

# **CONFERENCE AGENDA REPORT 1994**



**World Service Conference  
of Narcotics Anonymous**

**Approval materials for annual meeting  
29 April through 7 May 1994  
Atlanta, Georgia, USA**

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**1994 Conference Agenda Report**  
**World Service Conference of Narcotics Anonymous**

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

## WORLD SERVICE CONFERENCE 1994 MOTIONS

### MOTION 1

To amend the . . . guidelines of the World Service Conference [by creating a plan for rotating sites for the WSC between Southern California and the USA/Canada zones, Latin America, Europe/Africa, and Asia/Pacific from 1995 through 2006].

Maker: WSC Administrative Committee

### MOTION 2

To approve the NA video, *Just for Today*.

Maker: WSC Administrative Committee

### MOTION 3

To proceed with the second year of the two-year world services inventory project, and to make the world services inventory effort the top priority for the duration of this process by providing only basic services during that period.

Maker: Composite Group

### MOTION 4

To revise the inventory workplan approved at WSC'93 as shown in Addendum D.

Maker: Composite Group

### MOTION 5

That the World Service Conference allow the WSC Outreach Ad Hoc Committee to continue its work during CY 1994-95.

Maker: WSC Outreach Ad Hoc Committee

### MOTION 6

To approve the WSCLC's "A" worklist for the 1994-1995 conference year:

- 1) *Narcotics Anonymous Step Working Guides*
- 2) *H&I and the NA Member*

Maker: WSC Literature Committee

### MOTION 7

To amend the *TWGSS* by adding the phrase, "A working knowledge of the Twelve Concepts for NA Service," to all sections that list the qualifications of trusted servants. Furthermore, that a listing of the Twelve Concepts for Service be included in the *TWGSS*.

Maker: WSC Policy Committee

## REGIONAL MOTIONS

The following motions have not yet been considered by conference boards and committees. In the section on WSC procedure, the *Temporary Working Guide to our Service Structure* prescribes the following: "All input to the conference, including questions, ideas, motions, suggestions, etc., is directed to a specialized committee." (Page 18) "Regions are strongly encouraged to work through the conference committee system with their input. Experience has shown that the utilization of the broader base and experience of the conference committees allows for more adequate discussion and consideration of fellowship concerns. It should be stressed that two-way communication between the committees and the fellowship is essential." (Page 22) Recommendations on each of these motions will be prepared at WSC'94 by the respective world service boards and/or committees prior to the motions being presented.

### MOTION 8

That the WSO begin producing and selling an eighteen-month keytag.

Maker: Michigan Region

### MOTION 9

That the books *Just for Today* and *It Works: How and Why* be made available on audio tapes.

Maker: Michigan Region

### MOTION 10

That only RSRs vote at the WSC.

Maker: United Kingdom Region

### MOTION 11

That the WSO obtain a toll-free telephone number.

Maker: Indiana Region

### MOTION 12

That the Detroit (DACNA-1) video for the hearing-impaired be approved as a WSO inventory item.

Maker: Chicagoland Region

### MOTION 13

That the WSC Literature Committee create an informational pamphlet on the group service representative, to be started at the end of the inventory process.

Maker: Central California Region

### MOTION 14

That the WSO produce updated PSAs for our fellowship's use.

Maker: Iowa Region

### MOTION 15

To make the WSC Outreach Ad Hoc Committee a standing committee of the World Service Conference.

Maker: Louisiana Region

### MOTION 16

To put the *Guide to Service* out for approval for one year during CY 1994-95, to be voted on at WSC'95.

Maker: Southern Nevada Region

### MOTION 17

In addition to English-language speaker tapes, the WSO also make available NA speaker tapes in languages other than English.

Maker: San Diego/Imperial Region

### MOTION 18

That the WSC create an ad hoc committee to employ a new executive director for the WSO.

Maker: Greater Illinois Region

### MOTION 19

That a parliamentarian be provided for the WSC during the entire conference, and that the individual not have any affiliation with NA.

Maker: Greater Illinois Region

### MOTION 20

That the WSC treasurer examine all travel reimbursements and expenses claimed of the WSC over the past five years and report back to the 1995 WSC.

Maker: Greater Illinois Region

### MOTION 21

That the WSC treasurer, working with an outside auditor (CPA), examine all reimbursements for the past five years to include WSO credit cards, phone cards, and regular reimbursements to show accountability.

Maker: Chesapeake and Potomac Region

### MOTION 22

To change the first sentence of the second full paragraph of the description of the Interim Committee's duties in the *TWGSS* to read as follows:

*Further, the Interim Committee should make only necessary decisions affecting the World Service Conference budget and basic services when the WSC is not in session.*

Maker: Chesapeake and Potomac Region.

### MOTION 23

To amend the World Services Travel Guidelines section on credit card use, subsection on credit card revocation, by removing the word "may" and replacing it with "will." The sentence will then read as follows:

*Upon presentation of inappropriate and/or unauthorized use, or persistent failure to submit appropriate documentation, immediate notification will be made to the Interim Committee which will verify the use and will then require surrender and cancellation of the credit card, repayment by the individual for all unauthorized credit card charges, and removal from office.*

Maker: Alsask Region

### MOTION 24

To allow WSC boards and committees to continue to work on projects which were in progress at the close of WSC'93 with the funded participation of the respective WSO support staff.

Maker: New England Region

## INTRODUCTION

The 1994 *Conference Agenda Report* presents the items being offered both by world committees and boards and by regional service committees for voting at this year's World Service Conference. A copy of this report is being distributed at conference expense to every World Service Conference participant and every registered regional service committee. This fulfills the responsibility of the WSC to notify the fellowship of items being considered at the 1994 annual meeting of the World Service Conference. Additional copies of the 1994 *Conference Agenda Report* can be purchased from the World Service Office by any NA member, group, service board, or committee.

Following the list of motions appearing in this year's *Conference Agenda Report*, we have included a tentative agenda for WSC'94. We generally try to follow the agenda set forth in the *Conference Agenda Report*, but it frequently becomes necessary to adjust our schedule as the week progresses, depending on how much is accomplished during each session.

Following the tentative agenda are reports that have been prepared by various world service boards or committees on the business they will be presenting at this year's conference. Each motion being presented is numbered consecutively for ready reference.

The first addendum following the world service action reports contains motions published at the request of various regional service committees. The regional motions are also numbered consecutively, beginning where the world service motions left off.

The final item in this year's *Conference Agenda Report* is a glossary explaining service terms often used in discussing world service issues, including those appearing in *CAR'94*.

The March 1994 issue of the *Conference Report* will contain annual reports from regional service committees and world-level boards and committees and reports on motions committed at WSC'93. Final orientation material for this year's World Service Conference will also be included in that package, which will be mailed to all conference participants about thirty days before WSC'94 begins.

If you have any questions about this report or any subject pertaining to it, please call, write, or fax us at:

**WSC Administrative Committee**  
**PO Box 9999**  
**Van Nuys, CA 91409 USA**  
**Telephone (818) 780-3951**  
**Fax (818) 785-0923**

**1994 CONFERENCE AGENDA REPORT  
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**WSC'94 TENTATIVE AGENDA**

**FRIDAY 29 APRIL**

**5:30 to 9:00 PM**

Agenda overview, general orientation      Inventory activity preview

**SATURDAY 30 APRIL**

**9:00 AM to 1:00 PM**

WSC Development Forum

**NOON: deadline for motions**

**1:00 to 2:30 PM**

Lunch

**Beginning at 2:30 PM**

Committee, board meetings

**SUNDAY 1 MAY**

**9:00 AM to 12:00 PM**

Introductions  
Approval of WSC'93 minutes

Seating of new regions  
Adoption of procedures

**12:00 to 1:30 PM**

Lunch

**1:30 to 6:00 PM**

Committee, board reports

**6:00 to 7:30 PM**

Dinner

**7:30 to 10:00 PM**

Committee and board reports continue

**MONDAY 2 MAY**

**9:00 AM to 12:30 PM**

Committee and board reports conclude

**12:30 to 2:00 PM**

Lunch

**2:00 to 8:00 PM**

Old business

**TUESDAY 3 MAY**

**9:00 AM to 1:30 PM**

Inventory panel presentations begins

**1:30 to 3:00 PM**

Lunch

**3:00 PM to 8:00 PM**

Inventory panel presentations conclude

**WEDNESDAY 4 MAY**

**9:00 AM to 12:30 PM**

Inventory small groups

**12:30 to 2:00 PM**

Lunch

**2:00 to 5:30 PM**

Inventory small groups, conclude

**Nominations due by 5:00 PM**

**5:30 to 7:00 PM**

Dinner

**7:00 to 11:00 PM**

Development forum small groups

**THURSDAY 5 MAY**

**9:00 AM to 12:30 PM**

Elections

Budget presentation

**12:30 to 2:00 PM**

Lunch

**2:00 to 6:00 PM**

Inventory small group reports

**FRIDAY 6 MAY**

**9:00 AM to 12:00 PM**

WSC Development Forum

**12:00 to 1:30 PM**

Lunch

**1:30 to 5:00 PM**

Budget adoption

**Beginning at 5:00 PM**

Board, committee meetings

**SATURDAY 7 MAY**

**9:00 AM to 12:00 PM**

Begin board, committee reports and new business

**12:00 to 1:00 PM**

Lunch

**1:00 to 6:00 PM**

Conclude board, committee reports and new business

**6:00 PM**

Adjourn

<b>WSC ADMINISTRATIVE COMMITTEE</b>
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### WSC SITE ROTATION

From 1978 through 1991 the World Service Conference met exclusively in the Los Angeles area. In 1991 the World Service Conference approved a short-term plan for rotating the conference site around the United States of America. That plan called for reevaluation of the site rotation idea at this year's conference and development of long-term provisions. Input from the fellowship indicates that rotation of the WSC annual meeting site has been well accepted and that it is now time to expand the original rotation zones to include sites outside the United States. World Service Office management tells us that it will be able to provide staff support once every four years for a WSC annual meeting outside North America.

