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A. EDM - HOW IT CAME ABOUT

Starting in 1984 in Dublin (Ireland) as a merely service oriented sharing session in which Delegates (not necessarily RSRs or ASRs) presented informal reports of their communities, the **European Conference and Convention (ECC)** then evolved to a recovery celebration with service workshops in its agenda.

On July 1990, at the ECC 7 in Lisbon, the following Motion was approved on the floor:

“To delegate to a small group the representation of the European fellowship to go on from here and develop ideas and options for continuing growth and possible service structure development in Europe, with no power to set policy”

This “**European Study Group**”, later (at the ECC 8 in Rome in July 1991) renamed as “**European Resource Group**”, worked for two years and presented its findings to the European Delegates present at the ECC 9 in Antwerp in July 1992.

At their meeting in Brussels in January 1993, the Delegates recognized that they were in fact the “*Large Representative Body*” option that had been described by the “European Study Group”:

“A Forum in which European fellowships can meet together on a regular basis, through Delegates elected by individual European N.A. communities”

They then named it the “**European Delegates Meeting**”, and agreed that the intent for this body was:

1. *To increase awareness and response to European needs through regular communication.*
2. *To define the decision-making process and points on common European issues.*

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B. THE EDM AND THE NA SERVICE STRUCTURE

At the WSC 92 in Dallas, the following motion was approved: - *"The World Service Conference affirms that zonal forums, as service-oriented sharing sessions that provide means by which NA communities can communicate, cooperate, and grow with one another, are valuable components of NA. We support the continued work of the zonal forums that exist today worldwide and encourage any further efforts NA communities may take to support one another"*.

This was the first time that "Zonal Forums", and consequently the EDM, received any sort of formal recognition from the existing NA world service structure.

Although in this motion the WSC recognizes the existence and value of forums such as the EDM, it nonetheless does not imply nor give any formal or official role/place to zonal forums within the NA service structure.

At this point in time, however, as a result of the world services inventory process, it is foreseeable that this scenario might be subject to substantial changes in the near future. In the Resolution Group report, namely in chapter 3 concerning *"Structural Resolutions for the NA Service Structure"*, a new structure is proposed based on ***"Geographic Divisions (who) will send representatives to make up the new World Service Conference"***.

If such structural changes are to be adopted by the WSC, the EDM may have to redefine the scope of its mission accordingly.

Motion # 8 was adopted at W.S.C 2000

Zonal forums are service-orientated sharing and/ or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. Although not a part of NA formal decision-making system, world services and zonal forums interact in many ways. Zonal forums are asked are invited to provide reports on the floor of the World Service Conference, and when requested by the conference, may also answer specific questions or address the body. In order to improve communications, they are provided with conference participant mailings and are requested to send their minutes to world services. World Services typically attend zonal forum meetings, and may provide for some participants attendance at Zonal forums. Maintaining effective communication between the Zonal forums and world services is a high priority. In order to more effectively serve the fellowship, world services and zones should develop a partnership for the planning and conducting the worldwide workshop system, and by assisting in the coordination of a variety of service efforts such as professional events and fellowship development activities.

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C. EDM GUIDELINES

MISSION STATEMENT

"The EDM is a European based forum of multi-lingual and multi-cultural NA communities inside and outside Europe, whose mission is to further their common welfare and unity, support their growth and help them fulfil their primary purpose of carrying the NA message to the still suffering addict"

PARTICIPATION

Delegates, and alternates elected by individual NA communities, regardless of level of local service structure, (Attendance, right to speak, take part in Consensus process and vote). Sub-Committees, invited members from World services and Zonal forums attend but only speak upon request from the floor.

All other people attending are not allowed to participate. This can be deviated from with the discretion of the chairperson and the delegates if a situation occurs that give new information.

LOCATION AND FREQUENCY

The EDM shall meet twice a year:

- One *"Summer Meeting"* held at the host town and around the same date of the ECCNA;
- One *"Winter Meeting"* held at the ECCNA location or a location agreed on by the body that is presented by a community.

DECISION MAKING

When representatives from the different communities in Europe first attend the EDM, they are very often surprised by the way decisions are made there. A consensus system is used in the (great) majority of cases, with qualified majority decisions made only as a last resort. This means that the participants aspire to consensus decision making but, when a large majority of delegates have a clear conscience which is blocked by a small minority, for business to go forward, majority decision making takes place (this is described in a following section).

Qualified majority decision-making is not an option that has been with the EDM for all its life. When the EDM was created, and for many years after, consensus was the method by which we arrived at decisions. Unfortunately, with an increase in number of delegates, and with an increasing work load, it has been necessary to modify this method.

Consensus is still the primary method of decision-making and, with open mindedness and unity in mind, will remain so. This does mean that the length of discussions that take place may seem alien to delegates coming from communities using majority voting as a norm, but this is the best method by which consensus can be reached.

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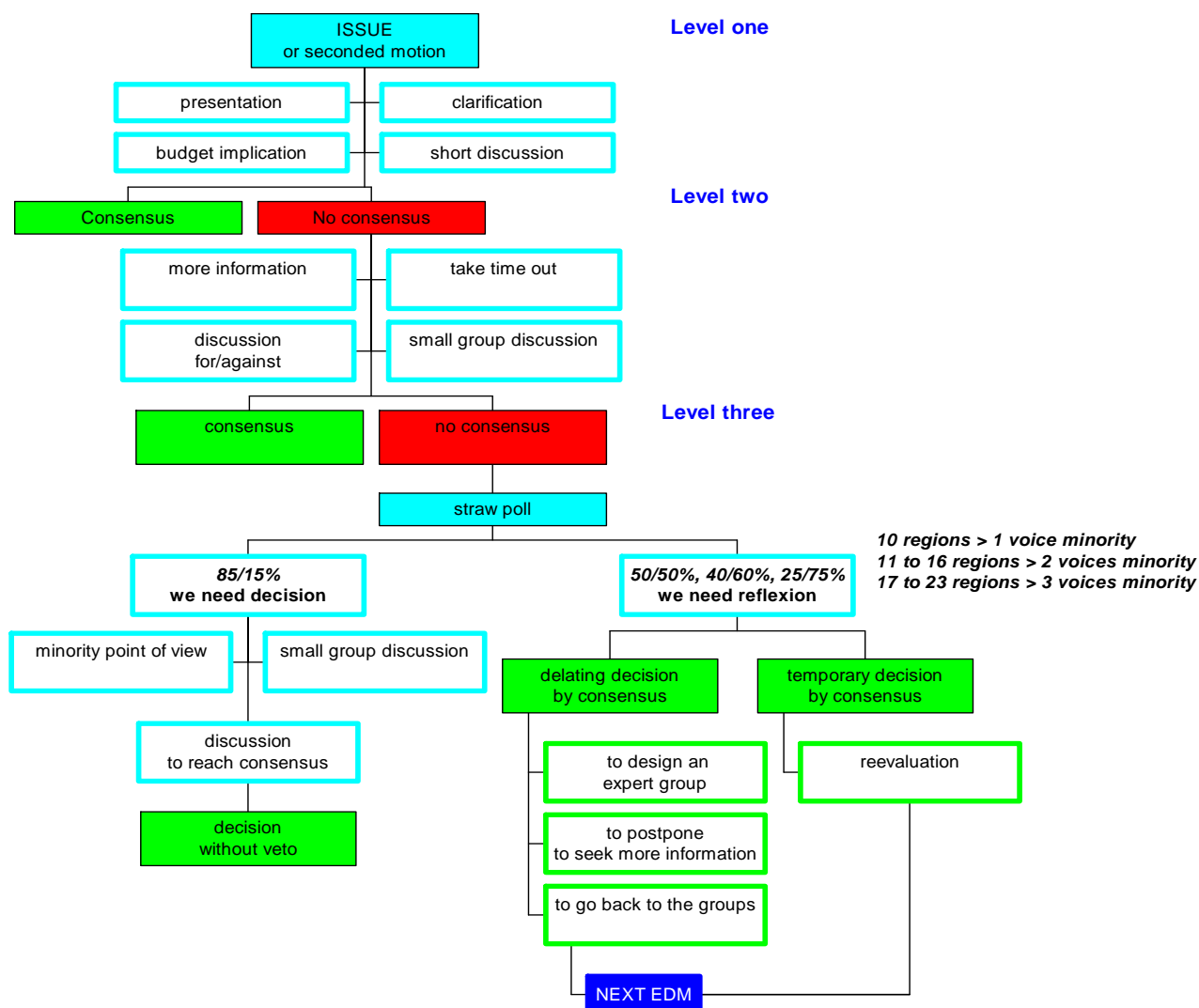
A Different Way of Making Decisions

All members of a service body bear substantial responsibility for that body’s decisions and should be allowed to fully participate in its decision-making processes. (7th Concept)

“NA service is a team effort. Our Service representatives are responsible to the NA fellowship as a whole rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole”. (Twelve Concepts of NA Service, p 16)

NA groups have the final responsibility and authority of NA service structure. NA groups also delegate to the service structure the authority necessary to fulfil the commitments they have instructed to be carried out. Area and Regions delegate to their representatives the responsibility and authority necessary to participate in the conscience- process at EDM meetings

consensus process (version 2)



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We start with an 'issue' be it in the form of a Proposal, Motion or point of interest that gains momentum leading to a decision.

Level 1:

The issue is presented followed by a short discussion including points of clarification and budget implications. At this and many further points, the facilitator, be it the chair person or vice-chairperson, is expected to gauge whether the body is able to reach consensus and asks that question.

Level 2:

If consensus is not reached, more information can be sought e.g. from delegates, NAWs, etc. And/or we can have further small group discussions, take time out to deliberate on a one to one/ group level, or just have a break.

Level 3:

In the event of the body not reaching consensus, a straw poll of the voting members will then be taken to find out the proportion of delegates for or against the issue/proposal.

The path towards an outcome depends on the proportion of delegates for and against. If this is less than 85% 'for', one of two things can now take place. The chairperson could temporarily implement the proposal for it to be re-evaluated at the next EDM, or the issue could be passed on to an ad-hoc committee to deal with, postponed for more information or taken back to the communities, to be reassessed at the next EDM. If, though, the proportion 'for' is 85% or greater, the minority view will then be heard with the option for more small group discussions. Consensus will then be sought but, if the proportion of delegates against the proposal is still less than 15%, the chairperson can take the decision to implement the proposal with any strong objections noted.

The procedure does not need to be followed slavishly; more time for reflection and/or discussion in open forum or small groups can be added at any time deemed appropriate. Conversely, as various topics and proposals are discussed over a whole weekend or even several EDMs, reaching a decision may, in the end, be a formality as all discussion may have been exhausted long before the formal decision making process.

It is up to us, the EDM, to try to achieve consensus even though it is not the only method of decision-making. We have the tools in the form of guidelines, steering committee and a higher power to help us reach a satisfactory conclusion.

The only exception to consensus will be on elections to the steering committee and EDM subcommittees, and bids for ECCNA. A simple majority vote will decide these. Only representatives elected from areas and regions can vote.

COMMUNICATION

Language - The EDM is conducted in English, so when possible communities should select delegates who speak English. All participants are reminded that some members may be self-translating or using translation, so we should speak slowly and clearly, avoiding any colloquial terms. Any delegate may ask for clarification at any time during the EDM

Written Reports – All community reports must be sent by e- mail to the steering committee to pass onto all delegates no later than 4 weeks before the EDM, or the time frame set by the Steering committee. Sub committee & ad hoc committee are to be sent to the steering committee for inclusion in mailing # 2. Community & sub-committee reports should only be sent to the EDM email address for distribution to all delegates.

Ten printed copies of all these reports should also be brought to the meeting.

Delegates should acknowledge the receipt of all emails sent to them.

FUNDING OF THE EDM

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a) The EDM funds are composed of:

- Donations from individual NA communities/groups and NA members;
- A percentage of the ECCNA profits
- Fundraising activities.

