(C) **Amends (Name the document or policy: \_\_\_\_\_)**

\_\_\_\_\_ (by adding language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by replacing language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by deleting language), page \_\_\_\_\_, para. \_\_\_\_\_

(D) **Is new**

**The motion reads as follows:**

"That the W.S.O. be instructed to stop the translation of all

N.A. literature not currently in the translation process."

**INTENT:** To alleviate the financial burden presently experienced by

the W.S.O., without interrupting the literature translation

and production currently in progress.

**ACTION:** YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_  
CARRIED \_\_\_\_\_ FAILED \_\_\_\_\_ TABLED \_\_\_\_\_ AMENDED \_\_\_\_\_

bob\conpol

**MOTION FORM:**NAME: Judie B., RSR REGION or OFFICE Indiana Region

SECOND: \_\_\_\_\_ REGION or OFFICE \_\_\_\_\_

This motion (circle correct option and put in page numbers).

(A) Creates or changes procedure of the Conference

(B) Is advisory for the Fellowship

(C) Amends (Name the document or policy: \_\_\_\_\_)

\_\_\_\_\_ (by adding language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by replacing language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by deleting language), page \_\_\_\_\_, para. \_\_\_\_\_

(D) Is new

The motion reads as follows:

"That the W.S.O. make available for translation all written materialsrelevant to the literature development process, to be utilized bythe Fellowship in non-English speaking countries."INTENT: To allow non-English speaking regions access to thematerials necessary for literature development.ACTION: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_  
CARRIED FAILED TABLED AMENDED

bob\conpol

**MOTION FORM:**NAME: Judie B., RSR REGION or OFFICE Indiana Region

SECOND: \_\_\_\_\_ REGION or OFFICE \_\_\_\_\_

This motion (circle correct option and put in page numbers).

(A) Creates or changes procedure of the Conference

(B) Is advisory for the Fellowship

(C) Amends (Name the document or policy: \_\_\_\_\_)

\_\_\_\_\_ (by adding language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by replacing language), page \_\_\_\_\_, para. \_\_\_\_\_

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CARRIED FAILED TABLED AMENDED

bob\conpol

**MOTION FORM:**NAME: Judie B., RSR REGION or OFFICE Indiana Region

SECOND: \_\_\_\_\_ REGION or OFFICE \_\_\_\_\_

This motion (circle correct option and put in page numbers).

(A) ~~Creates or changes procedure of the Conference~~(B) ~~Is advisory for the Fellowship~~(C) ~~Amends (Name the document or policy: \_\_\_\_\_)~~

\_\_\_\_\_ (by adding language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by replacing language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by deleting language), page \_\_\_\_\_, para. \_\_\_\_\_

(D) ~~Is new~~

The motion reads as follows:

"That the N.A. Fellowship in non-English speaking countries be allowed  
to produce and approve their own literature for use in their own N.A.  
communities, thus insuring the development of literature which reflects  
their own cultural identity."

INTENT: To allow non-English speaking countries to develop literature  
which more accurately reflects their collective experience,  
strength and hope in recovery, based upon their own shared  
cultural identity.

ACTION: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_  
 CARRIED FAILED TABLED AMENDED

bob\conpol



**MOTION FORM:**

**NAME:** Judie B., RSR **REGION or OFFICE** Indiana Region

**SECOND:** \_\_\_\_\_ **REGION or OFFICE** \_\_\_\_\_

**This motion (circle correct option and put in page numbers).**

- (A) Creates or changes procedure of the Conference  
(B) Is advisory for the Fellowship  
(C) Amends (Name the document or policy: \_\_\_\_\_)  
\_\_\_\_\_(by adding language), page \_\_\_\_\_, para. \_\_\_\_\_  
\_\_\_\_\_(by replacing language), page \_\_\_\_\_, para. \_\_\_\_\_  
\_\_\_\_\_(by deleting language), page \_\_\_\_\_, para. \_\_\_\_\_  
(D) Is new

**The motion reads as follows:**

"That world development of N.A. should be planned, budgeted, and persons held accountable to the Fellowship."