- 1. To amend the *Temporary Working Guide to our Service Structure (April 1993 ed.)*, page 15, by deleting item I.B of the guidelines of the World Service Conference and replacing it with the paragraphs below. (See Addendum B for a map of the rotation zones.)**

*The annual meeting of the World Service Conference will rotate geographically according to the following schedule:*

1995. . . . So. California	1996 . . . A: Central USA/Canada
1997. . . . So. California	1998 . . . D: Europe/Africa
1999. . . . So. California	2000 . . . B: Eastern USA/Canada
2001. . . . So. California	2002 . . . E: Latin America/Caribbean
2003. . . . So. California	2004 . . . C: Western USA/Canada
2005. . . . So. California	2006 . . . F: Asia/Pacific

*The actual site within each zone will be selected by the WSC Administrative Committee.*

**Intent:** *To create an equitable policy for establishing sites for NA's World Service Conference.*

**WSC financial impact:** *For events in Zones D and E, expenses increase by \$26,000 over events in the USA or Canada. For an event in Zone F, expenses increase by \$36,000.*

**WSO financial impact:** *For events in Zones A, B, and C, the expense is \$13,000 more than for events in Southern California. For events in Zones D and E, expenses increase by \$22,000. For an event in Zone F, expenses increase by \$32,000.*

**VIDEO: JUST FOR TODAY**

The recently completed twenty-minute video entitled *Just for Today* is the culmination of years of discussion and almost two years of production. It is a dramatization of one individual's life as she is touched and transformed by the NA program. It follows the main character from the moment she first hears about NA to the receipt of her six-month chip. Through this person's story, many other stories about addicts, their addiction, and their recovery processes are introduced. The video conveys the diversity of our fellowship, NA's distinction from other twelve-step programs, the fundamental concept of sponsorship, self-support, and the Twelve Steps and Twelve Traditions. We believe this video can be used to communicate our message to any person who may have a drug problem. In addition, this video can be used as an informational tool to communicate with those in the medical, drug treatment, educational, criminal justice, social service, and other helping professions.

Three copies of the approval form of the *Just for Today* video are being distributed to each region to facilitate voting at WSC'94. We encourage you to plan viewing sessions in your region. If you would like to see *Just for Today* before the conference opens at the end of April, please contact your regional service representative.

The video was developed by a body known as the NA Video Group, created by the WSC in 1991 and composed of two members of the WSC PI Committee, two trustees, and two WSO directors. The project was funded by the World Service Office, not the conference, per the WSC motion creating the project. The group's first meeting was not held until early 1992, primarily because of financial constraints. The group considered bids for the project from production companies run by individuals both inside and outside the fellowship. During the script development process the NA Video Group sought input from the World Service Board of Trustees, the WSO Board of Directors, and the WSC Administrative Committee. Because of the nature of this project, the group found it impractical to seek fellowship approval for the script during this process. This was mostly due to the many changes that would need to be made during the actual filming. As it was, the video changed significantly between the final script and the final video. During the eighteen months it took to complete the project, the NA Video Group held seven meetings and produced eight reports to the fellowship concerning the group's work. The group wishes to convey its pleasure at the completion of the project and its feeling that the video will be a very effective tool in carrying our message of recovery.

Please note that the video, *Just for Today*, is being presented only for approval, not for revision or amendment. While it is always within the conference's authority to amend anything put before it for approval, amendments

to a product like this video would be quite expensive. *We are asking that no amendments to the video be offered and that it be approved or disapproved as presented.*

**2. To approve the video, *Just for Today.***

*Intent: To make available a public relations tool for use in carrying the message to the addict who still suffers.*

*WSC financial impact: None.*

*WSO financial impact: Unknown at this time.*

<p style="text-align: center;"><b>WORLD SERVICES INVENTORY COMPOSITE GROUP</b></p>
--

As we approach the halfway point in NA's two-year world services inventory, the Composite Group responsible for coordinating the inventory project has two motions to place before our fellowship's World Service Conference. The first motion asks for approval, in principle, for the idea of continuing with the second year of the two-year world services inventory:

**3. To proceed with the second year of the two-year world services inventory project, and to make the world services inventory effort the top priority for the duration of this process by providing only basic services during that period.**

*Intent: To secure approval in principle for the continuation of a major project requiring the dedication of substantial fellowship resources.*

*WSC, WSO financial impact: As this is an agreement in principle only, there is no financial impact. See next motion for practical impact.*

The second motion asks for approval of the specifics of a revised workplan developed by the Composite Group for the second year of the inventory project. We have summarized our reasons for the major changes being proposed in a report that you will find in Addendum C to this year's *Conference Agenda Report*. The motion to approve the revised workplan reads as follows:

**4. To revise the inventory workplan approved at WSC'93 as shown in Addendum D.**

*Intent: To implement the Composite Group's recommendations for completing the inventory project.*

*WSC financial impact: \$106,550.*

*WSO financial impact: Unknown at this time.*

<b>WSC OUTREACH AD HOC COMMITTEE</b>
--------------------------------------

This year the WSC Outreach Ad Hoc Committee is presenting one motion for inclusion in the 1994 *Conference Agenda Report*. After much discussion, we propose the following:

**5. That the World Service Conference allow the WSC Outreach Ad Hoc Committee to continue its work during CY 1994-95.**

*Intent: To give additional time to an ad hoc committee that has not completed its original task.*

*WSC financial impact: \$6,150.*

*WSO financial impact: Unknown at this time.*

<b>WSC LITERATURE COMMITTEE</b>
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**CY 1994-95 "A" WORK LIST**

***Narcotics Anonymous Step Working Guides.*** This project is currently in a committee draft stage. These drafts were developed during the 1992-1993 conference year by a WSC Literature Committee working group using existing drafts and fellowship input. The format for the *Narcotics Anonymous Step Working Guides* calls for a narrative portion interspersed with questions. The questions have been compiled from the source material by WSCLC working group members. The narrative portion has not been developed, although some of the source material has been identified by the working group.

During the 1992-1993 conference year, a project plan/timeline was developed. This plan can easily be adapted to a new conference year. The schedule calls for a review form that can be completed by the 1995 World Service Conference.

***H&I and the NA Member.*** This project is in a final draft stage and needs only the review and approval of the WSCLC and a working group from WSC H&I for inclusion in the *Conference Agenda Report*. *H&I and the NA Member* was worked on during the 1991-92 and 1992-93 conference years by a combined working group of WSC Literature Committee and H&I Committee members. Once the WSCLC and WSC H&I Committee make a final review, this project will be completed and ready for conference approval.

The WSCLC has other works on its "B", "C", and "D" lists. These lists may be found in Addendum E of the 1994 *Conference Agenda Report*.

We request that the 1994 World Service Conference adopt the following motion to establish the literature priority list for this year:

**6. To approve the WSCLC's "A" worklist for the 1994-1995 conference year:**

- 1) *Narcotics Anonymous Step Working Guides*
- 2) *H&I and the NA Member*

***Intent:*** Adoption of this motion will prioritize WSCLC projects for the 1994-95 conference year.

***WSC financial impact:*** \$17,030.

***WSO financial impact:*** Unknown at this time.

<b>WSC POLICY COMMITTEE</b>
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At WSC'93, a motion was made by the RSR from Colombia calling for the addition of language about "a working understanding of the Twelve Concepts for NA Service" to the qualifications for service positions listed in the *Temporary Working Guide to our Service Structure*. After discussion, a substitute motion was made and carried that called for the WSC Policy Committee to present a motion in the 1994 *Conference Agenda Report* that included the original idea and also specifically asked that the Twelve Concepts themselves be listed in the *TWGSS*. Therefore, the committee presents the following motion for your consideration:

**7. To amend the *TWGSS* by adding the phrase, "A working knowledge of the Twelve Concepts for NA Service," to all sections that list the qualifications for trusted servants. Furthermore, that a listing of the Twelve Concepts for NA Service be included in the *TWGSS*.**

*Intent: To emphasize the importance of knowledge of the Twelve Concepts when selecting trusted servants, and to ensure the inclusion of the Twelve Concepts for NA Service in NA's approved service manual.*

*WSC financial impact: None.*

*WSO financial impact: Provided the office is not prohibited from selling out its existing stock of *TWGSS*, the financial impact on the WSO will be negligible.*

<b>ADDENDUM A: REGIONAL MOTIONS</b>
---

These motions have not yet been considered by conference boards and committees. In the section on WSC procedure, the *Temporary Working Guide to our Service Structure* prescribes the following:

*All input to the conference, including questions, ideas, motions, suggestions, etc., is directed to a specialized committee. (Page 18)*

*Regions are strongly encouraged to work through the conference committee system with their input. Experience has shown that the utilization of the broader base and experience of the conference committees allows for more adequate discussion and consideration of fellowship concerns. It should be stressed that two-way communication between the committees and the fellowship is essential. (Page 22)*

Recommendations on each of these motions will be prepared at WSC'94 by the respective world service boards and/or committees prior to the motions being presented.