EXPENSES

Travel and lodging costs of Delegates, are met by respective communities, except for new communities that are budgeted for under fellowship development.

The EDM operates on limited funds; it is the responsibility of each person claiming expenses to try and keep the cost down.

A per diem (daily allowance), up to a maximum of €40 per person will be allocated for Steering Committee and FD Committee members during the EDM to cover local expenses. (food, phone, etc). Members who have been selected to take part in a FD trip on behalf of the EDM will be also provided with a per diem of up to €40.00 per person.

If necessary, a per diem will be provided to delegates and translators of developing communities who have been funded to attend the EDM, up to a maximum of €40 per person

To help the treasurer in their role:

- Budgets by Communities, sub-committees, and steering committee members to the treasurer are requested to given in writing at the beginning of the meeting. They need to show a clear breakdown of prices for flights costs, hotel costs, and per-dium costs for travel.
- The original receipts for all expenses need to be provided to the treasurer from any person who is claiming funds from the EDM. (This is requirement for the accountability of the EDMNA Legal association)
- Also requests for administration from steering committee members need to show a clear breakdown of who the request is from, and what they are claming expenses for.
- Communities who have been approved to be funded to the EDM need to provide the treasurer with their full bank account details within the time frame set by the steering committee to complete bank transactions before the EDM.
- All persons who have been authorized to do an FD trip by the body are required to provide receipts for their expenses shortly after returning from the trip, and to send the treasurer a full breakdown of their costs, and all receipts for accountability of the legal association.

BUDGET

The EDM will approve a financial budget at the end of each meeting for the following six months. The budget will be made up of Steering committee Expenses, fellowship development committee expenses, Emergency travel, Legal association expenses, any other expenses that may arise, and amount set for fellowship development activities. The EDM steering committee are to look at requests during the interim period, and approve any financial decisions from the budget on the body's behalf.

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D. EDM Legal Association

EDMNA International Non-profit Association

The European Delegates meeting made a decision in February 2005 to apply to become an International non-profit association. The association was set up to help the body function legally as Zonal Forum of Narcotics Anonymous within Europe.

The role of the EDMNA association is to carry out the running of the International non-profit association on behalf of the European Delegates meeting under Belgium Law. Within the bylaws, specific sections state the function of the European Delegates Meeting, and the procedures its directors must follow as an association.

The EDM has authorized the Steering Committee to become the Directors of the association. Their duties are to follow any decisions taken at the EDM's bi-annual meetings that may affect the financial accountability of the association.

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E. STEERING COMMITTEE GUIDELINES

OBJECTIVES

The general objective of the steering committee is to assist the functioning of the EDM and further its extended action throughout the whole year. To achieve this, the steering committee has the following general responsibilities:

1. To prepare and chair all EDM meetings, which includes preparing the agenda, taking minutes, preparing the budget and keeping good record of all donations and expenditures, etc.
2. To prepare all financial, and general paperwork required in the general running of the legal association as stated within the byelaws, and facilitate the yearly running of the legal association.
3. To ensure and facilitate EDM communications.
4. To ensure communications with and support ongoing EDM projects (e.g. workgroups).
5. To liaise with the ECCNA host committee and support the planning of the event.
6. To fulfil any tasks given by the delegates whenever the EDM is not in session.
7. To take financial decisions in the interim period on the EDM's behalf for funding requests and fellowship development trips based on the authorized budget taken by the body at the end of every meeting.

COMPOSITION

Criteria

The suggested general criteria for membership on the steering committee are:

- Five years minimum clean time.
- Time and ability to fulfil the tasks that fall within the Steering Committee responsibilities.
- A working knowledge of the 12 traditions, and 12 concepts of NA service.
- Commitment to serve the full term.
- Be available to attend both EDM meetings for six days, every year.
- Be available to attend set EDM SC meetings online or conference calls in the interim periods.

Rotation

Rotation of steering committee members, like that of other service positions within the fellowship, is the process by which a trusted servant, when their commitment has come to an end, 'rotates' off (steps down, resigns) to allow another member to take on their commitment. It means that a person does **not** automatically take on another term in that position or any other, without an election process. For example, a vice-chair of a committee will need to be **elected** to the position of chairperson, even though they were elected to the position of vice-chair on the understanding that they would be prepared to take on the position of chairperson when their commitment finished.

A trusted servant can nominate themselves/be nominated for a position and be elected for a maximum of **2** consecutive terms. In order to have continuity and good transfer of knowledge, a trusted servant can after a completed term, be nominated and elected to serve for **1** additional year if the EDM body deems this appropriate.

The terms for each position are as follows:

Chairperson - 2 years

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Vice-chair - 2 years
Treasurer - 2 years
Secretary - 2 years

ROLES AND RESPONSIBILITIES OF STEERING COMMITTEE MEMBERS

Responsibilities that apply to all steering committee functions

- To become the directors of the legal association and fulfil the responsibilities and duties outlined within the byelaws of the association.
- To become co-signatures on the bank account. (The treasurer will be the main signature for the bank account.)
- To be prepared to attend EDM meeting from Wednesday noon to Sunday evening, to include preparatory and follow-up meetings with steering committee members and Fellowship Development committee. The steering committee will meet one day before the meeting to prepare all information for the weekend and the evening after to review all decisions made during the meeting, discuss the minutes, and set work to be done in the interim period. If an extra day is needed for preparation by the steering committee, then a request will be made to the EDM one meeting before.
- To take part regularly in the steering committee meetings (online or by conference call, and at the EDM) held in the interim period to take decisions and prepare the business of the EDM. Conference calls or online meetings will be set by the chairperson and sub-committee members will be asked to participate when needed.
- To take financial decisions on the EDM's behalf, by consensus with the other steering committee members in the interim period. As the trusted servants of the EDM the body has approved the steering committee to take financial decisions on the EDM's behalf, in the interim period, on requests for funding and development trips, based on the budget approved at each meeting by the body.
- The steering committee can also take other necessary decisions that need to be approved before the next meeting. Any necessary decisions taken by the steering committee in the interim period are to be reported to the body at the next meeting in their report.

Chairperson

The chairperson is the single point of responsibility to the EDM. The chairperson is the main point of contact for the steering committee. The chair is accountable and responsible to see that all other steering committee members have prepared all documents for the timelines set for each person. Duties and responsibilities are:

- To be the main point of contact for members and with other service bodies: World Services, Zonal Forums and other service bodies outside the EDM.
- To chair the EDM meetings in such a way that the agenda is met and consensus is reached.
- To organize steering committee online meetings, and if necessary conference calls, between meetings and chair these in such a way that the agenda is met and consensus is reached.
- To ensure that experience on steering committee positions is shared to all new steering committee members.
- To direct the secretary to circulate any relevant information received between mailings # 1 and # 2 to all EDM participants.
- To produce a draft agenda to be sent out in mailing # 2.
- To produce the steering committee report with the vice-chair one month before the meeting for the EDM booklet.

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- Proofread the EDM booklet before it is produced for the meeting.
- To oversee ECCNA with the vice-chair.
- To prepare the EDM report to the WSC for final approval at the winter EDM, before the next conference.

Vice-chair

The primary role of the vice-chair is to support the chair and take the role of chairperson at the EDM meeting, if the chair is unavailable. Duties and responsibilities are:

- To take an active role in ‘shadowing’ the chairperson (i.e. taking the chairperson’s role once a day at EDM sessions).
- To assist the chair in drafting an agenda to be sent out in mailing # 2.
- To work with the chair to produce the steering committee report one month before the meeting to go in the EDM booklet.
- To oversee ECCNA with the chair.
- To be the liaison between the SC and the host committee for the winter EDM and facilitate hospitality at the EDM (equipment, space etc).
- To be the liaison between the SC and the Fellowship Development committee and regularly participate in FD online meetings.
- To be the liaison between the SC and the EDM webmaster.
- To be the liaison between the SC and any workgroup appointed by the EDM.

Treasurer

The primary role of the treasurer is to deal with all finances at the EDM. To deal with the bank account and give clear and precise reports on income and outgoings of all expenditure at the EDM. Duties and responsibilities are:

- To produce a clear treasury report showing all incomings and outgoings between EDM meetings for the body to review at the first day of the business meeting.
- To include a clear final budget breakdown during the meeting for the delegates to approve.
- To produce the final budget based on all income received by the end of the meeting.
- To provide an expense request form for members to fill in and sign for their expenses.
- To give receipts to all delegates who have given donations to the EDM.
- To prepare transfers of approved budgets for FD-trips, funded delegates and other approved expenses for EDM meetings and ECCNA.
- To insure that the prudent reserve is left untouched.
- To make available on request all bank statements.
- To be the main signature for the bank account.
- To produce the financial paperwork required every year for submission to the local authorities in Belgium, as the treasurer of the legal association.

Secretary

The role of the secretary is to keep an accurate record of the proceedings at both EDM business sessions, and the steering committee meetings. This involves noting the key points of the discussion and outcomes, but also where relevant, the process by which decisions were made, and what action is to be taken. Duties and responsibilities are:

- To produce a draft set of minutes and the mailing list and send them out sixty days after the meeting. Documents are to be sent out by e-mail to all delegates, except for delegates who request them to be posted.
- To keep records of small group discussions.

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- To update the orientation pack with decisions made at the EDM. (The update process on the orientation pack should include all decisions from the winter and summer meetings).
- To keep an archive of the minutes and any correspondence at the EDM. They are to be passed on to the incoming secretary.
- To produce the EDM booklet one month before the meeting and ensure that the EDM host committee receives it in sufficient time to print copies for distribution to the EDM participants. The booklet should be practical and concise. The contents should include a list of contents, steering committee report, treasurers report, the agenda, any sub-committee and workgroup reports not sent out before the meeting and any relevant documents from delegates that are not attending and any correspondence from Zonal or World services that are not attending. The booklet should be available one week before the meeting.
- To send all items to the chairperson before being sent out or produced for proof reading.
- To manage the EDM e-mail account.
- To reply to e-mails with questions and issues or when appropriate forward these to relevant parties in the EDM (ie SC-members, FD committee or delegates).

ROLES AND RESPONSIBILITIES FOR FUNCTIONS ASSOCIATED WITH THE SC

Alternates for the treasurer and the secretary are not formally part of the steering committee. The reason for this is to avoid having a large and expensive steering committee. They are not required to participate at the EDM meetings. They should, however, be prepared to participate in the Steering Committee online meetings and/or conference calls, if necessary.

Vice treasurer

- Will be elected mid-term i.e. one year into the treasurers commitment.
 - Will be in touch with the treasurer by phone, fax, e-mail or snail mail (and can claim expenses for this).
 - Will be nominated, or nominate themselves, for the steering committee position, whether they are elected or not.
 - Will, *potentially*, have a 3-year commitment, if elected for the main position after the vice-office period .

Vice secretary

- Will be elected mid-term i.e. one year into the secretary's commitment.
- Will be in touch with the secretary by phone, fax, e-mail or snail mail (and can claim expenses for this).
- Will be nominated, or nominate themselves, for the steering committee position, whether they are elected or not.
- Will, *potentially*, have a 3-year commitment, if elected for the main position after the vice-office period.

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Webmaster

The webmaster is elected for a period of two years and is not formally part of the steering committee but works under SC's supervision.

The role of the webmaster is to administer and update the website www.edmna.org. Information about technical prerequisites and skills can be obtained from the steering committee.

- Minimum clean time requirement is five (5) years.
- The webmaster is not required to participate in the EDM meetings.
- Will keep regular contact with the EDM steering committee by e-mail and phone (and can claim expenses for this).
- Should be prepared to participate in SC online meetings if necessary.
- Collaborates with the WSO-E about all necessary steps concerning registration of the domain and webspace.

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F. Fellowship Development Committee Guidelines

INTRODUCTION AND HISTORY

The formation of an EDM Fellowship Development (FD) committee was proposed and agreed at the Winter EDM 2003, to replace the Hospitals & Institutions and Public Information sub-committees. Membership of the committee is open to any member, through the EDM FD Human Resources pool. The FD committee is funded by the EDM. The Basic Purpose of the Committee is to establish and maintain resources for Fellowship Development service at all levels throughout the EDM NA communities, responsive to the fellowships' needs.

