# 2010
# Conference Approval Track

## Contents

*Also included in this Mailing are copies of*
*CAT Session Profile and Regional Report Template*
*for your convenience.*

**To:** Conference Participants
**From:** World Board
**Date:** 25 January 2010
**Re:** Conference Approval Track material

Hello to all,

Enclosed is the 2010 Conference Approval Track mailing. You can purchase additional copies from the WSO for $10 each or download this material from our website at http://www.na.org/conference. The page is password-protected to ensure that only NA members have access to our proposed budget material. You will need to log in with the user name and password of WSC2010. Please feel free to share this password and the Conference Approval Track material with other interested NA members.

This material will be discussed and, in some cases, voted on at the 2010 World Service Conference. *A Guide to World Services in NA* explains that the Conference-Approved designation was adopted at WSC 2000 "partly as the result of years of input from members and groups regarding the types of issues they were being asked to review in the *CAR*. Establishing Conference Approved material as a separate approval track means that materials intended for committees and boards, such as handbooks or service manuals, are distributed directly to conference participants 90 days before the WSC allowing time for the regional delegates to workshop it in a manner that fits within their local community. Each local community can determine for itself how the material will be reviewed and how to direct their regional delegate." This mailing is, in essence, those materials as well as the accompanying reports and the NAWS Strategic Plan.

**CAT New Business Motions:** For the first time, we are including here the new business motions that we know of relating to the CAT material that we will be offering at WSC 2010. We will discuss this effort further at WSC 2010 to see if having the motions listed here is useful and productive for our members. As we explain in the preceding paragraph, the CAT contains material that is not aimed directly at the group and may not illicit interest or comprehensive discussion in the fellowship at large. Nonetheless, we are including CAT new business motions in this summary on a trial basis as we reported to you last year.

**WSC Seating Report and Regional Profiles**: This report explains our recommendations about the regions that requested seating at this conference, and it contains the reports from each region that applied for seating consideration. Based on 2008 conference action we are not considering any regions for seating that resulted from a regional split. For this 2010 conference, we had three regions request seating and we are recommending two for seating. For the 2012 conference, we will recommend seating no regions since the conference will be actively deliberating about seating policy in general.

We will be continuing discussions about recommendations for the future of WSC Seating at our meetings in January and March and a report of our discussions, along with the Service System report will be included with the March *Conference Report* mailing. We expect these reports to

represent a starting point for a more broad-based discussion about the future of seating and the service system in general rather than being a finished work. As a reminder, both of these discussions are not expected to be at a point of decision until WSC 2012.

**2010–2012 NAWS Strategic Plan and Project Plans**: The strategic plan is not voted on at the conference. However, the project plans spring from the plan, and they are voted on. The plan sets the course for change at NAWS over the cycle ahead and forms the basis for many of the discussions at the conference and beyond.

The project plans are color-coded according to the priority we've given them, and we will take a straw poll at the conference to get a sense of whether participants are in accord with those priorities. All project plans are separately approved by the WSC. The World Board will be offering six (6) project plans; two are for the continuation of two cycle projects: Service System and "Living Clean – the Journey Continues". There are four additional project plans. Fellowship Issue Discussions is actually an essential service (this is where the budget line item for the project is included), but it is included here in the project plans in the interest of full disclosure. Public Relations includes work described in a project plan passed at WSC 2008 but never implemented due to lack of resources. There are also project plans here for continued work on Leadership Orientation Materials and Service Material, including pieces on events and conventions.

**2010–2012 NAWS Budget, Cover Memo, and Reimbursement Policy**: This budget covers our financial projection for the 2010–2012 conference cycle. As we have reported extensively, our income has remained stable but our costs for most things continue to rise. As we said in the 2010 *Conference Agenda Report*, we have continued to make efforts to reduce costs where possible and have had a particular focus on looking at ways to minimize costs associated with the World Convention, travel, NAWS publications, branch operations, and shipping. We expect to have further conversations with you about these subjects at WSC 2010.