**8. That the WSO begin producing and selling an eighteen-month keytag.**

*Intent: To allow all home groups to recognize eighteen months clean with a keytag as well as a medallion.*

*Maker: Michigan Region*

**9. That the books *Just for Today* and *It Works: How and Why* be made available on audio tapes.**

*Intent: To let blind addicts and other addicts who cannot read have an opportunity to use these books.*

*Maker: Michigan Region*

**10. That only RSRs vote at the WSC.**

*Intent: To alter current voting procedures.*

*Maker: United Kingdom Region*

**11. That the WSO obtain a toll-free telephone number.**

*Intent: To improve communications between the fellowship and the World Service Office, and to minimize the costs incurred by individual members and local service committees in said communications.*

*Maker: Indiana Region*

**12. That the Detroit (DACNA-1) video for the hearing-impaired be approved as a WSO inventory item.**

*Intent: To increase the resources available to the hearing-impaired--for instance, an Additional Needs Supplement Package.*

*Maker: Chicagoland Region*

**13. That the WSC Literature Committee create an informational pamphlet on the group service representative, to be started at the end of the inventory process.**

*Intent: To gather all information on the GSR into one IP to further educate the fellowship and the group on the responsibilities of the GSR.*

*Maker: Central California Region*

**14. That the WSO produce updated PSAs for our fellowship's use.**

*Intent: We realize that the message of NA contained in the audio is timeless.*

*There are parts of the visual material that is outdated. We would like to see them brought into the Nineties through modernization.*

*Maker: Iowa Region*

**15. To make the WSC Outreach Ad Hoc Committee a standing committee of the World Service Conference.**

*Intent: To fulfill the existing need of the fellowship to serve outreach subcommittees and loners in recovery, strengthening the message of hope for those in service, that they need never be alone in their efforts to help the suffering addict.*

*Maker: Louisiana Region*

**16. To put the Guide to Service out for approval for one year during CY 1994-95, to be voted on at WSC'95.**

*Intent: To allow the fellowship the opportunity to decide the disposition of the Guide to Service.*

*Maker: Southern Nevada Region*

**17. In addition to English-language speaker tapes, the WSO also make available NA speaker tapes in languages other than English.**

*Intent: To make WSO speaker tapes available in languages other than English.*

*Maker: San Diego/Imperial Region*

**18. That the WSC create an ad hoc committee to employ a new executive director for the WSO.**

*Intent: To create an impartial committee to oversee the hiring of a new executive director, consistent with the needs of the WSC and the spiritual principles of NA as a whole.*

*Maker: Greater Illinois Region*

**19. That a parliamentarian be provided for the WSC during the entire conference, and that the individual not have any affiliation with NA.**

*Intent: To allow impartial parliamentary rulings at the annual WSC meeting at all times.*

*Maker: Greater Illinois Region*

**20. That the WSC treasurer examine all travel reimbursements and expenses claimed of the WSC over the past five years and report back to the 1995 WSC.**

*Intent: To make sure that this, specifically, is placed in our world services inventory, and to ensure that we are financially responsible to the fellowship.*

*Maker: Greater Illinois Region*

**21. That the WSC treasurer, working with an outside auditor (CPA), examine all reimbursements for the past five years to include WSO credit cards, phone cards, and regular reimbursements to show accountability.**

*Intent: To resolve allegations of misallocation of funds.*

*Maker: Chesapeake and Potomac Region*

**22. To change the first sentence of the second full paragraph of the description of the Interim Committee's duties in the TWGSS to read as follows:**

*Further, the Interim Committee should make only necessary decisions affecting the World Service Conference budget and basic services when the WSC is not in session.*

*Intent: To clarify the Interim Committee's role when the WSC is not in session.*

*Maker: Chesapeake and Potomac Region.*

**23. To amend the World Services Travel Guidelines section on credit card use, subsection on credit card revocation, by removing the word "may" and replacing it with "will." The sentence will then read as follows:**

*Upon presentation of inappropriate and/or unauthorized use, or persistent failure to submit appropriate documentation, immediate notification will be made to the Interim Committee which will verify the use and will then require surrender and cancellation of the credit card, repayment by the individual for all unauthorized credit card charges, and removal from office.*

*Intent: To provide the Interim Committee with specific direction in this matter.*

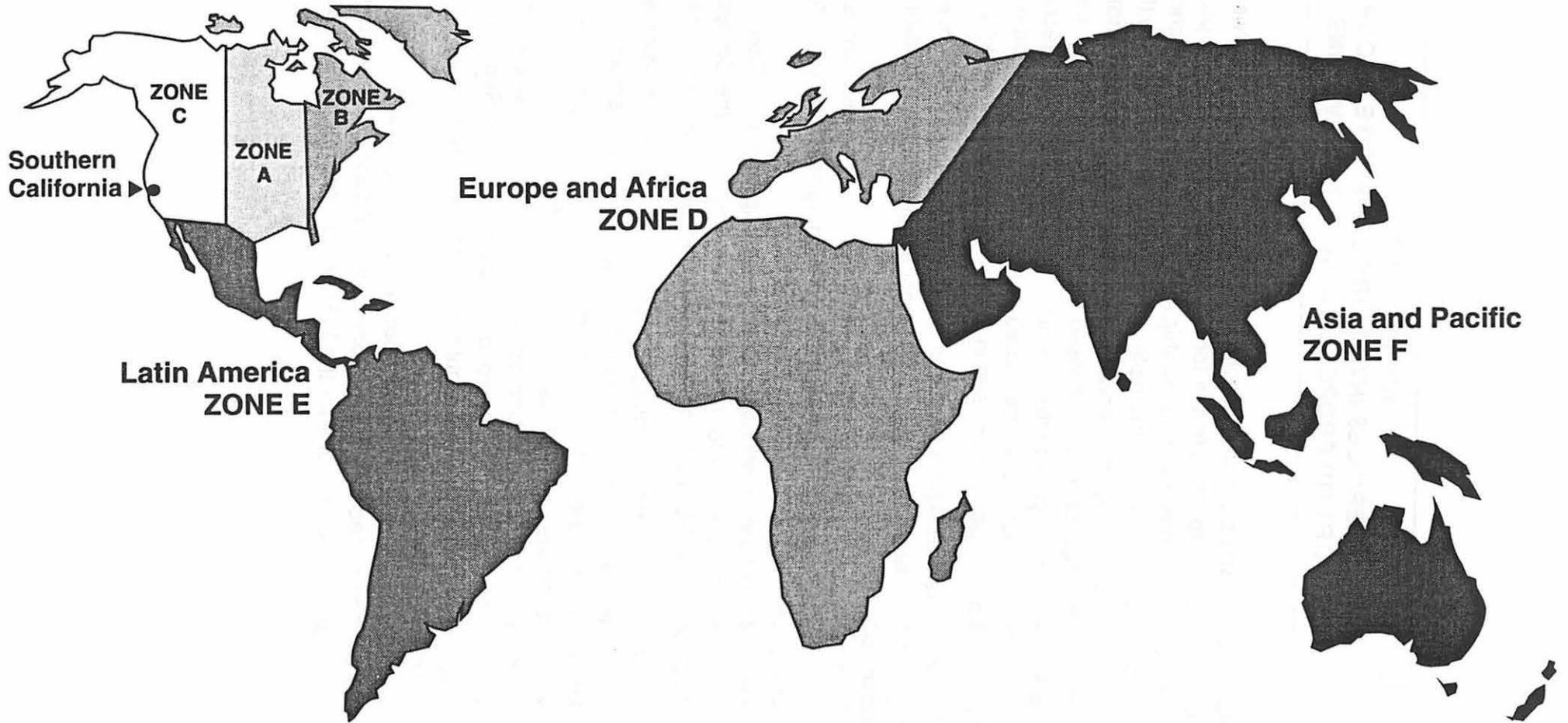
*Maker: Alsask Region*

**24. To allow WSC boards and committees to continue to work on projects which were in progress at the close of WSC'93 with the funded participation of the respective WSO support staff.**

*Intent: To ensure the continuity of such projects.*

*Maker: New England Region*

# ADDENDUM B: WSC ZONE MAP



<p><b>ADDENDUM C:</b>  <b>WORLD SERVICES INVENTORY COMPOSITE GROUP--</b>  <b>REPORT ON PROPOSED WORKPLAN REVISIONS</b></p>
--

As we approach the halfway point in NA's two-year world services inventory, the Composite Group responsible for coordinating the inventory project has two motions to place before our fellowship's World Service Conference. The first motion asks for approval, in principle, for the idea of continuing with the second year of the two-year world services inventory. The second motion asks for approval of the specifics of a revised workplan developed by the Composite Group for the second year of the inventory project. We have attached this paper to our report on our November 1993 meeting to explain some of the most significant changes being proposed in the revised inventory workplan.

The proposed workplan revisions affect two aspects of the inventory project: its organization, and its activities. The most significant **organizational** changes it proposes are:

1. Elimination of the inventory Support Team--instead provisions are made for Composite Group self-administration, including selection of a group leader, and direct Interim Committee oversight
2. Elimination of the identification of a core group within the Composite Group
3. Addition of procedures for replacing those who leave the Composite Group
4. Addition of a WSO staffer to the Composite Group as a nonvoting member

The most significant changes proposed for inventory **activities** are:

5. Elimination of the second round of fellowship surveys scheduled for the second year of the inventory project--instead, a quality-assurance process would be initiated in 1998 as an inventory follow up
6. Shifting the fellowship forums scheduled for mid-1994 to early 1995
7. Ceasing to plan for a major world services meeting in September 1994 as an inventory activity--WSC'95 would serve the same purpose at the conclusion of the inventory process
8. Addition of a procedure for the Composite Group to use in developing options for change based on the inventory for the fellowship to consider
9. Addition of specific plans for the WSO staff's operational self-assessment

## **ORGANIZATIONAL CHANGES**

### **1. Support Team elimination**

The inventory project was set up with a twelve-member Composite Group to carry out the inventory project and a four-member Support Team to oversee the Composite Group's work, report to the conference and the fellowship on the inventory, and make sure Composite Group funding requests got through to the Interim Committee, the central world service coordinating body. As time has passed, it has made less and less sense to everyone involved--including the Support Team--to have the Composite Group's affairs administered by a completely separate body. The plan revision would eliminate the Support Team, allowing the Composite Group to administer its own affairs, report on its own activities, and interact directly on its own behalf with the Interim Committee. The Interim Committee would provide the oversight necessary to ensure the inventory project stays on track.

### **2. Core Group elimination**

The inventory plan approved last year designated a seven-member "core group" within the twelve-member Composite Group. The core group was to attend all Composite Group meetings, while the other five members could take part by mail. The Composite Group's experience during the first year of the inventory project is that it needs all its members fully participating in all its meetings; the designation of a seven-member core group within the the larger group is not useful.

### **3. Membership-replacement process**

The plan approved last year contained no defined process by which a replacement could be designated. To keep confusion to a minimum if any members leave the Composite Group during the second year of the inventory project, replacement procedures have been added to the inventory plan.

### **4. Addition of a WSO employee to the Composite Group as a nonvoting member**

The inventory plan approved last year recognizes that the WSO Board of Directors and the WSO staff have different responsibilities: the directors create WSO policy, while the WSO staff administers the office's day-to-day work. As such, there are two operations within the WSO that must be inventoried: the WSO board, and the WSO staff. Last year's inventory plan allowed for representation on the Composite Group from the WSO board but did not allow for

a representative WSO staff member, making the group something less than a true composite of the full range of world services.