INTENT: To make Fellowship input necessary for any world development  
of N.A.

ACTION: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_  
CARRIED FAILED TABLED AMENDED

**bob\conpol**

**MOTION FORM:**NAME: Judie B., RSR REGION or OFFICE Indiana Region

SECOND: \_\_\_\_\_ REGION or OFFICE \_\_\_\_\_

This motion (circle correct option and put in page numbers).

(A) Creates or changes procedure of the Conference

(B) Is advisory for the Fellowship

(C) Amends (Name the document or policy: \_\_\_\_\_)

\_\_\_\_\_ (by adding language), page \_\_\_\_\_, para. \_\_\_\_\_

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(D) Is new

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INTENT: To make Fellowship input necessary for any world development  
of N.A.

ACTION: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_  
 CARRIED FAILED TABLED AMENDED

bob\conpol

**MOTION FORM:**NAME: Judie B., RSR REGION or OFFICE Indiana Region

SECOND: \_\_\_\_\_ REGION or OFFICE \_\_\_\_\_

This motion (circle correct option and put in page numbers).

(A) Creates or changes procedure of the Conference

(B) Is advisory for the Fellowship

(C) Amends (Name the document or policy: \_\_\_\_\_)

\_\_\_\_\_ (by adding language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by replacing language), page \_\_\_\_\_, para. \_\_\_\_\_

\_\_\_\_\_ (by deleting language), page \_\_\_\_\_, para. \_\_\_\_\_

(D) Is new

The motion reads as follows:

"That the WSC Ad Hoc Committee on N.A. Service suspend all financial  
 funding and additional modifications of "A Guide to Service in Narcotics  
 Anonymous", delaying approval of any part thereof for a minimum of one  
 (1) year (April, 1992) in order that the Fellowship may have a reasonable  
 opportunity to review the entire guide and submit comprehensive input  
 for consideration and/or incorporation into the guide prior to sub-  
 mission to the Fellowship for approval."

INTENT: See attached

 ACTION: YES \_\_\_\_\_ NO \_\_\_\_\_ ABSTAIN \_\_\_\_\_  
           CARRIED \_\_\_\_\_ FAILED \_\_\_\_\_ TABLED \_\_\_\_\_ AMENDED \_\_\_\_\_

bob\conpol

INTENT: The numerous modifications to the guide, coupled with short timetables for review and submission of input, and workshops which are open forums and have failed to input any substantive information to the Fellowship as a whole, has made it difficult, if not impossible, even with the most diligent of efforts, for the Fellowship to comprehensively review and submit input regarding the entire guide. Everyone does agree that this guide is a significant change which will have an impact upon the Fellowship as a whole. However, the Fellowship has not been given ample opportunity to review, much less understand, the current draft of the guide. To piecemeal out one portion (the concepts) for approval, goes against all logic and reason. The various parts of the guide are interrelated and must be analyzed in their entirety prior to approval of any part.

The apparent rush to approve what constitutes the most major change in the N.A. service structure, since the conception of N.A. itself, without providing the Fellowship ample opportunity for review and input, is irrelevant. We, as a Fellowship, are entitled to the opportunity for review. To do otherwise merely widens the gap of dissention and disunity which has torn at the hearts of addicts for too long. This is intended as an opportunity to heal the wounds created by distrust and promote unity.

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## NEW JERSEY REGIONAL SERVICE CONFERENCE

P.O. Box 2189 S. Vineland, NJ 08360

To: Ed Duquette, Chairperson - WSC  
From: Jon Thompson, RSR - NJRSC

Dear Ed,

The New Jersey Region is presenting these 5 Group Conscience Motions to be included in the 1991 Conference Agenda Report.