**Revisions to *GWSNA***: There are two areas where we would like to offer specific changes to the existing policies in *A Guide to World Services in NA: NA Way* distribution and WCNA support committee description. These changes would eliminate details of policies that often do not reflect reality and would allow NAWS the flexibility to try different approaches in these areas. Codifying these types of details as policies is not a current practice of the WSC and these policies represent carryovers from many, many years ago.

The motion to remove specific distribution requirements for the *NA Way* is one that should come as no surprise to anyone who has read the 2010 *CAR* and *NAWS News*. We are suggesting the removal of this language so that both the WSC and the World Board can discuss the magazine as a communication strategy rather than from a policy perspective. If the conference agrees to this change in policy, in this first conference cycle we would stop the automatic distribution of *The NA Way* to every registered NA group and service committee contact*,* and continue to allow those interested in receiving the magazine to request the magazine in paper or e-sub at no charge. We would like to reduce our current expense and the waste of unopened envelopes that we know is out there. Whether this change will be sufficient or whether further changes will be needed is something that none of us can be sure of at this point. Ideas for any further changes will take time to analyze, understand, report, and discuss with you.

We are also suggesting that policy language be removed in the section that describes the WCNA Local Support Committee. The current language in that section reflects old practices. What has evolved to work best at NAWS is workgroups who are selected by the WB, and therefore accountable to the WB. This change will eliminate the election of members at the local level and the subsequent confusion that can arise because those members are accountable to the WB and not the region that elected them. The needs of each World Convention are different

as we have learned only too well. We believe this change will allow us the flexibility to involve local members from both in and around the hosting region, as needed, to support a successful world convention.

We look forward to seeing you all at WSC 2010 and discussing these items and others. The effectiveness of WSC 2010 will in large part depend on the information that you bring forth from your regions. Our mission statement describes the conference as an event at which "the fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole." That collective expression will effectively lead us into the future. Please feel free to contact us if we can be of any assistance in your efforts.

## World Board Motions for Material in the Conference Approval Track

**Motion:**

To approve the Fellowship Issue Discussions project plan for inclusion in the 2010–2012 Narcotics Anonymous World Services, Inc. budget.

**Motion:**

To approve the Public Relations project plan for inclusion in the 2010–2012 Narcotics Anonymous World Services, Inc. budget.

**Motion:**

To reaffirm the Service System project plan for inclusion in the 2010–2012 Narcotics Anonymous World Services, Inc. budget.

**Motion:**

To reaffirm the "Living Clean – the Journey Continues" project plan for inclusion in the 2010–2012 Narcotics Anonymous World Services, Inc. budget.

**Motion:**

To approve the Leadership Orientation Material project plan for inclusion in the 2010–2012 Narcotics Anonymous World Services, Inc. budget.

**Motion:**

To approve the Service Material project plan for inclusion in the 2010–2012 Narcotics Anonymous World Services, Inc. budget.

**Motion:**

To adopt the 2010–2012 Narcotics Anonymous World Services, Inc. budget

**Motion:**

To recognize Denmark as a seated World Service Conference participant beginning at the close of WSC 2010.

**Motion:**

To recognize Lithuania as a seated World Service Conference participant beginning at the close of WSC 2010.

**Motion:**

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

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

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

**Motion:**

To remove the following language about *The NA Way Magazine*, indicated by strike-through, from page 18 of the 2008 *A Guide to World Services in NA*.

The World Service Office publishes *The NA Way Magazine*: our fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about world services. ~~Produced in English, *The NA Way* is translated into the primary languages spoken in Narcotics Anonymous. The magazine is distributed four (4) times a year, at no cost to subscribers, to every trusted servant and NA group contact address in the WSO database, as well as any member who asks to be included in that mailing list.~~ The magazine is edited by WSO staff and an editorial board appointed by the World Board.

Intent: To allow the World Board the time and flexibility to experiment with changes to the automatic distribution of *The NA Way Magazine*.

**Motion:**

To change the following language for the Local Support Committee of WCNA, indicated by underline and strike-through, from page 39 of the 2008 *A Guide to World Services in NA*.