Furthermore, Composite Group decisions regarding coordination of the inventory project frequently impact the World Service Office staff. To ensure that the Composite Group has the advantage of hearing how its discussions will affect and be affected by WSO staffing patterns, the revised plan provides for the addition of a senior management staff member to the Composite Group in a nonvoting capacity.

The role of this staff member will differ from the role played by project staff assigned to provide support services to the Composite Group. Normally when staff members are assigned to assist in a world service project, they coordinate reporting, logistical support, and technical assistance; they generally do not take a participatory role in the discussions of the body responsible for the project unless they are invited to do so. In the Composite Group plan revision, the WSO staff member being added to the group would participate in discussions and provide input on work-in-progress as a group member.

## **ACTIVITY CHANGES**

### **5. Elimination of the second round of surveys; adding quality-assurance process**

A first round of fellowship surveys is being conducted this year. In all, the administration of that round of surveys will occupy about eight months of the Composite Group's time. The inventory plan approved at last year's conference called for a second round of surveys to be administered during the second year of the project, primarily to double check the findings of the first survey round. In statistical studies, it is common to run an identical second survey to ensure that the original returns are reliable. However, such studies have the same people answer both questionnaires. Since we know that trusted servant positions are frequently filled by different people from one year to the next, there is no point in doing an identical second survey. Furthermore, a second round of surveys would require so much time to administer that the inventory project would be forced to add a third year onto its working timeline, a possibility the Composite Group did not feel comfortable encouraging. Instead of running a second round of surveys as a quality check on the inventory, the Composite Group has scheduled a quality-assurance process that would measure results and effectiveness of the inventory three years after the conclusion of the inventory project itself.

### **6. Shifting fellowship forums from mid-1994 to early 1995**

The inventory plan approved last year called for multiple fellowship forums to be conducted in the three or four months following WSC'94. As the Composite

Group planned its work for the second, final year of the inventory project, however, it came to believe that it would not be possible to have enough discussion material of substance prepared by mid-1994 to justify calling the fellowship together in these special forums. Instead, the Composite Group felt the fellowship would be better served if the group prepared comprehensive final reports and options for fellowship consideration at the end of 1994, published those reports and options in the 1995 Conference Agenda Report, and then went out to meet the fellowship at the usual multiregional and zonal workshops that will be held early in 1995 in preparation for that year's World Service Conference, when the inventory project will be concluded.

#### **7. Cease planning for a September 1994 world services inventory meeting**

Similarly, the Composite Group feels it will not be prepared by September 1994 to coordinate the all-world services discussion of inventory findings that is called for in the plan approved last year. Instead, the group believes those discussions should take place after the inventory has been concluded and presented in the 1995 Conference Agenda Report. At the 1995 World Service Conference, world service participants will be able to consider the final results and draw final conclusions from the inventory.

#### **8. Composite Group options-identification process**

The inventory plan approved last year specified that once the inventory material had been gathered it would be evaluated and recommendations would be developed from that evaluation. However, the plan did not clearly define who would conduct that evaluation or how those recommendations would be developed. The Composite Group's proposed revision of the inventory plan gives the Composite Group responsibility for these aspects of the project. The revision outlines a simple, fair process leading to the identification and description of problems in world services and the proposal of at least two options for resolving each problem.

The Composite Group does not believe any other world service body already in existence would be better suited to objectively evaluate the inventory information and has concluded that even an ad hoc body established specifically for the purpose of evaluating the inventory data could not be composed in any more objective fashion from across the range of world services than the Composite Group itself. Therefore, rather than recommend the assignment of this process to another body, the Composite Group has decided to recommend taking responsibility itself for identifying problems disclosed in the inventory and preparing optional proposals for fellowship consideration. An inventory report to be prepared during the second year of the project by an independent analyst,

according to the revised plan, will serve as a credibility check against which to measure the proposals coming out of the Composite Group.

#### **9. WSO staff operations self-assessment**

The plan approved last year called for a complete evaluation of all WSO operations among its objectives but did not outline a specific process in its work plan for fulfilling that objective. The Composite Group's plan revision proposal lays out a program for an internal self-assessment of WSO staff operations to be conducted next summer, although the timeframe may be extended depending on the number of hours available for staff participation.

<b>MONTH</b>	<b>Systems consultant</b>	<b>Composite Group</b>	<b>Team 1: WSC evaluation</b>	<b>Team 2: WSO evaluation</b>	<b>WSO self-assessment</b>	<b>Team 3: CAR forums</b>	<b>Team 4: CAR materials</b>
<b>Pre-WSC'94</b>	Selected, but contract not executed						
<b>May 1994</b>	Contract executed, analysis work begun		initiated	initiated	begin		
<b>June 1994</b>	continue	meeting	complete evaluations; begin problem and issue identification for committees, boards; begin draft evaluation of WSC	Prepare progress report on WSO assessments; begin evaluations as soon as possible	continue		
<b>July 1994</b>	continue		complete ID of committee, board problems; explain; begin considering resolution options--finish evaluating WSC, begin problem ID	continue	continue		
<b>August 1994</b>	continue	conference call	finish explanations of committee, board problems--consider WSC problem resolution options	finish evaluation; begin ID of WSO problems	complete--however, WSO self-assessment may be extended, depending on available staff time		
<b>September 1994</b>	continue; meet with Composite Group to begin finalizing report	meeting					

<b>MONTH</b>	<b>Systems consultant</b>	<b>Composite Group</b>	<b>Team 1: WSC evaluation</b>	<b>Team 2: WSO evaluation</b>	<b>WSO self-assessment</b>	<b>Team 3: CAR forums</b>	<b>Team 4: CAR materials</b>
<b>October 1994</b>	evaluations, recommendations to be completed by 1st, distributed to group members by 15th	conference call	finish explanations of WSC problems and consideration of problem resolution options for WSC--END OF TASK	finish ID of problems; begin explaining problems; begin considering resolution options		initiate, begin planning	
<b>November 1994</b>	completed report to be included in CAR'95	meeting		finish explanations of problems; continue considering resolution options--END TASK		draft plan for CAR forum participation--END TASK	initiate
<b>December 1994</b>		conference call				Composite Group leader passes plan and funding request to Interim Committee; distribute approved plan to CG members; inform forums of CG attendance	completes drafts of information reports and action items--END TASK
<b>January 1995</b>						CG members attend designated forums	
<b>February 1995</b>						CG members attend designated forums	
<b>March 1995</b>		meeting				CG members attend designated forums	
<b>April 1995</b>							
<b>WSC'95</b>							

<p><b>ADDENDUM D: NA WORLD SERVICES INVENTORY: A REVISED PLAN</b></p>
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*The following text shows deletions from and additions to the inventory plan approved at the 1993 World Service Conference. Language to be deleted from last year's plan is shown with a line through it ~~like this~~, while language to be added appears in bold type like this.*

### I. GOAL

To engage in an overall examination of world services that assesses and evaluates our present world service practices. Together, over the next two years, we can establish clearly defined goals and objectives which, then, can be easily measured. We can establish standards by which our effectiveness can be evaluated. We can examine and assess our relationships with the fellowship as a whole as well as with each other, in terms of our communications, and make the necessary improvements. We can look at the sources and allocation of our resources, including funding, and determine if changes are needed to allow for the consistent fulfillment of vital tasks and services. We can evaluate our world service structure and, if necessary, streamline it so that we can become more effective. We can set up those processes by which we can be more responsive to the groups' needs and truly help fulfill our fellowship's primary purpose.

### II. OBJECTIVES

- A. Make the world services inventory effort the top priority for the duration of this process by providing only basic services during that period.
- B. Utilize the staff of the World Service Office to provide a history of each world service board and committee by **December** ~~the end of the summer of~~ 1993, to enable each board and committee the opportunity to do their self-assessment as thoroughly as possible.
- ~~C. Utilize a "Support Team," composed of the WSG treasurer, the WSG second vice chairperson, two qualified RSRs, and a designated staff member, to facilitate the financial allocation and logistical support needed by the project and serve as the reporting conduit to the fellowship. This group will also take all necessary steps to ensure that the project meets the designated timeline.~~

- D. Utilize (an) outside professional(s) to assist a Composite Group in developing a set of assessment tools to assist committees and boards in assessing themselves, as well as developing tools that aid the fellowship in participating in the inventory process by the end of ~~September June~~ 1993.
- E. Seek fellowshipwide participation in the evaluation of world service efforts from those receiving services--i.e., members, groups, areas, and regions. This objective will be achieved primarily through three sets of simple surveys encouraging the group, area, and regional levels to provide input about their needs and evaluating world service efforts. Members, groups, areas, and regions are also encouraged to evaluate their own service efforts during the year.
- F. Each board and committee will inventory their service efforts by assessing themselves at a central meeting designated for that purpose in ~~the fall of 1993~~ January 1994.
- G. A Composite Group will **compile and begin objectively reviewing and evaluate** all input and assessments received following the January November meeting. ~~Their evaluation will be completed by The Composite Group will report on the status of that review at WSC'94.~~
- H. WSC'94 will spend a considerable amount of time in various inventory sessions conducting its own self-assessment. The development forum sessions will be devoted to the inventory of the World Service Conference. These may be conducted in small working group sessions discussing a variety of topics relating to the nature, purpose, and functions of the World Service Conference.
- ~~I. A second set of surveys (identical to the first set) will be mailed out immediately after the conference to verify the data received from the original survey.~~
- ~~J. Fellowship forums will be conducted by regional participants with training and logistical assistance provided by the Support Team and the Composite Group. The major purpose of these forums will be to share the results of the input received and obtain additional input. These forums will take place between May and July of 1994.~~
- K. A professional systems analyst/consultant will be commissioned to **consolidate and evaluate the research that has been undertaken during the world services inventory, including the fellowship surveys, conduct a systems evaluation of the various elements of world services.** ~~Such an evaluation will based upon the historical information gathered by~~