1. **MOTION:** That the World Service Policy Committee develop a proposal to be submitted to the 1992 World Service Conference regarding Zonal election of Trustees. The guidelines will divide the worldwide fellowship into zones, and each zone will elect a trustee individually to serve the World Fellowship as a whole.  
**INTENT:** Given the rapid international expansion and newfound as well as longstanding diversity of our fellowship, equal geographical representation on the Board of Trustees ensures that the many voices of our Fellowship can be heard, and provides the means by which the concerns of the worldwide membership can be addressed within decision-making processes.
2. **MOTION:** To insert in *The Group Booklet* under the section "How Can Our Groups Solve its Problems?", page 17, 6th line from the top, after the sentence ending "... in all our affairs.", the sentence that states, "When we collectively apply the insight received from that spiritual awakening to our group's problems, we call that *group conscience*."  
**INTENT:** This sentence which appears in the proposed Group Chapter of the *Guide To Service* was deleted during the revision to the Group booklet. Although it is understood differently in different places, obtaining group conscience is the practice by which our second tradition is exercised throughout our fellowship. Nowhere in the *Group Booklet* is the term "Group Conscience" mentioned. To deprive newly forming groups of any exposure to this process deprives them of the opportunity to experience the second tradition in action.
3. **MOTION:** That the WSO make available as an inventory item to the members of the Fellowship all existing tapes of the World Service Conference proceedings, retroactive to the first World Service Conference and hereafter as a matter of WSO policy.  
**INTENT:** To ensure that the most accurate possible record of the World Service conference be available to the Fellowship.
4. **MOTION:** That no member of the Ad Hoc Committee on NA Service assume or hold a position written into the new national or world-level service structure for a two-year period after adoption of the Guide.  
**INTENT:** To preserve the integrity and objectivity of the Ad Hoc committee and the new service structure, it is prudent to eliminate any suspicion of conflicting interest.
5. **MOTION:** That the WSC adopt guidelines stating that only RSR's be voting members at the WSC. All other members retain motion and seconding power.  
**INTENT:** That voting at the WSC reflect only the conscience of the Fellowship as a whole and not of individuals.

In Loving Light & Service,

Jon Thompson, RSR - NJRSC

12-20-90

From: The Buckeye Regional Service  
Committee

to: WSO

Motion that: the WSO Policy for  
discount on Literature Orders be  
Printed on Literature Order Forms  
Invoices and Statements.

intent: to inform the Fellowship  
About the discount

This motion was passed at the Oct 22  
Meeting of BRSCNA

Done H

Rec'd from Dave Heyland: RSR  
12-7-90  
Warren, Ohio

12-20-90

From: The Buckeye Regional Service  
Committee

to: WSO

Motion that: the WSO Policy for  
discount on Literature Orders be  
Printed on Literature Order Forms  
Invoices and Statements.

intent: to inform the Fellowship  
About the discount

This motion was passed at the Oct 20  
meeting of BRSCNA

Done H

Rec'd from Dave Hengland: RSR  
127 W. 11th St. E  
Canton, OH 44705



## GREATER NEW YORK REGIONAL SERVICE CONFERENCE

P.O. BOX 1944  
SYUYVESANT STATION  
NEW YORK, NEW YORK 10009

December 19, 1990

Mr. Edward Duquette, Chairperson  
World Service Conference  
P.O. Box 9999  
Van Nuys, California 91409

Re: World Service Conference 1991

Dear Ed;

I trust this letter finds you in good health and enjoying the holiday season. There are a number of things I would like to bring to your attention. This past weekend we held our regional business day. One of the major items on our agenda was the following motion:

**"To support the WSO in any actions the WSO deems necessary in protecting N.A. owned property as outlined in the September 1990 report on the N.A. Literature Trust."**

I would like to inform you that this motion passed with the following vote: 11 pro, 1 con, and 1 abstaining. I believe that this motion and the resulting vote displays the feeling of a very large majority of the members of the fellowship in our region. The area voting against the motion represents approximately twenty-five (25) groups out of a regional total which now exceeds one thousand (1,000).