OBJECTIVES

- To serve the fellowship as a sub-committee of the European Delegates Meeting and to be accountable, through that service body, to the fellowship as a whole.
- To enable and support FD activity in EDM communities through such appropriate methods which may be approved by the EDM.
- To manage and maintain the European Resource Pool.

ROLES AND RESPONSIBILITIES OF THE FD COMMITTEE

Responsibilities that apply to both fellowship development committee functions

- To be prepared to attend EDM meeting from Wednesday noon to Sunday evening, to include preparatory and follow-up meetings with SC members and FD.
- To attend the whole EDM meeting, except when they are attending workshops or presentations.
- Have their report ready one month before the meeting for inclusion in the EDM booklet.
- Produce detailed accounts of their travel and administration expenses.
- To provide information and take part in discussions with the steering committee, on possible attendance of a community to the EDM, and any FD trip requests made to the body, within the interim period.
- To suggest candidates for FD trips and through discussions with the steering committee reach consensus on whom to select.
- To plan FD activities together with the members assigned to do the trip and give guidance to them.

Chairperson

- Minimum clean time requirement is five (5) years.
- To ensure that the traditions are upheld in all matters.
- To maintain a link of communication between the FD committee and the EDM steering committee through liaison with the vice chair and participation in SC online meetings when requested to.
- To provide regular reports to the EDM.
- To attend each meeting of the EDM as required.
- To co-ordinate the activities of the EDM FD committee.
- To hold workshops at EDM meetings for the delegates on topics relevant to FD.
- To hold workshops for members and delegates at ECCNA together with SC.
- To communicate with local fellowship hosting the winter EDM about possible workshops to the local fellowship.

Vice chairperson

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- Minimum clean time requirement is three (3) years.
- To act as chairperson in the case of chairperson's absence.
- If the office of chairperson becomes vacant, serve at the chair until confirmed by EDM or until new chair is elected.
- To assist the chairperson in carrying out the responsibilities of the FD committee.
- To attend each meeting of the EDM as required.
- To maintain the FD resource pool data base and carry out secretary duties when required.
- To assist FD chair in holding workshops at EDM meetings for the delegates on topics relevant to FD.
- To assist FD chair in holding workshops for members and delegates at ECCNA together with SC.
- To assist FD chair in communicating with local fellowship hosting the winter EDM about possible workshops to the local fellowship.

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G. THE ELECTION PROCESS

- Nominations will be made by EDM delegates or by nominees themselves whenever a position is up for rotation, either at the summer or winter EDM. All candidates will send a service CV to the Steering Committee by the first morning of the EDM. Attendance is not essential for nominees.
- A full description of the service functions will be read out before nominees are announced.
- Each candidate has to be nominated by one delegate and seconded by one other delegate.
- Questions can be asked of the candidates concerning their suitability for the position, only if all of the nominees are present. If this is not the case no questions will be asked.
- All candidates present in the room during election process will be asked to leave so that delegates can discuss the nominations in open forum.
- All elections will be conducted by a closed paper vote.
- A simple majority of all votes is required to be elected on to the Steering Committee or the Fellowship Development Committee. (50 percent +1) In a case where more than two persons are nominated, the person with the least amount of votes will be dropped from the procedure until one person receives a clear majority.
- The term of office for all EDM functions will be for two years. No more than two terms of office may be served consecutively.
- All new candidates for the Treasurer are asked, separately, if they are financially solvent in their own personal affairs.
- The term of the newly elected candidate starts at the end of the current EDM.
- If a delegate is elected, they should be outgoing, so have relinquished their regional commitment by the next EDM

THE REMOVAL OF MEMBERS FROM STEERING COMMITTEE AND FELLOWSHIP DEVELOPMENT COMMITTEE

In the event of any member of the steering committee or the fellowship development committee not fulfilling their responsibilities or duties as trusted servants, elected by the EDM certain procedures will be put in place that person/s:

- A vote of no confidence can be called by another Steering Committee member or by a delegate during the meeting
- When a vote of no confidence has been put forward it has to be seconded by another delegate or Steering Committee member
- The person who has put forward the vote of no confidence will be asked to state the reasons behind their proposal
- The person that the vote of no confidence has been put forward about will be given the opportunity to reply to the proposal
- Delegates will then be asked to vote on the no confidence proposal by secret ballot
- A simple majority (**50 percent+1**) would be needed to remove any person from the Steering Committee

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H. NOMINATIONS TO WORLD SERVICE POSITIONS

Every second year, at the summer EDM preceding the World Service Conference, we have the possibility of nominating members to positions at NA World Services (World Board member, Human Resource Panel member or Co-facilitator).

The following describes the requirements and procedures of the nominations:

- Submission of nominations will be made by EDM delegates or by nominees themselves at the summer EDM preceding the World Service Conference. All candidates will send a service CV to the Steering Committee by the first morning of the summer EDM. Attendance is not essential for nominees.
- A full description of the service functions will be read out before nominees are announced.
- Each candidate has to be nominated by one delegate and seconded by one other delegate.
- All candidates have been a member of the EDM in any capacity at any point of time
- Questions can be asked of the candidates concerning their suitability for the position only if all of the nominees are present. If this is not the case no questions will be asked.
- All candidates present in the room during nomination process will be asked to leave so that delegates can discuss the nominations in open forum.
- All voting for supporting nominations will be conducted by a closed paper vote.
- A simple majority of all votes is required to be nominated for any of the World Service positions. We can nominate as many members we wish to.

Description of the three different positions at World Service level:

World Board member –“The World Board manages all activities of world services including oversight of the operations of the fellowship’s primary service center, the World Service Office.” The position is held for three conference cycles (six years) and the member is an active participant at the World Service Conference. The qualifications outlined in *A Guide to World Services* are as follows:

For World Board members:

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the board’s optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the board to best serve our fellowship:

- ♦ *History of both completing work independently and working well within a group.*
- ♦ *Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.*
- ♦ *Familiarity with the Narcotics Anonymous service structure.*
- ♦ *Administrative skills.*
- ♦ *Experience with plan development and financial forecasting.*
- ♦ *Organizational and communication skills.*
- ♦ *Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitments of board membership.*
- ♦ *A working knowledge of the Twelve Steps, Traditions, and Concepts.*

Clean Time Requirement: All board members must have a minimum of ten (10) years clean.

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Human Resource Panel members – “facilitates an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members to be nominated from around the world”. The position is held for two conference cycles (four years) and the member is a passive participant at the World Service Conference. The qualifications outlined in *A Guide to World Services* are as follows:

For HRP members:

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

- ♦ *Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).*
- ♦ *Discretion—the ability to fulfill their responsibilities with the conference’s confidence that confidential information will be protected.*
- ♦ *Experience—members should possess previous world service experience and should demonstrate some personnel/human resources experience.*
- ♦ *Ability to read English.*
- ♦ *A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.*

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

Cofacilitator – “The purpose of the WSC Cofacilitator is to preside over the business meeting of the World Service Conference”. The position is held for two conference cycles (four years) and is a passive participant at the World Service Conference. The qualifications outlined in *A Guide to World Services* are as follows:

For WSC Cofacilitator:

- ♦ *A demonstrated ability to preside over business meetings.*
- ♦ *A working knowledge of WSC conference policies and procedures.*
- ♦ *A working knowledge of Robert’s Rules of Order and general parliamentary procedure.*
- ♦ *Demonstrated organizational skills.*
- ♦ *Holding no other world service positions or responsibilities at the time of assuming the Cofacilitator’s duties.*
- ♦ *A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.*

WSC Cofacilitators must have a minimum of eight (8) years clean time.

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I. THE ROLE OF THE EDM DELEGATE

As delegates we are the voice of our individual communities. In many ways we are like members of an NA group. We share what works for us and ask for help when we need it. This can also take place between EDM events.

We carry the experience of our communities to the EDM, sharing challenges and solutions with other delegates. In turn we carry the experience of other communities back to our own. We also report on events such as conventions, developments, and the growth of fellowships within our zone.

We can maximize the benefits of our relationship by communicating frequently and responding promptly to each other, much as we would in our local meetings. The time between EDM's is a good opportunity for communities who share a common language to speak with each other, share any concerns and formulate questions to the rest of the EDM.

The EDM also serves as an opportunity for personal contact with NA World Services, and through them the rest of the fellowship around the world, particularly for those Regions not seated at the World Service Conference. During our meetings we have the chance to ask questions, share experience with the NAWS members attending and give input to current NAWS projects. Many delegates have also found that bringing home news from around the world engages the interest and enthusiasm of our local members.

Since the EDM began our zone has experienced significant growth, with new meetings in many new and established communities. If we continue to focus on the primary purpose of all our NA bodies, to carry our message to those who have yet to hear it, we can continue to be part of this growth. As delegates to the EDM we bear a substantial responsibility to fully participate in the process."

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J. ECCNA GUIDELINES - revised

INTRODUCTION

The **ECCNA** - European Conference and Convention of Narcotics Anonymous - is an annual event that combines the celebration of recovery with service-oriented workshops. Each year the **EDM** - European Delegates Meeting - delegates the responsibility for planning and hosting the ECCNA to one of the bidding NA Communities.

The following Guidelines are to be followed by the ECCNA host committee when bidding and planning for the event. These Guidelines have been developed taking in consideration that the EDM bears ultimate responsibility for the outcome of the ECCNA, namely for any outstanding losses. Therefore, whilst most of the planning is left to the host committee, the supervision and responsibility for some major decisions are kept within the EDM.

The NA Conference approved literature "Convention Guidelines", namely parts one and two of its contents, should always be a guiding document for the host committee in the organizational aspects.

VENUE REQUIREMENTS

The European Convention and Conference combines two separate events on the same date and venue – one is the European delegates meeting (EDM), the other a recovery oriented, Europe Convention. These events require the following facilities:

European Convention (from Friday to Sunday)

- main meeting hall, should seat a minimum of 600 persons, or more depending on size of local fellowship
- a minimum of 2 smaller rooms seating 50-100 persons for meetings and for two service workshops on Saturday afternoon
- One room each should be available for marathon meetings and different language or common needs meetings
- simultaneous translation booths or availability of translation equipment, enough for at least 2 languages, depending on location
- catering available on site
- good accessibility from a main airport

EDM (from Thursday to Sunday)

- conference room to seat 50-80 people in an around-the-room table setting
- two smaller rooms for workshops with round table setup for 2-3 hours on Friday daytime and Saturday morning
- two table microphones and two portable radio microphones for conference room
- flipchart and paper, the possibility to hire a projector
- coffee, tea and biscuits for breaks available (a collection will be taken from EDM delegates to cover this cost)

BIDDING PROCESS

1. Presentation

- a) The Bid should be presented in writing to the EDM (summer meeting), two years in advance, containing the following information:
 - Venue - Number of meeting rooms available, seating capacity, price of rental, facilities available on site, etc.;

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Note: It is recommended that a pre-booking is made before presenting the bid to the EDM, in order to secure the venue in case the bid is successful.

- . Housing - Different category hotel rates;
 - . Access to host town (Plane, train, car);
 - . Status of local service structure, size of local NA community, experience in organizing conventions;
 - . Identification of three members of the host committee with three years (ideally five years) minimum cleantime;
 - . Reasons why the Area/Region wants to host the ECCNA;
 - . Motto and logo suggestions.
 - . A budget, in excel-file, with projected income and expenses. List three different scenarios (minimum attendance, break-even point and high attendance), to give delegates a better view of various outcome.
- b) The bidding communities shall have copies of their bids available for distribution amongst the EDM members.
- c) The hosting region/community of ECCNA should not hold their regional convention in the year of ECCNA. To make sure a high number of participants, set the date for ECCNA as close in time to when the regional one would be.