~~the WSO, the input obtained from the fellowship, the self-assessments conducted by the individual boards, committees, and WSO staff, the evaluations performed by the Composite Group, as well as the notes taken at WSC'94 of the conference's self-assessment.~~

- ~~L. A world services meeting comprised of all boards, committees, and conference participants will take place in Baltimore, either immediately before or immediately after the 1994 World Convention, to share the results of these various processes and to begin developing the outlines for some recommendations for the fellowship's consideration at WSC'95. This meeting will need to include a considerable number of non-North American participants.~~
- N. WSO headquarters and branches will engage in internal operational self-assessments from May through August 1994, allowing for staff support during the committee and board self-assessment activities in the previous conference year. The timeframe for this segment of the inventory may be extended, depending on time available for staff participation.**
- ~~M. During the ninety days following the world services meeting, detailed proposals~~ Various options will be developed by the Composite Group that will ~~go into~~ be sent to the fellowship in the annual *Conference Agenda Report* for consideration at WSC'95.
- O. Composite Group members will attend several designated multiregional/zonal CAR forums during 1995. No more than two members will attend any single forum. These members will present information and respond to questions concerning any aspects of the world service inventory in an effort to aid the fellowship and the conference participants in preparing for WSC'95. The Composite Group will select the attending members and designate the forums. A written plan, which will include the names of attendees, the designated forums, the itinerary for this process, and a request for funding will be submitted to the Interim Committee for approval.**
- P. During WSC'98 a plan will be developed to measure and evaluate the effectiveness of any actions or changes that have been adopted by the WSC as a direct result of the world services inventory. The results of the evaluation will be reported, as appropriate, to the fellowship and to conference participants for discussion at WSC'99.**

### III. SCOPE OF THE INVENTORY

- A. The purpose of world services
  - 1. Goals of world services
  - 2. Objectives of world services
- B. World services resources
  - 1. Human
    - a. Special workers
    - b. Volunteers/trusted servants
  - 2. Financial
    - a. Sources
      - 1) flow of funds (traditional)
      - 2) direct contributions (members and/or groups)
      - 3) sales of literature
      - 4) money left over after activities/conventions
    - b. Allocation
    - c. Utilization
    - d. Fiscal accountability
  - 3. Resource utilization (human and financial)
    - a. How do we share resources?
    - b. Do we maximize our available resources?
- C. Structure
  - 1. Elements
  - 2. Relationships and roles (how it is or is not mandated by guidelines)
  - 3. Decision making
  - 4. Policies and standards
  - 5. Methods/procedures/process/accountability
- D. Communication
  - 1. Internal (individual committees and boards)
    - a. within a board/committee
    - b. between boards/committees and other boards/committees (as individual entities of world services)
    - c. between boards/committees and fellowship (between groups and the various service entities)
  - 2. Communication channels
    - a. Oral/written
    - b. Periodicals
    - c. What needs to be communicated
  - 3. External

**E. Services**

1. To groups
2. To areas
3. To regions
4. Fulfilling our primary purpose
5. Public relations

**IV. WORLD SERVICE INVENTORY PARTICIPANTS**

- A. *Members, groups, areas, and regions.* Each of these elements of the service structure will be encouraged to involve themselves by providing input about their needs and evaluating world service efforts. The input and evaluations will be sent to the Composite Group. ~~The fellowship forums will be used to gather additional information and input.~~
- B. *The conference committees.* Each conference committee will complete its own self-assessment and submit that assessment to the Composite Group for an evaluation. Conference committees include all standing committees, currently established ad hoc committees, and the WSC Administrative Committee.
- C. *World service boards.* Each world service board will complete its own self-assessment and submit that assessment to the Composite Group for an evaluation. World service boards include the World Service Board of Trustees, WSO Board of Directors, and the World Convention Corporation.
- D. *World Service Office.* The World Service Office will complete its own self-assessment and submit that assessment to the Composite Group for an evaluation. The World Service Office will include in its assessment all components of the World Service Office.

**V. COMPOSITE GROUP****A. Composition**

1. One member from each of the following WSC committees: H&I, PI, Policy, and Literature Committees
2. One member from the WSC Outreach Ad Hoc Committee
3. **One member of the conference administrative committee**
4. One WSO board member
5. Two WSB members
6. Three qualified, outgoing RSRs
7. **One WSO senior staffer serving as a nonvoting member of the Composite Group**

~~The Composite Group will have a core group identified under V.A.3-6 above. These members will attend all Composite Group meetings and other events where their presence is required. The other members may attend various meetings as the need arises, but receive all communications regarding the work of the full Composite Group. The Composite Group may also need to utilize the expertise of additional members (no more than three at any one time) to facilitate the development of evaluation tools and the process of interpreting the results obtained.~~

- B. **Scope of responsibility**
1. **Develop the evaluation tools for the fellowship, boards, committees, office, and forums and WSO**
  2. **Be a resource for utilization of these tools**
  3. **Evaluate the self-assessment results**
  4. ~~Train local members in the facilitation of local fellowship forums~~
  5. **Report directly to the fellowship through conference periodicals and regular progress reports**
  6. **Be directly responsible to the World Service Conference**
  7. **Evaluate the information collected during the inventory process, identify any problem areas and issues, and provide options directed toward resolution of the identified problems**
  8. **Participate in designated multiregional/zonal CAR forums recommended by the Composite Group and approved by the Interim Committee**
- C. **The Composite Group will elect a leader who will serve as its primary administrator. The group leader will serve no more than one year.**
- D. **Should a Composite Group member become unable to serve, that member may be replaced in the following manner:**
1. **Members who are selected by a board or committee will be replaced by that board or committee.**
  2. **Members who are outgoing RSRs will be replaced by the WSC Administrative Committee.**
- E. **The Composite Group will develop an analysis of all self-assessment activities. The analysis shall include the following:**
1. **an itemized identification of all problem areas and issues in operations, organization, and communication made apparent by the inventory**

2. a complete description of each problem area or issue that is identified, including how the problem was identified from the inventory data and in what sense it is a problem
3. a minimum of two alternative options addressing each problem area or issue for the conference to consider

## VI. DESCRIPTION OF INVENTORY ORGANIZATION

The following sequence of events describes the organization of activities to take place during the inventory period:

- A. The inventory plan is adopted at WSC'93. The membership of the Composite Group, as selected by their respective committees and boards and the conference, is ratified by the conference during the new business session. Conference participants are encouraged to share the specifics of the plan with their local fellowship.
- B. ~~During the first four months after the 1993 conference,~~ WSO staff will research all available archives and develop a comprehensive history of the various conference committees and boards, including major discussions and decisions reached. Copies of those histories would then be forwarded to the appropriate committees or boards to help in their self-assessments at a ~~late October~~ January world services meeting. Subsequently, the histories will be made available to the Composite Group during its evaluation period.
- C. May, early June 1993. Support Team confers with WSO staff about research completed to locate professionals to help develop the appropriate assessment tools and surveys. All available information is forwarded to members of the Support Team and Composite Group. Professional is selected and asked to prepare for meeting in June with Composite Group.
- D. Late June 1993 (four-day meeting). The Composite Group will meet with the selected professional to develop various inventory instruments. Also, the Composite Group will develop additional inventory instruments for use by all world service boards and committees. These evaluation tools will include surveys to be mailed to the group, area, and regional levels, instruments for self-assessment, self-assessment evaluations, and tools to evaluate all of world services. Additionally, the Composite Group will be trained in how to use the evaluation tools.
- E. July 1993. Surveys are developed and field tested by the Composite Group. Consultants are asked to provide a professional analysis of the field tests to be finalized at the September Atlanta Composite

~~Group meeting, completed, translated, and mailed to all groups, areas, and regions, asking that they be returned no later than October 15, 1993. Additionally, groups will be asked to send copies of their surveys to their areas and region, and areas to send copies of their surveys to their region to assist in the various committees' efforts in this inventory process.~~

- F. **September 1993. Composite Group meeting to finalize fellowship surveys, complete self-assessment tools for committees and boards, prepare for upcoming world services meeting in late October, and prepare WSC assessment tools. These tools are to be mailed out to conference participants immediately following world services meeting.**
- ~~G. Late October 1993. All boards and committees will attend the world services workshop. All information, forum assessments, and fellowship input must be submitted and received at the WSO by November 10, 1993.~~
- G. **October 1993. Surveys are translated and mailed to the fellowship. Part One of the committee and board self-assessment tools is mailed to all committee and board members.**
- ~~H. November 1993 January 1994. Support Team compiles all the information from surveys and assessments from world service boards and committees and forwards them to the Composite Group.~~
- H. **November 1993. Composite Group meeting to finalize conference self-assessment tools for use at WSC'94, finalize a revised inventory plan for consideration at WSC'94, and finalize data evaluation applications for evaluation of the surveys and the committee and board self-assessments.**
- I. **January 1994. Various boards and committees will attend the world services workshop to perform the committee and board self-assessments.**
- J. **February Early April 1994. The Composite Group will meet to evaluate all information received and begin preparation of a report to be developed at for WSC'94. WSO self-assessment tools will be finalized. The Composite Group will also prepare for the annual meeting.**
- K. **April 1994. A systems consultant will be selected to perform an analysis of the self-assessments, fellowship surveys, and any other information that will facilitate development of the consultant's evaluations and recommendations. It is intended that the recommendations and evaluations of this independent analyst will be completed by 1 October 1994 so that they can be considered in the**

**Composite Group's identification of problem areas and issues and the development of options for the resolution of the identified problems. The consultant's report will be provided as an addendum to CAR'95. Although the Composite Group will select the consultant prior to WSC'94, no contract will be signed until after WSC'94.**