### <u>WCNA Workgroup</u> ~~*Local Support Committee*~~

**Purpose**

Although the World Board has the responsibility for the world convention, the <u>WCNA Workgroup</u> ~~local support committee~~ plays an important role in its success. The purpose of the WCNA Workgroup ~~support committee~~ is to support <u>the World Board</u> ~~World Services~~ in specific areas of planning and implementation by providing input, volunteers, and assistance.

**~~Composition~~**

~~The support committee consists of up to 15 members based on the needs of the specific event. This includes an administrative committee that consists of two persons serving as Co-chairs and one person serving as Secretary/Treasurer. The number of additional members needed for the support committee will be provided for each event.~~

~~The clean time requirement for all support committee positions is five years. These positions are all elected by the local region on behalf of the World Board. Once elected, they are accountable to the World Board and responsible to provide reporting to the region.~~

~~The types of tasks assigned to the support committee vary from convention to convention. Generally, the administrative committee is responsible for communicating with world services, the region, and the rest of the support committee; disbursing funds when necessary; and keeping a record of the activities and meetings of the support committee.~~ Volunteer recruitment, training, and scheduling is one of the most important and time consuming jobs in the planning and success of a world convention.

The direction and focus is set by world services. The World Board will provide each <u>WCNA Workgroup</u> ~~support committee~~ with a list of its responsibilities.

Intent: To make the language describing this workgroup better reflect the current practices of NAWS.

***To***:        WSC 2010 Participants
***From***:   World Board
***Date***:    25 January 2010
***Re***:        Seating proposals and the WSC Seating moratorium

## Report Contents

This report includes the following:

- ♦ our recommendations regarding regions seeking seating at WSC 2010, including a summary paragraph on each region we are recommending. Seating these regions at WSC 2010 would allow them participation at WSC 2012,

- ♦ our recommendations regarding changes to the WSC seating moratorium

- ♦ information received from each region requesting seating

## Seating Recommendations

We received requests for seating from three regions, and we are recommending seating for two of these regions: Denmark and Lithuania. In keeping with the direction of WSC 2008, we will be inviting these two regions to attend WSC 2010 as non-voting participants. We are not forwarding a recommendation to seat Malta at this time for reasons outlined in the following section of this report.

Following is a brief summary of information for each of the regions we are recommending for seating:

**Denmark**
Denmark has held NA meetings for over twenty years, since 1989. They have had a functioning region for more than ten years. The Basic Text in Danish was finally officially published by NAWS in 2006, and there are currently 16 pieces of approved translations in Danish. Due to a long and painful internal struggle in Denmark, they did not seek official approval of their draft translations for many years. They also did not participate in the EDM or seek seating at the WSC because of this issue. NAWS actively encouraged them to attend the EDM in 2008. That same year, NAWS travelers held a two-day workshop in Copenhagen and attended their RSC meeting. Denmark is a mature NA fellowship that stayed isolated only due to their own history. We believe they will be a valuable participant at the World Service Conference.

**Lithuania**
Lithuania has had regular NA meetings for over ten years, with efforts at beginning meetings almost ten years before that. They have functioned as a region for eight years and are active in translations and fellowship development efforts in their part of the world. The Basic Text in Lithuanian was officially published by NAWS in 2008, and there are currently 31 pieces of approved translations in Lithuanian. We held long discussions about Lithuania because they are a small NA community. The population of their country is approximately 3.6 million so we do not expect that the NA community there will ever be truly large. NAWS has had a lot of

interaction with Lithuania over the last eight years since we invited them to a Russian-speaking workshop in St. Petersburg, Russia. We have since held a large workshop in their country and attended a professional event there with their assistance. Lithuanian NA is in a unique position. They were one of the first of the former Russian-speaking countries from the former Soviet Union to begin to establish NA meetings in their own language and culture. They are the most developed NA community in the Baltic States and are well positioned to help other NA communities. If you read their profile, they actually address this issue far better than we can. Because of all of these circumstances, we believe that Lithuania will add a new and distinct voice for both their community and others, to the WSC.