There are number of items I have been asked to present to you as the Chairperson of WSC '91 on behalf of the Greater New York Regional Service Conference. While both the alternate RSR's and myself expressed the desire of the conference to spend time on items for discussion it was the conscience of our area's to submit one motion for inclusion in the Conference Agenda Report. This motion is as follows:

**"THAT THE WSO, INC. MAKE AVAILABLE TO ALL HOSPITAL AND INSTITUTION COMMITTEE'S LITERATURE AT COST."**

**INTENT:** So that H&I Committee's can better fulfill our primary purpose as stated in the Fifth Tradition. There is no need for the WSO, Inc. to make money from our H&I Committee's.

## UPPER MIDWEST REGIONAL SERVICE CONFERENCE

P.O. BOX 5393  
FARGO, ND 58105

**Move:** That all subsequent literature that is to be revised and be produced to have non-gender specific language and all references to God be changed to "Higher Power" or "Power Greater than ourselves".

**Intent:** To be inclusive rather than exclusive. When some hear "he" all the time they become intolerant and may disqualify themselves. When some hear God which has an assumed gender, they may not feel a part because the Higher Power of their understanding isn't God. We need to recognize and be sensitive to all the different forms of a Higher Power(s). When Higher Power or Power Greater is used it doesn't take on one gender or deity. We propose that all references to God be changed to Higher Power or Power Greater than ourselves, and all references to "he" be changed to she/he. This would include the actual wording of the steps and traditions. For example Step 3 would read "We made a decision to turn our will and our lives over to the care of a power greater than ourselves" or "We make a decision to turn our wills and our lives over to the care of our Higher Power as we understand that to be". Leaving it up to the WSCLC to decide which concept to use when.

Sincerely, *Buddy Haugmaas*. RSR.

12-21-90

UPPER MIDWEST REGIONAL SERVICE CONFERENCE

for C.A.R.

\*\*\*END\*\*\*

## **UPPER MIDWEST REGIONAL SERVICE CONFERENCE**

P.O. BOX 5385  
FARGO, ND 58105

**Move:** That all subsequent literature that is to be revised and be produced to have non-gender specific language and all references to God be changed to "Higher Power" or "Power Greater than ourselves".

**Intent:** To be inclusive rather than exclusive. When some hear "he" all the time they become intolerant and may disqualify themselves. When some hear God which has an assumed gender, they may not feel a part because the Higher Power of their understanding isn't God. We need to recognize and be sensitive to all the different forms of a Higher Power(s). When Higher Power or Power Greater is used it doesn't take on one gender or deity. We propose that all references to God be changed to Higher Power or Power Greater than ourselves, and all references to "he" be changed to she/he. This would include the actual wording of the steps and traditions. For example Step 3 would read "We made a decision to turn our will and our lives over to the care of a power greater than ourselves" or "We make a decision to turn our wills and our lives over to the care of our Higher Power as we understand that to be". Leaving it up to the WSCLC to decide which concept to use when.

Sincerely, *Buddy Koenigsmark*, *ASR.*

12-21-90

**UPPER MIDWEST REGIONAL SERVICE CONFERENCE**

*for C.A.R.*

-----END-----

**SPBRSC MOTIONS FOR INCLUSION IN THE CAR - These motions were adopted for inclusion in the CAR by the South Florida Bahamas Region.**

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12-20-90

To adopt and approve on the WSC floor as approved literature a paperback version of the 3rd edition revised Basic Text with the original 4th and 9th Traditions language. This shall be a roll call vote.

Intent: To allow the Fellowship to decide for themselves which Basic Text they want in view of the recent controversy over unapproved versions of the Basic Text.

That the WSC be restructured in such a way that all motions be decided by means of a group tally - no motions will be decided without being presented to the groups first.