- L(J). WSC'94. Majority of conference is spent in various inventory and assessment activities. The Composite Group will report its findings and provide detailed plans for the second year of the process. Additionally, ~~members will be trained in facilitating local fellowship forums.~~**
- M<sup>1</sup>. May 1994. The Composite Group establishes and utilizes two small working teams. Each of these teams will address specific areas with all drafts submitted to the entire Composite Group for finalization. The work by the two teams will be ongoing as noted below.**
- Team One will initiate the evaluation, begin the itemized identification of problem areas and issues, start the drafting of the explanations, and begin the process of suggesting options toward resolution of problems and issues for the committees, boards, and conference.**
- Team Two will work to assist WSO staff with their self-assessment activities, initiate the evaluation, begin the itemized identification of problem areas and issues, start the drafting of the explanations, and begin the process of suggesting options for the resolution of WSO headquarters and branch operations problems and issues.**
- M<sup>2</sup>. May to late June 1994. Contractual arrangements with the systems consultant will be finalized and analysis work begun, if possible. Composite Team One will complete evaluations and begin problem and issue identification for committees and boards. Team One will also begin the draft evaluation of the WSC. Composite Team Two will prepare a progress report on the WSO assessments and begin evaluations wherever possible.**
- M<sup>3</sup>. May through August 1994. WSO headquarters and branch operations staff will begin and complete an operational self-assessment. The timeframe for this segment of the inventory may be extended, depending on time available for staff participation. Any audit activities connected with the world services inventory process will also be facilitated and must be completed by 15 October 1994. Composite Team Two will provide assistance where necessary.**

- ~~K. After conclusion of WSC'94, second set of surveys is mailed out to all groups, areas and regions. All recipients will be asked to respond by July 1, 1994.~~
- ~~L. May through July 1994. Local fellowship forums will take place to obtain additional input. The various results of the initial surveys and assessments will be reported upon.~~
- ~~M. May 1994. A systems consultant will be commissioned to conduct a systems evaluation based upon all the evaluations and survey results received. The deadline for the completion of this task will be set for July 15, 1994.~~
- N. Late July June 1994. The Composite Group will meet to compile all input received, and prepare for the expanded world services meeting finalize committee and board evaluations, review and input the problem and issue identification of the committees and boards, and review and input the beginning WSC evaluations provided by Team One. The Composite Group will also review and input Team Two activities assisting the WSO self-assessments, any evaluations, and the progress of the assessments. Additionally the Composite Group will meet with the systems consultant to provide input and discuss the consultant's task.**
- O. July 1994. Composite Team One completes its identification of problems and issues for committees and boards and drafts explanations. The team may begin consideration of problem resolutions. Team One also completes its work evaluating the WSC and begins identification of problems and issues. Team Two continues work with the WSO and continues drafting any possible evaluations.**
- P. Late July or early August 1994. Composite Group conference call to finalize the identification of problems and issues, review and input the Team One explanations concerning the committees and boards, discuss any problem resolutions that may be suggested, finalize the WSC evaluation, review and input the Team One identification of problems and issues for the WSC, review and input Team Two activities assisting in the WSO's self-assessment, and any evaluations and the progress of the assessments.**
- ~~Q. September 1994. Expanded world services meeting in Baltimore to review the results of the various processes utilized to complete the world services~~

~~inventory. to develop the outlines for the various proposals will be developed during various small group sessions.~~

- ~~P. September-December 1994. Detailed proposals for fellowship consideration are developed and forwarded to the WSC Administrative Committee for inclusion in the 1995 Conference Agenda Report.~~
- Q<sup>1</sup>. August-September 1994. The WSO headquarters and branch operations complete their self-assessments by early August. Composite Team One completes drafts of explanations of problems and issues, considers suggested resolutions of problems and issues for the WSC, and begins drafts of explanations of the WSC problems and issues. Preliminary resolutions of WSC problems and issues may be suggested. Composite Team Two completes work on evaluating the WSO headquarters and branch operations, including any audit data if available, and begins identification of the WSO problems and issues.**
- Q<sup>2</sup>. Mid-September 1994. Composite Group meeting with systems analyst to work toward finalizing the analyst's report, which is due 1 October 1994; finalize explanations of problems and issues for committees and boards; finalize the identification of the WSC problems and issues, review and input explanations of WSC problems and issues, and discuss any suggested resolutions for the WSC's problems; begin compiling a list of suggested resolutions; finalize WSO evaluation, and review and input identification of problems and issues for the WSO headquarters and branch operations.**
- Q<sup>3</sup>. September-October 1994. The report and recommendations by the systems consultant will be completed and distributed to the Composite Group by 15 October 1994. Any uncompleted audit activity for the WSO will be completed and an audit report issued by 15 October 1994. Composite Team One completes its work on drafts of explanations of problems and issues and continues consideration of problem resolutions for the WSC. Team Two completes the identification of problems and issues and begins drafting explanations of the problems and issues for the WSO. Team Two continues consideration of any suggested resolutions for the WSO problems and issues.**
- R<sup>1</sup>. October 1994. Composite Group conference call to finalize the explanations of the WSC problems and issues and include suggested resolutions for the problems and issues in the resolution listing**

(Composite Team One has now completed its tasks); review audit report (if necessarily delayed until this point) and identify problems and issues, finalize identification of the WSO problems and issues, review and input explanations of the WSO problems and issues, and include suggested resolutions for the problems and issues in the resolution listing; discuss and review the systems consultant's report and recommendations; additionally the Composite Group will establish and utilize Team Three to begin developing the plan for attending multiregional/zonal *CAR* forums.

- R<sup>2</sup>. November 1994. Composite Team Two integrates any information from any audit activity (not previously integrated) into its report, identifies problems and issues, completes its work on explanations of WSO problems and issues, and continues consideration of problem resolutions for the WSO headquarters and branch operations. Team Three develops draft of plan for attending multiregional/zonal *CAR* forums using the guidelines provided in II.O.
- S. Late November 1994. Composite Group meeting to finalize explanations of the WSO problems and issues and include any suggested resolutions for WSO problems and issues in the resolution listing (Composite Team Two will now have completed its tasks); possibly meet with the systems analyst, but certainly integrate any applicable recommendations by the consultant into the resolution listing (and any other relevant material identifying problems and issues) to draft options of resolutions to the identified problems and issues, options of resolutions for the problems and issues, and the systems consultant's report and recommendations will be included in the *Conference Agenda Report*; establish and utilize Team Four to aid in completion of material for the *CAR*. Additionally the Composite Group will finalize the plan for attending *CAR* forums and arrange for the submission of the plan and a request for funding to the Interim Committee. Composite Team Three will now have completed its task.
- T. December 1994-January 1995. The Composite Group leader assures that the Interim Committee receives the plan and funding request for attending *CAR* forums and assists in securing approval by the Interim Committee. Composite Group leader will be responsible for distribution of approved *CAR* forum plan to group members and for notifying the forums of the attendance approval. Composite Team Four continues and completes the drafts of *CAR* information and action items. Composite Group conference call to finalize the material

and the action items that are to be included in the 1995 *Conference Agenda Report* (Composite Team Four will now have completed its tasks); decide and finalize any reporting that will be necessary for the *Conference Report*; and discuss arrangements concerning the approved *CAR* forums.

- U. February-March 1995. Designated Composite Group members to attend designated multiregional/zonal *CAR* forums, with both the members and forums approved by the Interim Committee.
- V. March-April 1995. Composite Group meets in late March to finalize activities, plans, and preparations for WSC'95. This meeting will basically conclude the Composite Group's portion of the world services inventory. There may be requested attendance by members at WSC'95. The World Service Conference will meet in April to review the options presented in the 1995 *Conference Agenda Report* and engage in a resolution process.
- ~~Q. WSC'95. The conference reviews proposals and engages in a resolution process.~~

## VII. INTERACTION PROTOCOL

- A. *Project administration.* The Composite Group Support Team will administer the inventory project. ~~The team, in consultation with the Composite Group must approve all major alterations to the defined inventory plan.~~ Any changes to the inventory plan with a resulting financial impact must be approved by the Interim Committee.
- B. *Composite Group.* Once the boards and committees have defined the Composite Group and the conference has ratified that composition, that group may choose to divide the evaluation effort into smaller groups teams. Should this occur, the groups teams will develop task-specific reports on their findings outside the full Composite Group. Upon completion, the Composite Group will submit its findings to the Support Team which will disseminate this information to conference participants. Working groups teams shall consist of no less than four members. Work teams may meet by scheduled, approved conference calls or face-to-face meetings.
- C. *Multiregional/zonal CAR fellowship forums.* These forums will be facilitated by hosting regions local members. Members of the Support Team and the Composite Group will be responsible for presentation of inventory activities at the multiregional/zonal *CAR* forums. ~~facilitation~~

~~of support for such forums and will provide assistance with the evaluation and input tools, if necessary.~~

### **VIII. REPORTING**

The Composite Group, ~~through the Support Team,~~ will provide regular reports utilizing various conference periodicals. Additionally, detailed progress reports will be made following their meetings and the various world service inventory meetings.

### **IX. QUALITY ASSURANCE**

At the 1998 meeting of the World Service Conference a plan will be developed to measure and evaluate the effectiveness of any actions or changes that have been adopted by the WSC as a direct result of the world services inventory. The measurement and evaluation will focus on the effectiveness of any actions or changes in the following areas:

- A. Groups, areas, and regions**
- B. Conference participants**
- C. Committees and boards**
- D. WSO headquarters and branch operations**

The results of the evaluation will be reported, as appropriate, to the fellowship and to conference participants for discussion at WSC'99.

**ADDENDUM E:  
WSC LITERATURE COMMITTEE 1994-95 WORK LISTS**

According to our literature guidelines, the WSC Literature Committee maintains four work lists. These lists consist of literature proposals at various stages of development. They contain all of the material in our literature files submitted with copyright release forms prior to the October quarterly workshop. Proposed work lists for the 1994-95 conference year are presented here for your information.

**"A" WORK LIST (ITEMS IN FINAL DEVELOPMENT)**

The "A" work list consists of items in the final stage of development. This list represents the maximum amount of work that the WSC Literature Committee believes it can reasonably accomplish during the year. The following is the WSC Literature Committee recommendation for the 1994-95 "A" work list:

- 1) *Narcotics Anonymous Step Working Guides*
- 2) *H&I and the NA Member* (revision)

**"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. Our "B" work list contains the following items:

- 1) *Youth and Recovery* (revision)
- 2) *Another Look* (revision)

**"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 subcommittees whose responsibility it then becomes to create the forum and atmosphere in which members of their regions can develop the assigned projects. The "C" work list contains the following items:

- 1) *Living Clean*. This book-length piece is intended as a newcomer's guide to the Fellowship of Narcotics Anonymous. The current draft consists of 136 pages on a variety of topics.
- 2) *Practicing the Principles of Our Traditions*. This IP proposal centers on applying the principles found in the Twelve Traditions of NA in our daily lives.
- 3) *NA Service*. We currently have two IP drafts for this literature proposal. They discuss topics such as the value of service to the individual and the fellowship as a whole, types of service needed, and how to get involved.