**Not Yet**

We are not recommending that Malta be considered for seating at WSC 2010. They are a small NA community with a unique language and culture. Because they have only existed as a region since 2007, we think it is too soon to consider them. We are recommending that the discussions about the future of WSC seating continue for the next cycle and that Malta be encouraged to seek seating after any decisions resulting from those discussions have been made. In the interim, Malta will continue to have the ongoing support of both the EDM and NAWS.

## Policy Recommendations

WSC 2008 passed the following motion and adopted a moratorium on the consideration of regions resulting from a regional split for two conference cycles. That motion is:

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

We are recommending that the regions who applied this cycle be considered since they were encouraged to apply and followed all of the established protocols. Our discussions about the future of the conference and WSC seating were certainly made more difficult in some ways because we also knew any possible decisions or changes could directly affect specific regions. Because of this experience, we are asking that both the board and the conference take one conference cycle off from considering any new participants while we frame and continue a discussion about the future of the WSC. We believe that it is too difficult and emotional to combine the two discussions—what to do about seating in general and whether or not to seat specific regions—at the same conference.

To that end, we are offering the following revision to the motion adopted at WSC 2008 for your consideration:

> **Motion:**
>
> To revise the conditions of the moratorium passed at WSC 2008 as follows:
>
> To place a moratorium on the current *Criteria for Recognition of New Conference Participants* from *A Guide to World Services in NA* until WSC 2012. ~~The World Board would continue to make recommendations to the conference in 2010 and 2012 concerning regions that did not result from a division of a conference seated community.~~ <u>No regions will be considered for seating at WSC 2012.</u>
>
> Intent: To allow the conference time to discuss WSC seating and the attendant policies without the added consideration of new regions requesting seating for this one conference only.

We plan to continue talking about the issues related to seating, as a board and together with the Service System Workgroup, at our January and March meetings. We will include a report on those discussions with the *Conference Report* mailing. We look forward to the opportunity to discuss the ideas with delegates at the conference.

**Denmark**

**WSC Seating Information Profile**

**Please list the names and service positions of the individual(s) who are completing this WSC Seating Information Profile.**
- Iver N. - Regional Delegate
- Gert L. - Vice Treasurer for Regional Service Comity
- Thomas K. - Chair of Regional Service Comity

**What process is your community using to complete this profile?**
> Since the time to fill out the profile falls between two RSC meetings, the steering comity have asked the RD to fill out the Information Profile with help from Vice treasurer, an old-timer who was actually present when the Region was formed. Afterward the Chair of RSC will read it to make sure every thing is correct.

**Will participation at the conference affect the region's NA community? If so, how?**
> We hope the NA community in Denmark will profit from the discussions and experiences being offered at the Conference.

> The Danish Community has developed a great deal since we first took contact to Sweden and afterward the EDM. We have introduced "Planning Tool" and "small group discussions" which have helped us to do service much more effective and without getting stock in internal discussions. We hope the CAR discussions and the Conference Cycle Questions will help develop the understanding and Service skills in NA Denmark.

**Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?**
> That is hard to say since we never have attended the Conference, but we do have our specific experiences and our history to contribute with.

> This include many years of heated internal discussions that didn't get us anywhere, and the desperation it left us in, which finally motivated us to ask another Region for help. But that's of course an experience that's of heard before

**What success has your region experienced over the past few years?**
> First and foremost we have succeeded in creating a great deal of unity in the Danish NA community, we still have more work to do in that area but we are now actually working together. As a consequence of this we have managed to have Service conference the last three years, introducing necessary tools for making service work. We have started regional P&I, who's first task was to create a single helpline fore all of Denmark, as a replacement of 3 previous local helplines, and the comity are in the process of setting up training and education in the areas. We have a working translating comity, who have just finish translating "Just for Today" We have had representatives at the last two Zonal meetings.

**What issues has your region struggled with in the past few years?**
> We still have a lot of work to do in building unity. NA Denmark have relative strong areas, and in our past differentiated opinions have made it hard fore the areas to find thrust in each other, this have led to struggle at regional meeting for domination, this went on for a number of years, so of course part of this culture still exist in our community.