Intent: To obtain a truer group conscience in our decision making process.

That the WSC be run allowing regional motions to be considered at the same time as WSC Board and Committee motions. This includes substitute and amendments for WSC Board and Committee motions (by regions).

Intent: Present to WSC Admin. ASAP before the 1991 WSC agenda is set, and to adopt as policy for future WSC's. If regional motions are not considered at the same time, it gives an unfair advantage to WSC Board and Committee motions. If we don't hear motions discussed side by side, we are treating regional motions as less important or valid than WSC Board and Committee motions.

To ask WSC to reconsider motion not to release tapes of the WSC to the fellowship.

Intent: So that we can have accurate accounts of what happens (at WSC).

That the WSO be asked to consider reducing the price of the Basic Text to a more affordable price - suggested price would be \$5.50.

Intent: To enable our groups to have equal access to affordable literature. Smaller groups, areas and regions who don't qualify for bulk rate discounts will not be penalized by paying more.

That the WSC Board and Committees utilize the RSR's when possible on new or sensitive issues in the course of their work between WSC's. This may be accomplished by brief reports, included with a mail poll with an input deadline. If this is a current policy, please broaden it.

Intent: To utilize the vast amount of experience, strength and hope our RSR's carry. To keep our world trusted servants aware of the fellowships wishes between WSC's.

That the WSO produce a soft cover Basic Text without the story portion at a cost to the fellowship of approximately \$1.00.

Intent: To provide affordable literature to any member of NA and especially areas and groups with little money to buy literature at current prices.

That in the Fellowship Report, input conscientized by RSC's be included on an equal basis as World Board and Committee input. There will be no limit on length or type of input for regions.

Intent: There is no format where RSR's can effectively exchange information and ideas with The Fellowship. The only effective and practical means to communicate ideas to the Fellowship is currently used only by world services. Our regions are our fellowship and should have the right to be heard in writing on a regular basis in an effective manner. The issues in our fellowship require more than a page or two in the NA Way.

That the WLC take an active role in encouraging the efforts of Regional and Area LC's through regular correspondence.

Intent: Much has been written for the past two years on the work and guidelines of the WLC. Very little, if anything, has been written by the WLC to promote unity, and encourage the formation and efforts of area and regional literature committees.

Any questions contact: Jeff Pendell RSR-A  
22181 Boca Rancho Dr., #21A  
Boca Raton, FL 33428  
E- 407-482-6353  
W-1800-733-0545 or 305-360-9806

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Any questions contact: Jeff Pendell RSR-A  
22181 Boca Rancho Dr., #21A  
Boca Raton, FL 33428  
H- 407-482-6353  
W-1800-733-0545 or 305-360-9806

January 1, 1991

To: WSC , Ed Duquette

Dear Ed:

I have a problem. I screwed up and missed the 12-21-90 deadline for motions to be submitted to the C.A.R.

I planned on submitting it down in Van Nuys in October, but after talking with you, found I needed to submit it with a copy of our minutes. After they came, I put it aside, and here it is 1-1-91.

Here is the motion, along with a copy of our Regional minutes. — see motion # 5

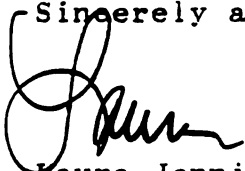
"That only motions published in the C.A.R. and those submitted by WSC Committees and Boards be considered for action at the WSC."

Intent: To allow RSRs to come with their Region's input and conscience; to allow WSC Committees and Boards to make motions that affect their committees as needed.

Please let me know ASAP that

1. Our motion will be considered, even though late.
2. The topic has already been addressed so our motion is unnecessary.
3. None of the above. meaning I will have some serious amends to make to my Region!

Sincerely and trying to get things organized again,

  
Laura Jennison  
RSR, TWC Oregon Region  
3035 Ferry St.  
Eugene, OR 97405  
503-344-6040