### "D" WORK LIST (GENERAL DEVELOPMENT)

The "D" work list contains all other proposals for NA literature. These items require considerable work at this stage and may be assigned for development to literature committees, groups, and members at the discretion of the WSC Literature Committee chair and vice chair. Our current "D" list includes the following:

- 1) *So You Think You're Different*. This IP proposal was originally submitted as a rewrite of *Youth and Recovery*. The WSC Literature Committee decided to retain it on our "D" list as a possible source piece for a pamphlet intended for any of us who think we are different for any reason.
- 2) *Recovery is for Everyone*. This IP proposal focuses on recognizing our similarities instead of concentrating on our differences.
- 3) *Spirituality*. This piece explores the nature of spirituality and explains what is meant by "Narcotics Anonymous is a spiritual program."
- 4) *Seniors in Recovery*. The 1992 World Service Conference committed a motion to the WSC Literature Committee regarding the development of a piece with this title. Subsequently, we have received a piece of source material which deals with this subject matter. It appears on this work list pending discussions by the fellowship on the issue of creating common-needs literature.
- 5) *Relationships: Then and Now*. This IP proposal focuses on building meaningful relationships with others and with our Higher Power in recovery.

**Note:** The "History of NA" project, which has been on our "D" work list for several years, has been committed to the World Service Board of Trustees for its consideration.

<b>ADDENDUM F: NOMINATION FORMS</b>
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### WSC LITERATURE COMMITTEE

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 RSRs or alternate RSRs, nor do they have to attend the WSC. Most important in considering members for nomination is literature subcommittee 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 WSC Literature Committee for the duration of the 1994-95 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, country \_\_\_\_\_

RSC name \_\_\_\_\_ clean date \_\_\_\_\_

1. Current NA service position(s) \_\_\_\_\_

\_\_\_\_\_

2. Previous NA 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 subcommittee or related experience (either NA or other) \_  
\_\_\_\_\_  
\_\_\_\_\_

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

**WSC PI COMMITTEE POOL NOMINATION FORM**

Thank you for your interest in serving on the World Service Conference Public Information Committee. Nominations to the committee must be submitted to the WSC PI Committee chairperson prior to the first WSC PI Committee meeting of the World Service Conference. Nominees must reside in the region nominating them. Nominees are not required to be RSRs and do not need to be present at the WSC.

All nominees meeting the committee membership requirements will be considered. Vacancies in the WSC PI Committee pool are filled through selection by the WSC PI Committee chairperson and vice chairperson. Once a nominee is accepted as a member of the WSC PI Committee, this member may not be recalled by a region. Removal of any member is the responsibility of the voting membership of the committee.

Requirements to serve on the WSC PI Committee:

1. Clean-time requirement is four years.
2. The position of pool member is a two-year commitment.
3. Nominees are required to participate in the planning, development, and implementation of the WSC PI Committee work plan.

In order to provide the NA Fellowship with service of the very highest quality, we ask any nominee to carefully consider the responsibilities that are related to the position. Talking with other members of the committee may give you further insight into the level of commitment required. Please feel free to consult the WSC PI Committee guidelines for further information regarding the committee.

Name of nominee: \_\_\_\_\_ clean date: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ state/country: \_\_\_\_\_ postal code: \_\_\_\_\_

Daytime phone: \_\_\_\_\_ evening phone: \_\_\_\_\_

Nominating region: \_\_\_\_\_

Current service positions: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous service experience which may assist you in fulfilling this service position: \_\_\_\_\_

\_\_\_\_\_

Public information experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Academic or professional training which may assist you in this service position:

\_\_\_\_\_

\_\_\_\_\_

Why do you want to be a member of the WSC PI Committee? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Additional comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Your signature \_\_\_\_\_

RSC chairperson's signature \_\_\_\_\_

Regional PI subcommittee chairperson's signature \_\_\_\_\_

RSR's signature \_\_\_\_\_

**WSC H&I POOL NOMINEE INFORMATION SHEET**

We, as members of the \_\_\_\_\_ Region,  
would like to nominate \_\_\_\_\_

as a WSC Hospitals and Institutions Committee Pool Member. We believe he/she would be a valuable participant in the efforts of the committee. We agree to assist, if possible, in the financing of his/her travel to one or more committee meetings held outside of our region once elected as a voting member, so that our worldwide fellowship might benefit from his/her knowledge and experience.

Nominees do not have to be an RSR or RSR alternate. Most important is H&I experience and the time to do the work. All pool members will be working participants and assigned specific tasks. Only one member per region may be on the WSC H&I pool at the same time. Members will be removed from the pool for the following reasons: relapse; failure to carry out committee assignments; or misappropriation of fellowship funds.

Date \_\_\_\_\_

Nominee name \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Clean date: \_\_\_\_\_

Nominee address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Nominating RSC name \_\_\_\_\_

Current NA service position(s) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous NA service positions completed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Previous NA service positions not completed: \_\_\_\_\_

\_\_\_\_\_

Additional H&I service-related experience: \_\_\_\_\_

\_\_\_\_\_

Life experience which may help you with this commitment: \_\_\_\_\_

\_\_\_\_\_

Is regional H&I subcommittee able and willing to support specific assigned tasks with input to WSC H&I? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**ADDITIONAL EXPERIENCE, INFORMATION**

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**THE NA WAY MAGAZINE  
EDITORIAL BOARD NOMINATION**

At the annual meeting of the WSC held in even-numbered years, one person is elected by majority vote to serve a two-year term on the *NA Way Magazine* Editorial Board. Final article-selections and editing (from the material approved by the *NA Way Review Panel*) are the responsibility of the Editorial Board. In addition to the individual elected by the WSC, the Editorial Board includes one staff member from the WSO Publishing Team and one trustee member appointed by the World Service Board of Trustees. Clean time requirement is five or more years. The individual elected by the WSC to the *NA Way* Editorial Board must be able to provide daily direct supervision and participation if needed.

WSB and WSC Editorial Board members consult with the staff member, as needed, during the development of each issue. Examination and approval of final proofs, except as proscribed by the *Temporary Working Guide to our Service Structure*, are the responsibility of the Editorial Board.

**NOMINEE DATA**

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

Address \_\_\_\_\_  
\_\_\_\_\_

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

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

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ home  
(\_\_\_\_\_) \_\_\_\_\_ work

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## THE NA WAY MAGAZINE REVIEW PANEL NOMINATIONS

Nominations will be accepted for the *NA 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 NA 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 chairpersons of the World Service Conference, the World Service Board of Trustees, and the WSO Board of Directors select individuals from the pool to serve annual terms on the review panel which may be repeated. No names are left in the pool from previous years' nominations.

### NOMINEE DATA

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

Address \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

TELEPHONE (\_\_\_\_\_) \_\_\_\_\_ home

(\_\_\_\_\_) \_\_\_\_\_ work

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**TAPE REVIEW PANEL NOMINATIONS**

Nominations will be accepted for the tape 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 speaker tape evaluation process. Once a month, review panel members receive tapes, complete an evaluation form, and return it to the WSO.

Nominees should have at least five years clean and the ability to review five tapes per month.

**NOMINEE DATA**

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

Address \_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

**TELEPHONE** ( \_\_\_\_\_ ) \_\_\_\_\_ home

( \_\_\_\_\_ ) \_\_\_\_\_ work

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<b>NA SERVICE RESUME</b>
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**Dear NA Member,**

Before you complete your service resume form, we would like to let you know a little more about service at the world level.

The position for which you may be nominated will require that you make a commitment of at least one year, with the possibility that your commitment could last for up to five years. This means that you may be asked to make a considerable investment of your time. You may be asked to travel and spend time away from your family, your job, and your home. For members and officers of some committees and boards, this means at least one weekend a month away from home. You may also be required to spend some of your personal funds in order to fulfill your responsibilities. Certainly you will have work to do at home in your spare time, such as reading or writing reports and discussing the plans and objectives of your work with other members of your board or committee. In addition, you may be asked to participate in conference telephone calls with other trusted servants.

In order to provide our fellowship with the very best level of service possible, we ask that you carefully consider the responsibilities that go with the elected position for which you may be nominated. You may wish to consult your employer, your family, or your sponsor. Talking with members who have served at the world level may give you additional insights into the commitment involved. Service on this level has many rewards and may have a profound effect on your life and personal recovery. However, it does not come without hard work, long hours, dedication, and personal sacrifice.

*In fellowship,  
WSC Administrative Committee*

**NA SERVICE RESUME**  
**(PLEASE PRINT LEGIBLY IN BLACK INK)**

Name \_\_\_\_\_ Clean date \_\_\_\_\_

Address: \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_

Please list all the group, area, regional, and world service positions you've held that you consider relevant to the position to which you are nominated. Please include the positions served within the past five years and approximate dates of service for each position. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If you have not completed a term or have been removed from a service position in the last five years, please explain. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What resources do you believe you can bring to the position to which you were nominated? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What life experiences (i.e. school, work, volunteer, etc.) have you had that you believe will help you serve in the position to which you are nominated?

\_\_\_\_\_

\_\_\_\_\_

Have you read the attached letter and are you willing to make the necessary commitment? \_\_\_\_\_

\_\_\_\_\_

Please include any other information you consider relevant. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

<b>GLOSSARY</b>
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**Ad hoc committees.** Also known as special or select committees, they are set up to perform specific tasks and generally dissolve once those tasks are done. Means of selecting members for ad hoc committees are specified in the motions creating them. See *Robert's Rules of Order, Newly Revised* for more detail.