> Another region has existed in Denmark called "region inland" it has been very difficult for us to agree how to relate to this other region. Progress in our region first really began when we made a decision not to relate to them, and insted to focus  solely on building  our service, and thereby focus our  work directly for benefit of the still suffering addict. But on various levels in our community we are still being caught up in discussions concerning "inland".

More general NA Denmark have (self in-posed) been isolated from the NA world, for a number of years, this have led to some unfortunate habits in service, as we have tried to raise the level in service, we have had to remove a number of trusted servants from their service positions.

**How can NA World Services assist your community in your efforts for regional development, with the eventual goal of being a conference participant?**

For now, we don't need any specific help. We just need to implement all the new ways of doing service we have learnt the past year or two. The process of becoming a conference participant, of working with the *CAR* and other workshops we have come in contact with, will it self help the Danish fellowship develop.

Becoming a conference participant has been a wish of the Danish fellowship for many years, seeing this becoming closer to a reality is to us, a proof that we finally are on the right track

**Regional Formation / Trusted Servants**

A. **What is the name of the region?**
RSC - NADanmark

B. **What was the date of the regional formation?**
11.06.94

C. **When did the region begin to administer services?**
16.11.99

D. **What year did NA recovery meetings begin in the region?**
1989

E. **Please list the following information for current regional trusted servants:**

| Name | Service Position | Contact Information |
|------|------------------|---------------------|
| Iver | RD | rdnadanmark@gmail.com |
| Erik | Rd's | rdsnadanmark@gmail.com |
| Thomas | Chair | formand.na.rsk.dk@gmail.com |
| Pernille | Vice Chair | naestformand.na.rsk.dk@gmail.com |
| Asger | Treasurer | kasserer.na.rsk.dk@gmail.com |
| Gert | Vice Treasurer | vicekasserer.rsk@gmail.com |
| Sofie | Secretary | sekretaer.na.rsk.dk@gmail.com |
| Jakki | Vice Secretary | vicesekretaer.rsk@gmail.com |
| Michael | Internet comity | webmaster.nadanmark@gmail.com |
| Mogens | Translation Comity | oversaettelsesudvalg@gmail.com |
| Karsten | Translation Comity | oi.na.rsk@gmail.com |

**Numbers of Meetings, Groups, and Areas**

Since local definitions sometimes differ, please consider these definitions in answering the questions below.  A group is the entity, a meeting is an event held one or more times per week by that entity.  Some groups hold only one meeting per week, and see little or no difference between the meeting and the group, while other groups may hold several meetings per week.

**Please give actual or approximate figures.  When using approximate figures please use the letter A along with the figure (example A25)**

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A.  Number of meetings each week | 129 | 129 | 133 |
| B.  Number of groups in the region | 125 | 124 | 130 |
| C.  Number of areas in the region | 6 | 5 | 5 |

### Hospitals & Institutions Activities
**If the region has H&I activities or an H&I committee, what year did it begin?**

We don't have a Regional H&I Committee. The Areas do some H&I service but they are still not coordinated on national level

### Public Information Activities
**If the region has PI activities or a PI committee, what year did it begin?**

In 2007 we formed the first regional PI comity. It's first task was to make a helpline for the whole country, to replace the 3 previous  area helpline.

This year the committee have done their first public presentations.

The comity is at present seeking education in holding learning days and workshops.

### Service Office Information
**If a general service office exists, what year did it begin?**

We  don't have a Regional service office. Area Copenhagen have a service office.

### Finances

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A.  Did the region have an annual income and expense reports (for example, a treasurer's report). If yes, please include copies. | No | No | Yes |
| B.  Please note any years the region has had any theft or embezzlement of fellowship funds. If yes, please include details. | No | No | No |
| C.  Please note the years in which the region made a donation to NA World Services | No | No | No |

### Conventions
**If there is a regional convention, what year did it begin?**

We don't have Regional conventions. Four Areas have a convention, the fifth have a large unity day

### Regional *Conference Agenda Report* Workshops / Regional Assemblies
Please check Yes or No

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A.  Have there been (or are there plans for) any assemblies or workshops to review the *CAR*? | No | No | No |
| B.  Have there been (or are there plans for) any other types of regional assemblies or forums?  If yes, please explain. | No | Yes | Yes |

In 2006 representatives from RSC first time visited the Swedish service conference. Inspired by this an by the Swedish service structure in general, we held the first Danish service conference in 2007. We spend this conference trying to explain and show how we could copy Swedish service and come out of the death-lock NA Denmark had found it self in. The first service conference had Swedish Guests who helped making workshops and small group discussions.