2. Selection

- a) It is the EDM's responsibility to select the suitable bids, taking in consideration the following:
- . Capacity and experience of local NA community;
 - . Benefits for the host NA community;
 - . Rotation of the event within Europe;
 - . Level of facilities available on site;
 - . Cost for rental of venue and simultaneous translation equipment.
- b) In case where two bids or more are received, the EDM then forwards the selected bids to the communities, which send their agreed selection back to the next EDM, where an election process will decide the venue for the ECCNA.
- c) If a decision cannot be reached by the EDM, then the final decision is left to the ECCNA floor, at the closing meeting of the event. In such case, each bidding community, which has been considered eligible by the EDM, will be allowed to make a verbal presentation to the floor.

PLANNING

In planning the event, the host committee shall always keep in mind that it is accountable to the EDM, who bears ultimate responsibility for the ECCNA, and that this event serves a multi-lingual/multi-cultural fellowship that goes beyond the boundaries of Europe. Therefore, the host committee shall:

- a) Use English as the "official language" for the event (this is to facilitate simultaneous translation into different languages).
- b) Hold one general **Planning Meeting** with one member of the EDM steering committee
- Note:** The travel expenses - airfare, hotel, daily allowance for local meals and transportation (40 euros/day) - of this member are to be paid by the host committee out of the ECCNA budget.

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- c) Communicate regularly through a written report to the steering committee on the planning and ongoing costs of the event. Also present written and verbal reports to the EDM body during EDM meetings preceding the event. A member from the host committee should attend EDM or the delegate of the hosting committee should be able to answer questions.

Note: The travel expenses of the member from the host committee - airfare, hotel, daily allowance for local meals and transportation (40 euros/day) - are to be paid by the host committee out of the ECCNA budget.

- d) Deliver a final written report to the EDM.

The following are the major stages for the planning of the ECCNA and the work that is to be accomplished during such stages.

Before Planning Meeting (during the first, of the two years planning the ECCNA)

- Form host committee and set its working guidelines (place and time for host committee meetings, minutes and agenda procedures, decision making process, tasks/responsibilities for each sub-committee, etc.)
 - Inform the host committee that all official receipts, or invoices are to be given to the committee's treasurer before being reimbursed for any expenses being claimed back by committee members for any equipment hired, or any items purchased to do with the Convention, or travel expenses. As all receipts for expenditure to do with the convention are to be given to the EDM treasurer in the closing report, and have to be shown in the EDMNA legal association's accounts.
- Formalize the rental agreement for the venue with the company under the name of EDMNA. (The final Contract for the venue has to be signed by the EDM steering Committee to meet with the requirements of the EDMNA Legal association)
- Open a bank account (such account should be operated with the signature of 2 out of 3 members).

Note: international banking information (SWIFT and IBAN) is needed for the flyer, so that members can pre-register from European countries
- Set up email addresses and open a P.O. Box for information
- Secure rental of simultaneous translation equipment for at least 2 languages, depending on location.
- Prepare proposal for merchandising items/quantities/selling prices
It is up to the host committee to decide when and under which conditions third parties will be authorized to sell their products at the ECCNA.
- Prepare proposal for party and/or any other entertaining events and respective admission fees
- Prepare overall budget that includes the seed money provided by the EDM. The registration fee shall be determined as follows:

Overall cost for putting on the event & the reimbursement seed money given by the EDM

Expected attendance = Registration Fee

Note: The overall cost shall not include costs for merchandising and fundraising/entertainment activities (party, dinner, , etc.). The profit of the ECCNA shall be budgeted from these merchandising + fundraising activities.

- Approval of ECCNA budget (in euros).

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- Approval of registration and pre-registration fees.
- Prepare draft of flyer, which should include:
 - Motto and date of ECCNA
 - Address of venue
 - Information on transportation/access (from airport and railway station) to the venue
 - Basic accommodation information (category/prices, location/distance to site)
 - Fees for Registration and Pre-Registration (deadline and forms of payment)
 - Pre-Registration Form
 - Contact details for Host Committee (Hospitality, Registration, Translation etc)
 - International banking information (SWIFT and IBAN) for registration within Europe
- Approval of the flyer, forward final draft to the EDM steering committee for final approval
- Send Flyer out to the fellowship :
 - By post to all Areas and Regions within the European Zone, and to the WSO_Europe so that fliers may be sent out with literature orders.
 - An email version of the flyer to be sent to all European communities, and communities outside Europe.
 - An email version of the flyer with the text separate, to enable communities to translate and print their own version.
- Develop all organizational aspects that are not pending from approval at 1st Planning Meeting.

Planning Meeting (Six months before ECCNA)

- Visit of the ECCNA venue;
- Report of the host committee on the planning so far;
- Approval of merchandising items/quantities/prices, and send a report to the EDM steering committee for final approval.
- Approval of party and/or any other entertaining events and respective admission fees, and report this information to the EDM Steering Committee
- Define registration procedures. Conceive registration form, to gather valuable information for final ECCNA-statistics.

After 1st planning Meeting (Six months to Three months before ECCNA)

- Prepare draft for ECCNA program;
Notes:
 1. It is the responsibility of the EDM to decide which service workshops are to be scheduled for each ECCNA, as well as to nominate the members responsible for such workshops. Service workshops (usually two) shall be scheduled for Saturday.
 2. It is the responsibility of the host committee to decide on all aspects regarding recovery meetings - topics, number of meetings, speakers, and minimum requirements for speakers/translators/meeting chairs. The committee must select at least one native language speaker for main meetings and may select up to a maximum of one native speaker per day (it is recommended, however, a 5 years minimum cleantime requirement for speakers at main meetings) etc. It is also their responsibility to decide whether to hold special interest meetings or not.
- Define registration procedures. Conceive registration form, to gather valuable information for final ECCNA statistics

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- Develop all organizational aspects (merchandising, events, facilities at the venue, simultaneous translation equipment/procedures, housing, transportation, public information policy/activities, etc.)
- Keep good record of all expenditures

The following points need to be clarified between host committee and EDM Steering Committee three months before ECCNA

- Report of the host committee on the planning so far
- Approval of ECCNA program
- Check overall organizational aspects
- Check budget.
- If the host committee decides to invite the press to ECCNA, delegate the planning for this occasion to the local PR-committee to make a presentation together with members from the EDM.

FINANCES

The host committee receives seed money of 5000 Euro before the event. This is to help cover any costs arising before the event takes place. It shall be transferred back to EDM as soon as possible after the event (in currency Euro), so that it can be passed on to the next organizing committee.

It is the responsibility of the EDM to take the decision on the allocation of any profits made from the ECCNA, once all financial matters have been finalized. (The normal allocation will be: 10 % to the Host Committee, 10 % to the WSC, and 80% to the EDM)

FINAL REPORT

The host committee shall present to the EDM (with copies available for all EDM participants), at its winter meeting immediately following the ECCNA, a final written report that contains the following information:

- A Financial report with a breakdown of all income, and expenses for ECCNA, and provide the EDM treasurer with all the original receipts for the event.
- Statistics of the event, such as total number of registrations and pre-registrations, number of fully paid registrations, attendance per country, total cleantime, attendance, cleantime breakdown, number of merchandising items sold, attendance at party/events, etc.
- A report on the positive and negative points that the host committee had during the overall planning of the convention, and any recommendations to pass onto the next host committee to help in their planning of ECCNA.

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Some suggestions and experiences:

- Spreading the word early in the hosting region/community, at every service level, starting the recruitment of first aid, security volunteers and other “ground service”/“at location”-service members, has shown having good results.
- Regarding subcommittees we recommend you to use the same ones you would at a regional convention, but also to contact members from subcommittees at previous ECCNAs and look at their evaluation reports, to give you experience shared and needed.
- Put the event on in the 'low season' if possible.
- Organizing the catering yourself can save costs and generate good revenues.
- Experience has shown that it is never too early to search for musicians/entertainment for the convention. Make sure you write legal contracts.
- There has been discussions after previous ECCNAs about how to preserve our anonymity regarding members eager desire to take photos etc. Make sure you talk about it in the committees and later also at location, in order to find ways to, in a loving way, urge the members visiting to respect our members' anonymity.
- To avoid issues with members not register for full rate and by that getting trouble making budget stick. We encourage the Host Committee to talk about this beforehand, how to greet members when they arrive, explain why we register, and also perhaps how we set up the entrance at the venue, so members cant pass without a badge showing that they have registered. To be prepared for these things, and have a common plan, sets a greater loving atmosphere at location.
- In addition to the face to face-meetings, remember that there is always a possibility to communicate through email and Skype conferences. Talk to the Steering Committee of the EDM and talk about it.

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K. Hosting Winter EDM

The Winter EDM bidding process is open to proposals from community's presenting a bid to host the ECCNA, and all other communities who attend the EDM who would like to hold the winter meeting.

Bids are to be presented in writing within the deadline set by the body.

Presentation

Within your presentation to the EDM to host the winter meeting, your community will need to include information on:

- Dates available to hold the meeting from the end of January to the middle of March. (From Thursday Morning to Sunday afternoon)
- A hotel in the city that can house the delegates attending the event, and what amenities are available within the hotel.
- Prices for single & double occupancy of rooms available at the hotel, and how delegates will need to make their bookings (with agreement for bookings to be open from Monday to Monday at the same rate)
- The cost of the meeting room space that is either in the hotel proposed or walking distance from the hotel. (The meeting space requirements are to seat up to 50 delegates in a board room style set up, without any obstructions)
- Information on what equipment is included in the room hire (e.g. Leads, Flip chart & Paper, projectors), and whether the body could provide its own refreshments during the weekend, or a price list of refreshments supplied by the venue
- How far the nearest International airport is to the venue, how delegates would travel from the airport to the hotel, and how much it would cost to travel by Taxi, Bus, or Train.
- Whether delegates will need to apply for visas to travel to your country
- Why your community would like to be considered to host the meeting

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L. EDM Funding Guidelines

Introduction

This document is to help EDM Communities that wish to apply for Fellowship Development (FD) funding. It contains some general principles we use when deciding on funding requests. Each request is unique, so the Steering Committee (SC) and Fellowship Development (FD) Committee will discuss each one individually. This document also includes some guidelines for funded participants.

Eligibility

All developing EDM communities are eligible to request FD funding. This funding can be to a) receive Fellowship Development visits and/or b) attend EDM meetings.

NB. A developing community is one that meets the following requirements:

1. The community has had a working service structure (to Area level) for at least two years.
2. The community is unable to fund the costs of an FD visit or their attendance at the EDM from their own resources.

Funding Principles

The following general principles apply:

When appropriate, priority will be given to funding FD activity over funding attendance to the EDM.

Priority will be given to requests that include all relevant information, and to those that are received in good time.

Timing

Whenever possible, please make your funding requests within your community report. This gives the FD Committee enough time to research the request and report back to the SC Committee so they can decide together on which requests are to be funded. It also gives enough time for travel to be booked at cheaper rates. With this in mind, any requests that come in during or after the meeting will be given a lower priority than ones received beforehand in a community report. In addition to this, any requests received more than two months after the meeting are unlikely to receive funding in that cycle, and will be passed on to the next six-monthly cycle.

Funding for FD Visits

Communities requesting funding for FD visits are required to go through an assessment process, conducted by the FD Committee, before a decision will be made on funding. This assessment will include the following factors:

1. The actual needs of the community that can be met by a visit.
2. The budget.
3. Visa requirements, if needed.

This process can take up to two months to complete. Once funding has been granted there will usually be a planning period of up to six months before the actual visit takes place.

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Funding to attend EDM Meetings

Ideally, all EDM communities will be able to attend all EDM meetings. In practice, we may not always have the resources for this to be possible. This means that communities who are funded to attend the EDM may only receive funding to attend one EDM each year.

Funding provided to all approved communities will be for one delegate and a translator if necessary.

Travel Costs

It is vitally important that travel be booked as early as possible, as this can give savings of up to 50%. We remind all funded participants that we all bear responsibility to make prudent use of EDM funds by helping to reduce costs. This is one of the reasons that requests for travel to the EDM made less than four months before the meeting are unlikely to be funded.