**Composite Group.** One of two working bodies created to facilitate the two-year world services inventory project being conducted from WSC'93 through WSC'95. The Composite Group coordinates work being done during the world services inventory, including fellowship surveys, world service board and committee self-assessment tools, and inventory sessions at WSC'94. Has twelve seats: six WSC committee liaisons, three former RSRs, two trustees, and one WSO director. *Also see Support Team.*

**Conference Agenda Report (CAR).** Yearly publication of business to be brought before the WSC annual meeting. Released at least ninety days prior to the opening of the conference.

**Conference Digest.** A brief (usually 4-page) summary version of the *Conference Report*, mailed to all RSCs and ASCs as well as any NA member requesting it. Usually translated from English into French, German, Castillian Spanish, and Continental Portuguese. First published in 1991.

**Conference Report.** The full report of all world-level boards and committees to WSC participants; RSCs may also have reports published. A short summary version called the *Conference Digest* is published simultaneously. Issued up to five times a year. Mailed to conference participants and subscribers. January issue customarily contains papers covering issues for discussion at upcoming WSC annual meeting. March issue customarily contains annual reports, regional reports. Called the *Fellowship Report* until 1991.

**Fellowship Intellectual Property Trust (FIPT).** A set of documents describing how NA's literature and logos are managed and protected for the greatest benefit of the fellowship as a whole. Contains its own glossary of terms. Approved by the fellowship in April 1993.

**Guide to Service in Narcotics Anonymous, A (GTS).** Working title for the totally revamped NA service manual developed by the WSC Ad Hoc Committee on NA Service. Based on the Twelve Concepts. Begun in 1984, draft work on the *Guide* was completed just prior to WSC'93. *Guide* to be revised following world services inventory, then subjected to normal review and approval process.

**Interim Committee.** A combined world services leadership committee responsible for fiscal management and other necessary decisions between WSC meetings. Voting members: WSC chair and vice chair; WSB chair and vice chair; WSO board chair and vice chair. Nonvoting member: WSC treasurer. Created by WSC in 1991.

**NA Video Group.** Created by WSC in 1991 to develop and produce the NA video film being voted on at this year's WSC. Composed of two members of the WSC PI Committee, two trustees, two WSO directors. Funded by WSO, not WSC.

**"Quarterly" WSC workshop.** Where all WSC committees meet under the same roof at the same time. Held once or twice a year between WSC annual meetings. Called "quarterlies" because the original idea behind them called for three WSC workshops and one WSC business meeting each year--in other words, *some* kind of WSC meeting every quarter.

**Regional service representative (RSR).** Voting delegate from an NA region (or equivalent service body) to the WSC. Responsible to help communicate between region and world services throughout the year.

**RSR working (or work) group.** A group of RSRs appointed to perform a specific task. During the WSC annual meeting, RSR work groups have been created to resolve specific conflicts so that the conference could make decisions. Other RSR work groups have served between WSC annual meetings as review bodies for different world service projects. The practice of constituting RSR work groups began at the 1991 WSC annual meeting.

**Support Team.** One of two working bodies created to facilitate the two-year world services inventory project being conducted from WSC'93 through WSC'95. The Support Team facilitates inventory communication with the WSC and the fellowship. It assures the Composite Group has the resources it needs and is abiding by the WSC-approved inventory plan. It makes any decisions needed about changes in the approved plan, except those involving money. The team has four seats: the WSC second vice chair, the WSC treasurer, and two for RSRs. *Also see Composite Group.*

**Temporary Working Guide to our Service Structure (TWGSS).** A compilation of policy decisions approved by the World Service Conference, including WSC guidelines. Also contains general descriptions of how NA groups, areas, and regions work. First published in 1983 as the temporary successor to the *NA Service Manual*, aka *The NA Tree*, which was first published in 1976.

**Trustee.** A member of the World Service Board of Trustees.

**Twelve Concepts for NA Service.** Fundamental NA principles guiding our groups, boards, and committees in their service affairs. WSC-approved 1992; published with essays as a self-titled booklet.

**World Convention Corporation (WCC).** Corporation responsible for coordination of the annual World Convention of Narcotics Anonymous.

**World Service Board of Trustees (WSB).** A general service body that assists the fellowship and the WSC in problem resolution, goal-setting, long-term planning, and whatever

specific tasks it may be given. The WSB has a maximum of seventeen members. Each trustee must receive a two-thirds vote of the WSC for election to a five-year term. The WSB elects its own officers annually from among its own members.

**World Service Conference (WSC).** Primary world-level service body. Meets annually to conduct business. Also holds one or two "quarterly" workshops a year in various cities (so far, all in the USA) to facilitate work on committee projects. Voting members: RSRs, administrative officers, standing committee chairs, trustees, and chair of WSO board. Nonvoting members: World Services Translation Committee chair, members of WSO Board of Directors. WSO executive director has microphone privileges; others may be granted microphone privileges at conference discretion. Official working language is English.

**World Service Office (WSO).** NA's primary worldwide service center. Prints, stocks, sells NA conference-approved literature, service handbooks, other materials. Provides support for new NA groups and developing NA communities. Serves as clearinghouse for information about NA. Provides staff support for world-level service boards and committees.

**World services inventory.** A two-year project begun at last year's World Service Conference and scheduled to conclude with next year's WSC meeting. Guided by a detailed plan approved at WSC'93 and up for revision this year. (See Addendum B.)

**World Services Translation Committee (WSTC).** Created by WSC in 1991 to coordinate world service activities related to the translation of NA literature and provide support for local translation subcommittees. Original 1991 temporary guidelines, extended for additional year at WSC'92, were revised for ratification at WSC'93.

**WSB External Affairs Committee.** Committee of the World Service Board of Trustees responsible for board activity related to those outside NA, including public relations activity.

**WSB Internal Affairs Committee.** Committee of the World Service Board of Trustees responsible for board activity related to the NA service structure and internal fellowship development.

**WSB Literature Review Committee.** Committee of the World Service Board of Trustees responsible for the board's literature-related tasks.

**WSB Additional Needs Committee.** Committee of the World Service Board responsible to provide support, guidance for local NA efforts to reach out to addicts with additional needs such as hearing, sight, or mobility impairment.

**WSB Steering Committee.** Trustee leadership committee, composed of the WSB chair and vice chair and the chairs of the WSB Literature Review, Internal Affairs, and External Affairs committees.

**WSC Ad Hoc Committee on NA Service (NAS).** Committee responsible for development of *A Guide to Service in Narcotics Anonymous*, a completely revamped NA service manual. The draft *Guide* was completed just prior to WSC'93, at which time the ad hoc committee automatically dissolved. Committee originally created by WSC in 1984 to review and factor input into the WSC Policy Committee's proposed revision of the *NA Service Manual*. Developed *Twelve Concepts for NA Service*, approved by WSC in 1992.

**WSC Administrative Committee.** Committee composed of the chairperson, vice chairperson, second vice chairperson, and treasurer of the World Service Conference. Responsible for coordinating the WSC annual meeting and "quarterly" workshops, publishing the annual *Conference Agenda Report* and the *Conference Report and Digest*, translating the *Conference Digest*. Oversees work of conference ad hoc committees.

**WSC Development Forum.** Portion of the WSC annual meeting set aside for discussion of issues relevant to fellowship development, especially international development. First held 1991. Previously known as International Development Forum (1991), Multinational Development Forum (1992).

**WSC H&I Committee.** World Service Conference committee. Coordinates basic direction for H&I services; develops resource materials and provides guidance for area, regional H&I subcommittees.

**WSC Literature Committee (WSCLC).** World Service Conference committee responsible for development of new literature for NA and revision of existing NA literature, subject to WSC approval.

**WSC Outreach Ad Hoc Committee.** Created by WSC in 1992 and continued in 1993 to gather information on fellowship outreach activities and coordinate the development of resources for such efforts. Proposal before WSC'94 would continue this ad hoc committee's life for one more year.

**WSC PI Committee.** World Service Conference committee. Coordinates basic direction for PI services; develops resource materials and provides guidance for regional, area PI subcommittees.

**WSC Policy Committee.** World Service Conference committee. Evaluates suggestions concerning WSC policy or procedure and proposed changes in the service structure.

**WSC Recognition Assistance Panel.** Created by WSC in 1992 to assist newly forming regions receive WSC voting recognition for their delegates.

**WSO Board of Directors.** Corporation board responsible for WSO operations. Three directors are elected directly to the board for one-year terms by the WSC. The other nine directors are elected to the board for three-year terms by the board itself from a pool, each of whose members have received the support of a majority of WSC participants. The WSO board elects its own officers annually from among its own members.

**WSO Newslines.** The quarterly newsletter report of the World Service Office to the fellowship. First published in 1983. Until *Conference Digest* publication began, the *Newslines* served as the general world service newsletter.

**Zonal forums.** Locally organized, service-oriented sharing sessions that provide means by which NA communities can communicate,

cooperate, and grow with one another. Involve participants from neighboring regions. Sanctioned by 1992 WSC affirmation.

### ALPHABET SOUP

**ASC.** Area service committee.

**ASR.** Area service representative.

**CAR.** *Conference Agenda Report.*

**FIPT.** Fellowship Intellectual Property Trust.

**GSR.** Group service representative.

**GTS.** *A Guide to Service in Narcotics Anonymous.*

**H&I.** Hospitals and institutions: A field of NA service concerned with carrying the NA message to addicts incarcerated in correctional or penal facilities, hospitals, mental health facilities, and addiction treatment centers.

**NAS.** WSC Ad Hoc Committee on NA Service.

**PI.** Public information: A field of NA service concerned with communicating NA's nature and goals to government agencies, community organizations, health and addiction treatment workers, the clergy, the public media, and the community at large.

**RSC.** Regional service committee.

**RSR.** Regional service representative.

**TWGSS.** *Temporary Working Guide to our Service Structure.*

**WCC.** World Convention Corporation.

**WCNA.** World Convention of Narcotics Anonymous, an annual recovery celebration held in different world zones each year.

**WSB.** World Service Board of Trustees.

**WSC.** World Service Conference.

**WSCLC.** WSC Literature Committee.

**WSO.** World Service Office.

**WSTC.** World Services Translation Committee.