In 2008 the Service conference consisted mainly by the visit of NAWS in Copenhagen and the workshop held there by Mary, Travis and Becky.

In 2009 the service conference was held pretty much like the Swedish model. The service conferences have been the Regional service committee's best option to reach a large number of individual NA member.

In 2010 we are planning to have *CAR* workshops at the service conference

**Other Significant Activities, Events & Records**

**Please tell us about any other regular regional activities (for instance, attendance at or hosting of zonal forums or other types of networking events)**

We have three yearly Regional meetings, they last a weekend, where Friday evening is meeting in RSC steering comity and at the same time the ASR meet in their forum.

We have in 2009 elected a RD and attended the EDM in Aix en Provence and Barcelona. In 2008 the Chair of RSC participated at EDM in Budapest invited by NAWS.

The Swedish Region has invited us to be a part of their bid on ECCNA 2011 (which they won) and to be a part of the planning and the practical work of holding of the Conference.

**General Comments**

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

We believe the profile has given us opportunity to give a fairly precise picture of where NA Denmark has been, and is at, right now.

Denmark has experienced the pain of an addict trying to make it alone - as a national fellowship - and it has been a great joy to bee a part of the process of opening up , seeking help, and getting it, and experiencing the feeling of belonging in entering the World of NA

# Lithuania
## WSC Seating Information Profile

**Please list the names and service positions of the individual(s) who are completing this WSC Seating Information Profile.**

- Ilona  (Regional Delegate)
- Tomas  (LTC vice Chair, previuos Regional Delegate)
- Vaidas (Regional Treasure)
- Zilvinas (Regional Secretary)
- Paulius (Regional Chairperson)

**What process is your community using to complete this profile?**

The Region has made a decision to apply for seating two years ago, but we were too late to hand in the profile to World Services. The decision to apply again was approved at the regional meeting in spring this year.

Ilona, the Region Delegate and Tomas, LTC vice chair, are responsible for completing this profile. First we wrote some ideas individually, then we were meeting and discussing the questions. We were also collecting the  missing information and ideas  from old timers and other trusted servants, like our treasurer, H&I commitee chair, PI chair.

**Will participation at the conference affect the region's NA community? If so, how?**

Our community has been very positively affected by participation in international NA activities. 8 years ago we were invited to first WSO workshop in our area, later we were invited to EDM and were seated there. We have also organized several FD activities in our region.

Ever since we started to participate in those events, members were bringing back the experience and applying it in Lithuanian NA. We think it is the main reason why we have successfully and quite efficiently developed our region structure, started to provide H&I and P&I services and translated all the main literature at least in draft version.

We have hosted various workshops and one winter EDM, and finally this year we started to organize workshops by ourselves. Without an international experience we would not be able to develop that fast. After every visit to EDM we are applying some experience in our daily activities. We think the same will happen if we will participate in the World Service Conference.  The message and experience that delegates will bring back to the region will be helping to boost NA to develop even faster.

**Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?**

We are quite a small, yet unique fellowship. We are quite different from other NA regions nearby us, like Russia, Poland or Scandinavia. We have our own interesting experience of development in a small community.

Although the region is small, it is quite established and functioning for already 7 years. For example, bigger neighboring fellowships like Belorussia, Ukraine do not have their own region structure.  So we have interesting unique experience and can contribute to the conference.

The other voice that we can add to the World Service Conference is the news from other Baltic States. Our fellowship is in close contact with Latvia and Estonia. We hold common Baltic convention every year and we visit each other quite often. Estonia does not have a region structure and Latvia is not participating neither in EDM, nor in WSC. These are two voices that we would be able to reflect in discussions as well.