Funding to attend the EDM includes the following: transfers to/from the airport/station and cost of main travel. Original receipts must be given to the EDM Treasurer in order to be reimbursed.

Accommodation

Unless there are special circumstances, EDM-funded participants will have their accommodation funded from one night before the meeting till the last day of the meeting (a total of four nights). EDM-funded participants should also expect to share a room. You may room with whomever you choose, but EDM will not incur an additional expense as a result of such a choice. If your roommate is not funded by EDM, he or she will be responsible for the expenses exceeding the price of half a double room. If you are an EDM-funded participant and you prefer to room alone, you will be responsible for half of the room expense.

All participants, EDM-funded or not, will be responsible for all room incidentals (telephone calls, room service, films, etc.).

Per Diem

The per diem is a daily allowance for food, tips and other incidental costs to do with being away from home. The current EDM per diem rate is a maximum of €40, and all recipients are required to sign two forms for the treasurer. The first form is for the amount they received from the treasurer at the beginning of the meeting, and the second one is an expense sheet for the daily amount spent, which is signed and returned to the Treasurer along with any unused funds at the end of the meeting.

Conclusion

Each six-monthly cycle of the EDM has an agreed budget for FD activity, and unfortunately not every request will be able to receive funding. We would like to remind communities that there are many other ways in which the Steering Committee, FD Committee and other Communities can offer help between EDM meetings. There is a wealth of experience available, and many communities have benefited from sending questions to be asked of all EDM delegates via email. We are always glad to help communities network with each other, and we have a database of European contacts that may be able to help in a service effort.

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M. EDM PAST DECISIONS

The following is a summary of EDM discussions and decisions since July 1992. This document does not reflect either the tremendous growth of the Fellowship during these years, or all the sharing of experiences that have occurred during EDM meetings.

EDM - July 1992 – Antwerp (Belgium)

Present: Delegates from 7 communities and 4 members of World Services.

Decisions and Discussions:

- To give the meeting a name: **“European Delegates Meeting” (EDM)**.
- To meet in 6 months time.
- A priority list of European needs was made.
- A proposal of ECCNA Guidelines was presented, already to be followed on a trial basis by ECCNA 10 host committee.
- A proposal presented by BOD/WSO to create a **“European Branch Operations Committee” (EBOC)** was given 6 months to be discussed by local communities.
- An EDM coordinator was elected.
- Allocation of funds from ECCNA 9:
 - 50% to ECCNA 10 host committee
 - (This proposal was approved by - 20% to EDM
 - the floor of ECCNA 9) - 20% to local community
 - 10% to WSC

EDM - January 1993 – Brussels (Belgium)

Present: Delegates from 9 communities, WSO-E and BOD.

Decisions and Discussions:

- WSO-E felt it was inappropriate for them to take minutes at this meeting and a temporary secretary was elected.
- Four members were elected to serve on EBOC.
- EDM would meet again at ECCNA 10. This body is entitled to take decisions serving the NA fellowship in Europe, its intent being:
 1. To increase awareness and response to European needs through regular communication.
 2. To define the decision-making processes and points on common European issues.
- ECCNA Guidelines Part I was approved, except the question of selecting the next site which was sent back to the fellowship for further discussion.
- The EDM will decide on the allocation of profits from ECCNA.
- ECCNA Guidelines Part II was also adopted, except for the statement that says “Conference may start on Thursday or Friday morning at 10 am”
- Cost equalization was discussed and two proposals were presented:
 1. EDM moving between 4 zones (No consensus reached).
 2. NA communities with lower travel costs were suggested to contribute to smaller communities wishing to take part (OK. Not mandatory).
- The Paris Area presented a proposal for a European PI committee. Information should be gathered and reported at ECCNA 10.
- EDM operating guidelines and voting procedures should be worked on until next EDM.

EDM - July 1993 – Stockholm (Sweden)

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Present: Delegates from 15 communities, 7 members of World Services and 2 WSO-E special workers.

Decisions and Discussions:

- A consensus was reached, for this year, to have the EDM filter the bids for next ECCNA and have the floor of the Convention to vote. This will be an agenda item in January.
- The newslines “**NA EUROPA**” was presented by EBOC.
- Delegates agreed to continue with consensus as the decision making process, and when guidelines are completed they would be read out at every meeting.
- A new coordination group with 4 members was elected, after one year with only one coordinator, with the following task:
 1. To support the ECC
 2. To plan the agenda for EDM
 3. To deal with anything else that comes up
- Allocation of profits from ECCNA 10:
 - 50% to ECCNA 11 host committee
 - 30% to European efforts
 - 10% to local community
 - 10% to WSC
- European PI efforts - Decision to go slowly with the project, two members will make plans for a workshop at the next ECC and find a “pool” of members to get involved. Another priority was to create a PI database.

EDM - January 1994 – Amsterdam (Netherlands)

Present: Delegates from 10 communities, 4 coordination group members, 4 EBOC members, 2 BOD members, 3 WSO special workers, 1 WCNA 25 rep. and members from the ECCNA host committee. A total of 29 members.

Decisions and Discussions:

- The ECCNA 12 was questioned due to WCNA 25 in Paris, Sept. 95. Decision postponed to July meeting.
- BOD approved that the office takes minutes at EDM, provided that the winter meeting is in Brussels and a special worker can be funded to the July meeting.
- Consensus that Euro P.I. project should keep going, concentrating on a European directory. No decision was made about funding for Euro P.I.

EDM - July 1994 – Amsterdam (Netherlands)

Present: At least 38 members from 14 communities, BOD, WSB, WSC and WSO-E

Decisions and Discussions:

- Consensus that Coordination Group should continue. Cleantime requirements:
 - Chair - 4 years
 - Secretary - 3 years
 - Treasurer - 3 years
- Consensus to open a bank account in Brussels. Two out three signatures from Coordination Group members are needed.
- EDM could not reach consensus about having ECCNA 12 in 1995. Issue was taken to ECC floor, which voted for ECCNA 12 in Frankfurt, July 95.

EDM - January 1995 – Brussels (Belgium)

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Present: Delegates from 10 communities, 4 EBOC members and 2 WSO-E special workers.

Decisions and Discussions:

- The meeting started with a splitting up into 3 groups for discussions about:
 1. ECCNA - Separate Convention from Conference? - NO
 - Special interest meetings? - Decision postponed to next meeting.
 2. Decision making at EDM - Past experiences of strategies using consensus to reach decisions were presented. (See current “**Orientation Pack**”).
 3. Relation EDM / WSC - A proposal to apply for EDM seating as a Region at WSC was to be brought back to the communities and discussed again at next EDM
- Euro P.I.:
 1. Delegates should ask their communities for financial support.
 2. A workshop on the project was to be held at ECCNA in Frankfurt.
 3. To try to have European members voted in on the WSCPI pool.
 4. participation at the European non NA event the Third European Conference on Addiction & Aids held by WHO in Turkey .
- A motion was approved that “*donations to the EDM towards a specific purpose should be declined*”.
- There is a need for “*Starter Packs*” for newcomer communities at EDM

EDM - July 1995 – Frankfurt (Germany)

Present: Delegates from 14 communities (New communities represented were: Turkey, Czech Republic, Russia and Quebec) and members from World services. All together over 30 members.

Decisions and Discussions:

- Coordination Group:
 1. Positions in Coordination Group should not be held by RSRs (except for out-going RSRs), and that members should have experience of EDM.
 2. Strengthen the leadership and rename it to **EDM Steering Committee**.
 3. New Chair, Secretary and Treasurer were elected. Past Chair stays as a member with experience.
 4. A daily allowance of 40 USD / per person was approved to cover local expenses(food, phone and transport) of steering committee members.
- The discussion about special interest meetings at ECCNA was closed with no consensus. The ECCNA host committee decides about the convention program.
- EBOC was formally dissolved by BOD.
- Euro P.I.:
 1. The workshop achieved a specific direction to this project and consensus was reached for the five tasks proposed.
 2. A working group of 4 members was elected; 12 volunteers also involved.
 3. The project was given 1.000 USD; fundraising allowed to cover remaining costs.

Allocation of profits from ECCNA 12: - 50% to EDM

- 30% to next ECCNA
- 10% to ECCNA 12 host committee
- 10 % to WSC
- From now on EDM will take and distribute its own minutes.
- In 1996, EDM will meet at host country of ECCNA 13, instead of Brussels.

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EDM - January 1996 – Lisbon (Portugal)

Present: Delegates from 8 communities, 4 steering committee members, 1 BOD and the WSO-E manager.

Decisions and Discussions:

- Timeline to receive EDM minutes - 6 to 8 weeks after each meeting.
- Treasurer's report format to be changed, itemizing steering committee members' expenses.
- Steering Committee should finalize until July:
 1. ECCNA guidelines revised draft.
 2. Develop plan to have “**NA EUROPA**” continued.
 3. Compile record of past EDM decisions.
- Steering Committee presented “**EDM Guidelines/Orientation Pack**”. It was well received, although **Mission Statement** will need further attention.
- Motion presented by France that “*EDM seek recognition as WSC participant, representing emerging European communities*” was again postponed for further discussion, as consensus could not be reached.
- Euro P.I. - A joint participation (EDM + World Services) at the Amsterdam event is being prepared. A decision was made to fund up to 50% of the cost of our representative's participation.

EDM - July 1996 – Lisbon (Portugal)

Present: Delegates from 15 communities; 4 Steering Committee members; 1 Euro PI project member; 1 BOD member and several interested members.

Decisions and Discussions:

- “**NA EUROPA**” - Decision to restart this project: - Two issues per year; one member to coordinate - Tobias was elected; translations left to each community.
 - “**PI Project**” - Consensus reached on the following action until next ECC: - Keep up with newsletter, two issues/year; up-date contact list; develop PI response for use by WSO-E (translate material); organize own structure and communication with EDM; produce budget; prepare plan + budget for participation at non-NA events; decision to fund one member to next EDM.
 - **ECCNA** - There were no bids for hosting the ECC in 1997. Delegates to go back and consider possibility to present a bid until September 30. Steering Committee to decide on those bids. Future bids to be presented two years in advance to avoid this situation again.
 - Portugal presented two motions: - “*To change TWGGS so that Zonal Forums receive mailings as conference participants*” and “*To send a rep to WSC (the EDM chair with no voting rights) and change the name of the EDM*”. No consensus was reached.
 - Steering Committee elections - Michel was elected to replace Jan.
- Steering Committee was requested to produce draft for “**ECC Guidelines**” (revised), “**Steering Committee Guidelines**” and complete “**EDM Guidelines**”

EDM - February 1997 – London (UK)

Present: Delegates from 11 communities, 2 Euro PI Project members and several interested members.

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Decisions and Discussions:

- **"EDM Guidelines"** were approved; the "Cost Equalization" proposal was tabled for further discussion, putting figures of present meeting into the equation to give us a model to work with.
- **"Steering Committee Guidelines"** were approved, as suggested guidelines.
- Decision to keep the ECC allocation of funds as it is - 50% to EDM, 30% to next ECC host committee, 10% to stay in ECC host country and 10% to WSC.
- **"ECCNA Guidelines"** (revised) were temporarily adopted as an experimental guiding document; further discussion at next EDM.
- **"Euro PI Project"** - The following decisions were taken:
 - EDM is responsible for election of Chair + Alternate:
 - Approved continuity of project;
 - Approved funding of Chair (or Alternate) to EDM meetings;
 - "Euro PI News" to be included in NA EUROPA;
 - Fund 2 members to attend the Oslo event.
 - Steering Committee to be responsible for Euro PI Project administration
- **Service workshops at ECCNA 14:** - Translations, PI/Fellowship Development and 12 Concepts. Request World Services participation.
- **WSC** - Decision to make friendly amendment to Motion 29, to read *"That all Zonal Forums steering committee members be entitled to receive WSC mailings"*.

EDM - September 1997 - Haifa (Israel)

Present: Delegates from 10 communities, 3 Steering Committee members, 1 Euro PI Project member, 3 WSC/WSO members and several interested members.

Decisions and Discussions:

- **Euro PI Project** - Project Coordinator terms: 2 years minimum and 4 years maximum (similar to St. Com members);
- **NA EUROPA** - Use the new "NA Way" for distribution;
- **Fellowship Development:**
 - a) Priorities were ranked as follows:
 - 1^o Fund travel of experienced European members to support service efforts in local communities
 - 2^o Partially fund attendance at EDM meetings for those communities who are normally unable to attend due to lack of funds
 - 3^o Fund attendance at one European learning weekend per year
 - 4^o Continue other Euro PI project activities
 - 5^a Fund literature translations efforts in those communities where this type of help is needed
 - b) Decision to allocate budget figures to those priorities and give St. Com. the responsibility to manage the use of funds within those limits, reporting regularly
- **ECCNA Guidelines** - Include the following in the "Bids Selection" chapter: "The EDM should receive and select the bids for the hosting of the upcoming ECCNA, then forward the selected bids to the communities. After regional group conscience, the communities send back their agreed selection to the next EDM, where a final vote decides the venue for the next ECCNA."
- **Steering Committee** - João, Paul and Michel were re-elected. David rotates out. One position remains open until next EDM.

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EDM - February 1998 – Manchester (UK)

Present: Delegates from 11 communities, 3 Steering Committee members, ECCNA XV Host Committee Chair, 4 BOD members, 1 Transition Group member, Greek Area Chair and several interested members.

Decisions and Discussions:

- **Fellowship Development**
 - Decision to fulfil project in the cheapest way, using experiences/resources in Europe, as well as geographic proximity, when planning for FD trips.
 - Steering Committee to prepare and coordinate FD trips.
 - Communication costs to be included in FD budget.
- **ECCNA**
 - Decision to strengthen the link and communications between EDM Steering Committee, ECC Host Committee and Host Region.
 - Clarify in ECCNA Guidelines that EDM is responsible for ECCNA profit allocation.
 - Steering Committee to help Host Committee choose European NA communities to be invited to ECCNA XV.
- **Euro PI Project**
 - Policy changed for Project Coordinator attendance to EDM meetings: Euro-PI Coordinator attends EDM summer meeting and sends written report to EDM winter meeting.
- **NA EUROPA**
 - Consensus between Delegates and BOD members present to use NA WAY for distribution of NA EUROPA.
- **Budget decisions**
 - Reduce the “prudent reserve” from \$ 5000 US to \$ 2500 US.
 - Allocate \$ 2500 US to FD expenses. St. Committee to decide use of funds.
 - Steering Committee to decide, if funds available, on other project priorities.

EDM - August 1998 – Manchester (UK)

Present: Delegates from 15 communities, 3 Steering Committee members, Euro PI Coordinator, ECCNA XV Host Committee Members, 2 World Board members, 3 WSO staff members and several interested members.

Decisions and Discussions:

- **Meeting Format**
 - Steering Committee to set up an “Orientation session” for new members
- **Treasury**
 - ECCNA full profit and subsequent allocation should be reflected in EDM financial accounts, respectively as income and expenses
- **NA EUROPA**
 - Steering Committee takes responsibility for edition and distribution
 - Possibility of using NA WAY for distribution of NA EUROPA subject to written request to WSO
- **World Services**
 - Steering Committee to prepare EDM report to the WSC 99, for final approval at next EDM meeting. Delegates will decide on who will present it to the WSC floor
- **ECCNA**
 - Communities to provide host committee with info on translation needs + translator
 - Steering Committee member(s) to attend planning meetings
 - Host committee to provide final written report with statistics of the event
 - ECCNA 16 requested each EDM community to raise funds locally

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- **EURO PI**
 - Prepare a “Euro Press Booklet” (collection of media articles)
 - Request from INSERM (non-addict researcher) to attend EDM meetings will be looked upon after steering committee gathers more information
- **Fellowship Development**
 - Trip to Poland to coincide with Regional event, use geographically close members for travel team and cheap transportation
 - Request from Turkey, for development trip to help creation of service structure, was accepted (pending on availability of funds)
- **Budget priorities**
 1. ECCNA 16, EDM Admin, EDM Summer meeting
 2. Fellowship Development
 3. EDM Winter meeting
 4. NA EUROPA and EURO PI
- **Steering Committee Elections**
 - No nominations/volunteers
 - Bartolomeu will act as “shadow member”. Election as “full member” to be decided at next EDM meeting

EDM - January 1999 – Sitges (Spain)

Present: Delegates from 14 communities, 3 Steering Committee members, ECCNA 16 Host Committee Chair, and a few interested members. The World Board was unable to attend due to World Board meeting in Chatsworth.

Decisions and Discussions:

- **French Researcher’s attendance to EDM**
 - Approved for a one year trial (two EDM meetings)
 - Issue to be revisited at the end of the EDM winter meeting, to allow for Researcher and Delegates to see how they feel about the experience
 - Researcher to sign terms of the agreement
- **Fellowship Development trips**
 - One member with EDM experience to be the travel team leader
 - Steering Committee to prepare Fellowship Development trips check list
 - Trip to Turkey approved
- **Resolution A**
 - Decision to form an Internet “European Study Group”, to present its findings at EDM meeting in July (Sitges)
- **EDM Meeting**
 - Decision to add one half day

EDM- July 1999-Sitges (Spain)

Present: Delegates from 15 communities were represented, 3 Steering committee members, 2 members from the World Board Members, 1 representative from APF.

Decisions and Discussions:

- **French Researcher**
 - Delegates requested that the material for the article is “fact checked” before being published.
 - Steering Committee is to check the article before publishing.
- **Fellowship Development**
 - Follow up trips to Poland and Turkey were agreed

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- A trip to St Petersburg by members of Finland
- Translation support was agreed for Poland, Turkey, and Holland financially.
- Attendance by members of the EDM at the Greek national convention was agreed.
- **Steering Committee**
 - Proposals on Steering Committee tasks, composition, term and rotation were adopted by consensus
 - All 3 members addressed the EDM on the discussions from the Saturday on EDM Development, and the Relation with WSC.
 - Following the address:
 - The EDM Treasurer resigned
 - The EDM Secretary resigned, and said " he would be available if needed for the next 6 months"
 - The EDM Chairperson will finish his one-year term, and step out.
 - Two new Members were Elected to the committee from the UK, and Israel.

EDM-February 2000-Lausanne (Switzerland)

Present: Delegates from 12 communities were present, 2 Steering Committee Members, 2 members from Euro PI.

Decisions and Discussions:

- **Change to minutes**
 - Budgeting of Euro PI on page 8 last paragraph, first line "Euro PI members funded" Will be crossed out since it could be misunderstood.
 - Minutes approved
- **ECCNA 17**
 - 3 Workshops will take place: 1) PI, 2) EDM "where to"? 3) Topic Chosen by local community
 - 2 members from World Services will be invited to attend the EDM
- **ECCNA 18**
 - Bids to host the Convention were presented by Italy, Sweden, Quebec
 - The Convention will held in Montreal by THE Quebec Region
- **Fellowship Development**
 - Euro PI coordinator, and members from the Berlin Fellowship will attend Poland's first Service Conference and Convention to participate in Workshops.
 - Euro PI vice-coordinator will be funded by the EDM to travel to Greece, another member will be chosen at the summer EDM, and will be funded by the Greek fellowship to attend the Service workshops.
 - Turkey Delegate will be funded to Summer Meeting
 - Euro PI vice coordinator will be funded by the Italian fellowship to attend Service Workshops.
- **Steering Committee**
 - 2 new members of the committee are needed, the election will take place at the Summer meeting
 - A resume form will be developed by the Steering committee and sent out in the minutes for candidates to fill in.
- **Guidelines committee**
 - Committee members are delegates from Portugal, German Speaking, UK, Switzerland, and the EDM chairperson.
 - The Portuguese delegate at the summer meeting will present recommendations from the committee.

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EDM-July 2000- Lausanne (Switzerland)

Present: Delegates from 16 communities, 2 Steering committee members, 2 representatives from the World Board and 1 special worker from the WSO, and 1 representative from APF.

Decisions and Discussions:

- **Minutes**
 - It was agreed that the minutes would be sent by mail as well as e-mail, as some delegates did not receive the minutes, as they were not on e-mail
- **Winter EDM 2001**
 - It was agreed to have the winter EDM in Greece as a one off situation, as ECCNA was being held in Montreal (Canada).
- **Fellowship Development**
 - Members from the Greek fellowship are to be funded to travel to Turkey for fellowship development.
 - Steering committee member to attend the Greek Convention.
 - A member from the French Speaking Swiss community is to be funded to attend the Paris Convention to discuss points brought up by the French Region.
 - Euro PI vice coordinator to attend a PI workshop in Israel.
 - It was agreed that a Euro H&I committee be created at the next meeting.
- **Steering Committee**
 - Two new members were elected on to the steering committee.

EDM-February 2001- Athens (Greece)

Present: Delegates from 12 Communities, 4 steering committee members, 1 Euro PI member.

Decisions and Discussions:

- **Treasury**
 - The proposals from the UK: 1) Budgets by communities, sub committees, and steering committee members, to the treasurer are requested in writing at the beginning of the meeting. They need to show a clear and full breakdown of prices for flight costs, hotel costs, and per-dium costs for travel. Also requests for administration from steering committee members need to show a clear and full breakdown of who the person is, and what they are claiming expenses for.
2) That future treasury reports include clear information on donations from communities and a full breakdown of all expenditure from the above proposals. These proposals were approved by complete consensus of the EDM.
 - The treasurer reported that he was resigning after the Summer meeting in Montreal
- **Guidelines Committee**
 - An Ad-hoc Guidelines committee was elected. The committee was asked to make recommendations on Consensus, S/C internal processes, Euro Human Resource Pool, and send a draft out with summer agenda. Discussion will take place at the summer meeting to approve their recommendations.
- **ECCNA 19**
 - Will be held in Rimini (Italy) September 20-22, 2002
- **Steering Committee**
 - S/C to ask World services for training Euro PI coordinator
 - S/C to ask World Services to participate in a joint fellowship development trip in the future.
 - S/C to request World Services attendance at the Summer Meeting

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- Two positions will be vacant at the Summer meeting
- **Zonal Meeting**
 - A Zonal workshop is to be added to the summer agenda.
 - S/C members are to contact and invite all Zonal forums to attend the meeting in Montreal.
- **Euro H&I**
 - Coordinator for Euro H&I was elected
 - Resumes for a vice coordinator are to brought to the summer meeting

EDM- July 2001- Montreal (Canada)

Present: Delegates from 13 communities, 4 steering committee members, 1 member Euro PI, 1 member from Euro H&I, 2 World Board Members, 3 Zonal forum representatives.

Decisions and Discussions:

- **Minutes EDM Athens**
 - Delete page (8) paragraph (15b). The sentence beginning "The idea of" up to "the real world", and remove the last two sentences from "it was.... Them support"
 - Page (9) remove from minutes the sentence after "Mediterranean Area" in the first paragraph
 - Page (10) Last paragraph replace with "Claude's request was for a translations workshop"
 - Minutes were approved
- **NA Europa**
 - Is to be downsized to one page containing calendar of events, and H&I, PI reports
- **Fellowship Development**
 - It was agreed to hold the Winter meeting 2003 in Poland as a special one off event to support the local fellowship with workshops during the EDM
 - S / C to ask world services to help fund Euro H&I / PI members in joint fellowship development trip to Egypt
- **Guidelines**
 - Page 2 was approved by consensus
 - Page 3 was approved by consensus
 - Page 4 was approved after changes were made to the Participation, section_ this was agreed by consensus
 - Page 5 was approved by consensus
 - Page 6 was approved by consensus
 - Steering committee Guidelines objectives and roles was approved by consensus
 - The committee will continue to work on the remaining outstanding matters, and present further proposals at the Winter meeting
- **ECCNA 20**
 - Bids are to be sent to the steering committee by the November 2001 deadline
- **Budget Priorities**
 - Steering committee attendance and administration to the Winter meeting
 - Loan to ECCNA 19
 - Euro PI, H&I to Egypt if funding unavailable from World Services

EDM- January 2002 - Bellaria (Italy)

Present: Delegates from 14 Communities, 4 Steering Committee members, 1 member from Euro PI, member from Euro H&I, 2 members from World Services, and 2 addicts.

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Decisions and Discussions:

- **Minutes EDM Quebec**
France, and Egypt were not included on the attendance list
Minutes were approved by consensus
- **Fellowship Development**
It was agreed by consensus to fund one representative from Euro H&I, and PI to do the development trip to Egypt.
- **Workgroups**

Four workgroups were set up to look into:

- Consensus
- Rotation
- Fellowship Development
- Money

The groups made up of Delegates, are to report back at the summer meeting 2002, with recommendations or proposals on these four points.

- **ECCNA 20**
 - The convention will be held in Greece in October 2003
 - The decision was taken by a clear majority of **11 for, 1 against**
- **Zonal Meeting**
 - EDM is to invite two representatives from each Zone, who have delegates attending the WSC 2002 to a zonal meeting, set up at the conference to open lines of communication with all the Zones
- **Budget Priorities**
 - To bring the Steering Committee to Summer meeting in Italy
 - Euro H&I and PI Fellowship development trip to Egypt
 - To hold the Money from the Provision from the Canadian Government pending a decision at the next meeting

EDM- September 2002- Bellaria (Italy)

Present: Delegates from 15 communities, 4 Steering committee members, 1 Member from Euro H&I, 1 Member from Euro PI, 2 Members from World Services, 1 member from the Russian Translation committee, 2 members from Denmark service committee, and 2 addicts

Decisions and Discussions

- **Minutes:** The minutes were approved by consensus
- **Consensus:** It was agreed to change the consensus system to a new format presented by the ad-hoc committee. The Committee is to bring changes to the consensus part of the orientation pack by the winter meeting 2003.
- **Election process for Steering Committee Members:** It was agreed to change the Steering Committee election process put forward by the rotation ad- hoc committee. Steering committee members are to be elected to each individual position from now on. It was agreed that the "Elections to a position for Steering Committee members are to take place at the winter meeting in Poland. The Standing Steering Committee are to continue on until the winter meeting, and they will all stand down at the end of the meeting.
Resumes for Steering Committee positions are to be sent to the S/C before the winter meeting, or handed in no later than the morning of the first day of the winter meeting 2003. The Rotation committee is to bring the written changes to the election process of the Orientation Pack to Poland.
- **EDM Inventory Process:** The EDM agreed in principle to have an Inventory Process, a work group will seek information (from World Services, other Zonal Forums, and Regions) on what would be the best way for the body to take its inventory. The

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committee is to bring a report to the winter meeting Poland 2003 with recommendations.

- **Winter EDM 2004:** It was agreed that the winter meeting 2004 is to be held in Denmark.
- **Canadian Government Money:** It was agreed that the EDM would give back the 5000 Canadian Dollars requested by the ECCNA 18 Host Committee from the Canadian Government to the Quebec Region.
- **Fellowship Development:** It was agreed to send the Chair of Euro PI to the Polish Regional Service committee meeting in Warsaw to give some PI workshops. The Euro PI Chair is to stop off on the way to Poland, and go to St Petersburg to meet with Areas in Russia. The EDM is to fund the elected representative from the Russian Communities to the winter meeting in Poland.
- **Workgroups:** The following work groups were set up; they are to be made up of delegates or ex delegates; reports are to be given back at the winter meeting 2003 in Poland, with recommendations or proposals on these points.
 1. EDM Inventory
 2. Fellowship Development
 3. Money
 4. Consensus
 5. Rotation
 6. Legal Status
- **Budget Priorities:**
 - To bring the EDM steering committee to Poland 2003
 - Meeting facility in Krakow Poland for the Winter EDM
 - Return the 5000 Canadian dollars to the Quebec Region
 - PI chair to Poland FD Trip November 2002
 - PI chair to St Petersburg FD trip November 2002
 - H&I & PI chairs to the Winter meeting Poland 2003
 - H&I vice- chair to the winter meeting Poland 2003

EDM - February 2003 – Krakow (Poland)

Present: Delegates from 15 communities, 3 Steering committee members, 1 Member from Euro H&I, 1 Member from Euro PI, 3 Members from World Services, 1 member from the Russian Translation committee.

Decisions and Discussions

- **Minutes:** Changes on the objection list Quebec Region Money last page. Change from Denmark to Norway page 16. The minutes were approved by consensus
- **Consensus:** The changes to the consensus process were explained to the delegates and adopted for inclusion in the Orientation Pack
- **Election process for Steering Committee Members:** It was agreed to adopt the new election and rotation process and to add this to the Orientation Pack
- **Legal Status:** It was agreed to set up an international non profit organization in Brussels and that the Steering committee, the WSO attorney and a member in Brussels would work together to achieve this.
- **Fellowship Development:** It was agreed by consensus to form a new Fellowship Development Sub-Committee at the Summer 2003 EDM with elections for Chair & Vice-chair, and to dissolve the H&I & PI Sub-Committees. FD trip to Poland planned for September by PI Chair and EDM delegate. It was agreed in principle to hold a Fellowship Development Workshop and that delegates would send information from their communities to the sub-committee before the winter 2003 EDM to enable a budget to be formulated. A proposal for a Fellowship development trip to Russia was withdrawn until the Summer 2003 EDM.

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- **Canadian Government Money:** It was agreed that the EDM would pass the \$5000 Canadian on to the WSC as a donation.
- **Inventory Process:** It was agreed that the ad-hoc committee would seek feedback from the fellowship and look at the quorum for decisions issue.
- **ECCNA guidelines:** It was agreed that one of the main meetings would have a native language speaker
- **Budget Priorities:**
 - EDM steering committee to Greece 2003
 - Netherlands funding to Greece 2003
 - Russian delegate & Translator to Greece 2003
 - Euro PI Chair to Greece 2003
 - 2 x Polish Delegates to Greece 2003
 - FD Trip to Poland September 2003
 - Excess Fund for Emergency Travel

EDM October 2003 - Halkidiki (Greece)

Present: Delegates from 15 communities, 4 Steering committee members, 1 Member from Euro PI, 3 Members from World Services, 1 member from the Russian Translation committee.

Decisions and Discussions

- **Legal Association:** The steering committee to continue to carry on working towards forming a legal association for the EDM. The sum of 2000 euros is set aside for the purpose setting up the legal association, which will be named EDMNA and that Jim D receive 200 euros expenses payment for the trip to Belgium in September 2003.
- **Treasury:** The treasurer to open a new bank account for the EDM in the UK, to be named 'European Delegates Meeting' account. Communities will bring information to the winter 2004 EDM about how they manage their incoming donations and how they deal with their excess funds. Delegates to bring back information from their communities to the winter EDM regarding registration charges for non-addicts attending NA events. The emergency travel fund budget set at 1000 euros.
- **Inventory:** The Inventory Ad-hoc committee (Michael C; Conor H; Jim D; Joao P.) is formed to devise a process for the EDM to take it's inventory at the winter 2004 EDM.
- **Fellowship Development:** The Fellowship Development Committee formed with the election of Simon J (Chair) and Yael L (Vice chair). The Ad-hoc Fellowship Development Guidelines Committee to continue the work of devising draft guidelines for Fellowship Development and present these for approval at the Winter EDM 2004. FD work in Western Russia to be carried out at the winter EDM 2004. Delegates will bring feedback from their communities regarding the European Service Workshop proposal to the Winter EDM 2004.
- **ECCNA 21& Winter EDM:** ECCNA 21 to be held in Frankfurt, Germany, providing approval is given by the German-speaking region. The winter EDM to be held in St. Petersburg, Russia, on 12 – 15 February 2004. The EDM prudent reserve is increased to 4000 euros. Bids for ECCNA 22 and Winter EDM 2005 to be brought to Winter EDM 2004 in St. Petersburg. Reports to be sent to delegates in mailing 3. Delegates to print copies of reports and bring these to the EDM.
- **Budget priorities:** The cost of letters of introduction for visas to Western Russia for Winter EDM to be funded. The cost of the Winter EDM Room Hire to be funded (1680 euros). FD Chair & Vice-Chair funded to attend winter 2004 EDM. FD Trip to Egypt budget approved (2000 euros). Poland and The Netherlands to be funded to attend the winter EDM.

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- **NAWS:** NAWS will be invited to hold a CAR workshop at the winter 2004 EDM. There will be a slot on the agenda for discussion on the motion going to the WSC relating to Resolution A. The motion will be in the CAR and the UK delegate is to come to the next meeting with in depth info on the motion and resolution A.

EDM February 2004 – St Petersburg (Russia)

Present: Delegates from 14 communities, 4 Steering committee members, 2 FD sub-committee members, 3 Members from NAWS, 2 translators.

Decisions and Discussions

- **Reports:** Delegates to distribute their reports by e-mail at least two weeks before the EDM meets to all the members of the body. Extra paper copies to be brought to the meeting for distribution.
- **Mailings:** Two mailings to be sent out by the steering committee – one after the EDM and one before the next EDM. The in-between mailing # 2 to be discontinued and replaced by updates of information to be sent as and when needed to the whole body.
- **Inventory:** An Inventory of the EDM was taken, input from this to be collated by the ad hoc Inventory workgroup, who are to provide a report and recommendations at the summer meeting.
- **FD Guidelines:** Newly elected ad hoc Fellowship Development Guidelines committee (Max, France; Luc, Quebec; Natalia, Russia) to work on the guidelines and present a report and recommendations to the summer 2004 EDM.
- **A Discussion topic:** to be put on the summer 2004 agenda to look at a long-term plan for the FD Workshop in mainland Europe.
- **Funding:** The body agreed to fund delegates from Lithuania, Poland, Western Russia, and the Ukraine to the summer meeting 2004
- **FD-Trips:** The body has agreed that €1000 will be set aside at every meeting for funding of emerging communities, and used in the interim period if need be by the Steering Committee, to take effect from summer 2004 FD trips:
 - Simon and Yael will travel to the Ukraine to give workshops on behalf of the EDM.
 - Paul F and Jean Pierre will travel to Egypt to give workshops on the behalf of the EDM.
- A discussion and decision will be taken at the summer 2004 EDM on an FD trip to Lithuania.
- **Bids** for ECCNA 22 & 23 and winter 2005 and 2006 EDMs to be presented at the summer 2004 meeting where a decision will be taken on whether to hold ECCNA 22, and if so, where and when.

EDM-July 2004 Frankfurt Germany

Present: Delegates from 20 communities, 4 Steering committee members, 2 FD Sub-committee members, 3 members from NAWS, 3 Translators

Decisions and Discussions

1. To Form a work group to come up with proposals & costs of setting up a Website for the EDM
2. Continue working on the AD hoc – FD guidelines
3. To form a work group to make more precise recommendations for the EDM from the Inventory.
4. Eccna 22 will be held in Dublin Ireland in July 2005
5. Winter EDM 2005 will be held in Valencia Spain in February 2005

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6. Eccna 23 will be held in Porto, Portugal July 2006
7. Peter O, & Monica will go to Lithuania to give some workshops on the EDM's behalf
8. A representative from Latvia is to be funded to the winter 2005 meeting

EDM- February 2005 Valencia Spain

Present: Delegates from 14 communities, 3 Steering committee members, 2 FD committee members, 3 members from NAWS, 1 translator, 1 host committee member

Decisions and Discussions:

- **Steering Committee:** To allow the Steering Committee to make decisions in between meetings if need be
- To send members from Greece to Bulgaria
- **Legal Association:** Approval of the Bylaws to become a Legal Association, and asked the steering committee to make the official application
- **Inventory work Group** (Miko, JD, Conor and Nick) to recommend improvement of EDM based on inventory
- **Website:** Approved funds for the purchase of website & domain name www.edmna.org (@ 135 Euro a year)
- Set up a Web site Work Group to come up with ideas on front page of website, (Alexander, Roland, Jean Pierre coordinator)
- Ask for members with web site skills and good English to enter the resource pool to find a web-servant at the next meeting
- **Winter EDM:** The Winter EDM 2006 will be held in Lithuania, the SC will communicate with the help of Simon at WSO to organise the dates and venue
- **NAWS** will be asked to participate in the EDM and some workshops in Lithuania
- A Request will be made to NAWS to hold World Wide Workshops in Europe within language groups
- The winter EDM will be available to bid on from all communities, the SC will change the wording in guidelines
- **Budget:** The 2005 winter budget was approved
- **FD Guidelines:** The Body Approved the Guidelines presented by the ad hoc committee for the FD Committee
- The body approved NAWS to have a 4 hour slot on our next meeting agenda & time at ECCNA to hold workshops
- The body approved the funding of Poland, Lithuania, Latvia, Western Russia, and Ukraine to attend the Summer 2005 meeting in Ireland
- That the Spanish LTC, are to translate between the EDM, & LAZF Zonal forum.

EDM – July 2005 Dublin Ireland

Present: Delegates from 17 communities, 4 steering committee members, 2 FD committee members, 3 members from NAWS, 1 APF representative, 3 translators

Decisions and Discussions

- **Meeting booklet:** The meeting booklet will be smaller; delegates will be required to bring copies of the Reports sent in Mailing #2. e.g (the minutes, committee reports, and the community reports to the meeting)
- **FD Trips** The FD trip budget of €1500.00 was approved for Turkey.
- **Funding:** Western Russia Region were approved for the funding of a delegate to the winter meeting in Lithuania

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- **Legal association:** The body approved the budget of €2000.00 a year for the legal association running costs.
- **FD committee:** A new FD committee was elected (Paul F Chairperson, and Miko N Vice Chair)
- The FD Committee will come back in the winter meeting on proposals for requests for Fellowship development trips from Latvia and Greece
- **Website:** A workgroup was set up to come up with the required content for the website, and will present a report at the Winter meeting in Lithuania
- **Inventory:** The body approved part of the recommendations from the Inventory committee report. The committee was asked to write a starter pack for delegates, and present to the body in Lithuania.
- ECCNA 24 is to be hosted in Wales by the UK region in 2007

EDM – February 2006 Vilnius (Lithuania)

Present: Delegates from 17 communities, 2 steering committee members, 2 FD committee members, 3 members from NAWS, 1 translator

Decisions and Discussions

- **Orientation pack:** The body approved the changes to the orientation pack in the SC report, to incorporate policies to do with the Legal association.
- **Discussion:** A request was made to NAWS to help the body at next meeting with discussion on PR around treatment centres.
- **FD Committee** will take the information gathered, analyze it, and come back in the summer meeting with proposals for the body to discuss, time will be set aside on the agenda.
- **Workshops at ECCNA:** The body agreed by consensus to have a fellowship development workshop, a topic from the local fellowship, and ask NAWS to hold a workshop at ECCNA in Porto.
- **Budget for FD:** The body agreed by consensus that from the summer meeting in Porto a budget will be approved on the Sunday by the body for fellowship development. The FD committee and the steering committee will look at the requests received at each meeting, and recommend which requests should be considered for the next meeting, and the Steering committee will approve the funds for these FD activities.
- **Website:** The body approved by consensus the document put forward by the Web site committee on the content of the website. The document would be passed onto the newly elected web master to start building the site.
- **WSC-report:** The body approved the draft WSC report with the amendments that were brought up in during the discussion.
- **Budget** The body approved the budget to fund Western Russia, Ukraine, Turkey, Egypt, Lithuania to the next meeting, and approved two FD trips one to Greece and one to Poland in the interim period.
- **Elections:** The body elected Sigrid as Secretary, Nadi as Alternate Treasurer and Carlos as Web Servant.
- **Starter Pack:** The Starter Pack Document was approved as a temporary working document and Conor and Miko will go away, polish up and send report for the next meeting delegates were asked to send their input in the interim period.

EDM – July 2006 Porto (Portugal)

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Present: Delegates from 17 communities, 4 steering committee members, 2 FD committee members, 4 members from NAWS, several guests

Decisions and Discussions

- Minutes of the last meeting approved
- “**Welcome to the EDM**” document is approved. Glossary can be worked on if problems in translation arise.
- **ECCNA 25 in Helsinki**, Finland in July (26.-28.), 2008 (decision taken by majority vote)
- **Winter EDM 2007 in Geneva**, Frenchspeaking Switzerland (decision taken by majority vote). The community will check the possibility to find a cheaper location.
- **Elections:**
Roland B. from Germany is elected as the web servant.
Conor from Ireland is elected as chairperson
Toby from Spain is elected as vice-chairperson
Nadi from Greece is elected as treasurer
- **ECCNA / regional convention:** The decision about a proposal of the Steering Committee “To add a paragraph to the Orientation Pack (page 18), that the hosting region of ECCNA should not hold their regional convention in the year of ECCNA” was postponed to next EDM after taking it back to the regions.
- **ECCNA / World Convention:** Decision to not hold ECCNA in the year of World Convention in 2009 does not find consensus. Discussion shall be taken back to communities. Decision postponed to next EDM.
- The body agreed to have some further discussion about “sponsoring” communities as a way to do FD at the next EDM Geneva.

EDM – February 2007 Geneva (Switzerland)

Present: Delegates from 14 communities, 4 steering committee members, 2 FD committee members, 1 member from NAWS, 2 World Board, guests

Decisions and Discussions

- **ECCNA - ECCNA 24:** Consensus to have a Crèche / Kindergarten. Marie to contact Parents and Carers committee to check the possibilities.
- Consensus to not increase share of ECCNA 23 profits to the Portuguese host committee.
- The proposal to not hold ECCNA in 2009 is carried with one objection by Portugal Region.
- **Budget and funding:** Consensus to set aside 1.000 Euros of the budget toward costs of EDM in 2009.
- Approve budget for FD activities is 3.756 Euros
- Consensus to adopt the Funding Guidelines as a working document and report back in Wales about them.
- Delegates are asked to discuss funding issue within their communities and send creative ideas on fundraising for EDM in 2009 to the SC, who will produce a package for discussion about this in Wales.
- **Orientation Pack:** Decision by consensus to add a paragraph to the Orientation Pack (page 18), that “the hosting region of ECCNA should not hold their regional convention in the year of ECCNA”
- Consensus to change the wording in the Orientation Pack (Page 7):
A per diem (daily allowance), up to a maximum of €40 per person will be allocated for Steering Committee and FD Committee members during the EDM to cover

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local expenses. (food, phone, etc). Members who have been selected to take part in a FD trip on behalf of the EDM will be also provided with a per diem of up to €40.00 per person.

If necessary, a per diem will be provided to delegates and translators of developing communities who have been funded to attend the EDM, up to a maximum of €40 per person

EDM – August 2007 Wales (UK)

- Minutes of the last meeting approved
- **Zonal nominations:** Consensus that the EDM body can give or support nominations for World Service positions (World Board, Conference Co-facilitator, Human Resource Panel)
- A working group will look into different possibilities how to do Zonal Nominations and present the options at the winter EDM.
- Zonal nominations for World Service positions to be elected at the next World Service Conference given to Paul F., Peter H.(World Board) and Simon J. (Conference Co-facilitator)
- **EDM Meetings:** Winter EDM 2008 will take place in Hungary
- ask for bids for summer EDM 2009 as usual, but without bid for ECCNA.
- **EDM Funding guidelines** adopted to be added to the Orientation Pack.
- 1000 Euros set aside towards summer EDM 2009.
- **Elections:** FD chair – Miko (Israel). FD vicechair – Joao (Portugal), alt. Secretary – Jim D. (UK)

EDM – February 2008 Budapest (Hungary)

- Minutes of the last meeting approved
- **ECCNA Guidelines:** Consensus that the body to form a work group for the ECCNA Guidelines
- **EDM Travel:** previous decision approved that SC and FD members can have single rooms while they attend EDM.
- **Budget decisions:**
 - to set aside as part of our budget for 2000 Euro for travel of FD committee members.
 - to set aside as part of our budget 1000 Euros for venue expenses of winter EDM. These decisions are on the basis that money is available.
- **Zonal Nominations** workgroup will bring a set of criteria for Zonal Nominations to be approved at EDM in Helsinki.
- EDM report to WSC approved
- Winter EDM 2009 will take place in France
- Decision to not consider one resumee for Steering Committee position because the candidate does not meet the suggested cleantime requirement.
- **EDM bank account:** Consensus to give Paul WSO-E the signatory for the EDM bank account
- 50 % of the current budget (3434,48 Euro) set aside for the summer EDM 2009 and winter EDM 2010.
- **Elections:** treasurer – Jim D. (UK), vice-chair – Sisko H. (Sweden)
- **Orientation Pack:** Steering Committee will suggest updates for the paragraph on the election process (page 10).

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- Ask for bids for summer EDM 2009 as usual, but without bid for ECCNA.

EDM – July 2008 Helsinki (Finland)

- Minutes of the last meeting approved
- **Summer EDM 2009** will take place in Barcelona, from 15.-18. August 2009, before the World Convention on 21.-23. August 2009.
- **Winter EDM 2010**: consensus: to ask Egypt to come back to present a more complete bid. Other communities are also asked to bring bids.
- **ECCNA Guidelines**: Consensus that the work group continues to work on their proposal for the ECCNA Guidelines
- Consensus to have the ECCNA Guidelines workgroup meet on the day before winter EDM meeting in France. This would mean potential costs for one night and per diem for the three work group members present at the next EDM. It is to be understood as an extraordinary trial and is not meant to set a precedent.
- **Zonal Nominations**: proposal approved by consensus as addition to the Orientation Pack.
- **Election Process**: suggested amendments to the paragraph on the election process (page 10 of Orientation Pack) approved.
- **Steering Committee Guidelines** (Orientation Pack page 9-13): consensus to include a paragraph about the webmaster position
A working document will be created and emailed to the delegates, looking into further changes and additions to this section of the Orientation Pack.
- **EDM bank account**: Consensus to change the EDM bank accounts: two new accounts – one savings account and one current account.
- **Secretary position**: Consensus to extend the role of the Secretary for one year to assure training to an alternate.
- **Elections**: chair – Toby (Spain), vice-secretary – Natalia (Western Russia)

EDM – March 2009 Aix-en-Provence (France)

- Minutes of the last meeting approved
- **Orientation pack** – ECCNA Guidelines: revised guidelines document approved by consensus.
- Change to the Election guidelines: a sentence is added: “If a delegate is elected, they should be outgoing, so have relinquished their regional commitment by the next EDM”. Approved by consensus
- Amended SC and FD guidelines document approved by consensus. It will replace the old section in the Orientation Pack.
- C. EDM Guidelines: paragraph “Funding” renamed to “Funding of the EDM” and paragraph b) removed.
- **Winter EDM 2010** to take place in Egypt. Hotel preference Grand Pyramids hotel
- **ECCNA 2010** to take place in Israel
- **Budget**: Consensus to leave the amount of 6000 Euro set aside for (after) Barcelona in the budget and decide about it at the next meeting in Barcelona
- **Elections**: webmaster Stephane (France) is elected)
- **FD** : Consensus to for a workgroup to look at suggestions and ideas for FD.
Members of the workgroup: Kenneth (Sweden), Pavlos (Greece), Niall (Ireland), Janne (Finland), Marco (Portugal), Christin (Norway), Jovanka (Slovenia), Ana

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(France), Ilona (Lithuania) and Simon J. (UK) as former EDM member. Chairperson of the workgroup: Niall

EDM – August 2009 Barcelona (Spain)

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EDM – Winter 2010 Cairo (Egypt)

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EDM – September 2010 Dead Sea (Israel)

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