**What success has your region experienced over the past few years?**

We had a lot of success during last years. Our Service structure has grown, we have started 3 H&I meetings in prisons and 1 in the treatment center, we constantly visit detoxification centers and other institutions. Recently H&I committee had to restructure, because it has grown to a level when the old structure was not functioning anymore, and nobody knew, what other ones were doing. This shows a great success and development.

We have started to do PI work, visited police stations and distributed stickers with our help line phone number.

We have ourselves organized two workshops. One workshop was held during summer regional assembly, and members have discussed 12 Concepts of NA service. Another workshop was held to develop an input for „Living Clean" project.

We have hosted winter EDM several years ago.

We have translated Lithuanian Basic Text and Step Working Guide, IP's, booklets approved at WSO. Now we are editing "Just for today".

**What issues has your region struggled with in the past few years?**

Our region has struggled with several issues during last years. This year we had a crisis in H&I committee. The committee has grown to a level where people started to go to same institution without knowing what others have said or done there. The main problem happened in one prison where administration refused to create proper conditions for our meetings. Members who were attending the place have been trying to sort out the problem by themselves without asking committee to help. Different trusted servants were doing different things. Before we had so little servants to do H&I that we never even expected to have this kind of a problem. The H&I committee was restructured and it seems to function so far.

The prison refused to create the conditions we have asked for anyway. We had a motivated group of 7-10 inmates who really started to open up and receive our message. But prison started to send to the meeting anyone who was caught with drugs as a punishment. We had 200 unmotivated people totally destroying recovery atmosphere. The creative solution was to offer the prison 40 minutes long speaker meetings and then let unmotivated participants go, except the ones who wanted to stay in a small meeting for another hour.

We have also struggled with a problem with our registration papers. We have registered an organization "Lietuvos Narkomanų Anonimų Draugija" in 2001. At the time the legislation was very liberal, the statute got registered without checking if it is reasonable and valid. One trusted servant became the chair of organization.

Now this trusted servant has walked away from the rooms, took a relapse and still has a big resentment to all fellowship. He has hidden our papers, so we only have copies and a stamp. We tried to find all possible ways to restore the statute, registration paper, change the chairperson, but nothing worked. The legislation in Lithuania now is much more detailed, so our statute text is not valid by law anymore, because it is poorly structured.

Also, we do not have real copies of papers, so we are not entitled to change it. We needed a signature of this trusted servant, but he refused to help in any way. Even after signing for him we did not manage to restore our papers. Now we have a decision to leave this organization as it is and to create new NGO "NA region service committee", which will have a bank account and will be actively operating on our behalf.

**How can NA World Services assist your community in your efforts for regional development, with the eventual goal of being a conference participant?**

NA World Services could give our region more information or insight on what should we still develop in order to become a conference participant.

**Regional Formation / Trusted Servants**

**A.  What is the name of the region?**

Lithuania

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

2002

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

2003

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

First NA meetings in Lithuania in 1994-1995, and regular meetings started in 1998.

**E. Please list the following information for current regional trusted servants:**

| Name | Service Position | Contact Information |
|------|------------------|---------------------|
| Paulius | Region Chair | +37067084040 pauliusna@gmail.com |
| Žilvinas | Region Secretary | na.sekretorius@gmail.com |
| Tomas | LTC chairperson | tomasna79@gmail.com |
| Ilona | Region Delegate | +37060038529, ilona007@gmail.com |
| Diana | Region Literature committee chairperson | vellyr@gmail.com |
| Vaidas | Region Treasurer | meskutisna@gmal.com |
| Giedrius | Regional WEB administrator | giedrius.varnas@gmail.com |
| Edita | Regional PI Chairperson | edita13@gmail.com |
| Vitalijus | Regional H&I Chairperson | |

**Numbers of Meetings, Groups, and Areas**

Since local definitions sometimes differ, please consider these definitions in answering the questions below.  A group is the entity, a meeting is an event held one or more times per week by that entity.  Some groups hold only one meeting per week, and see little or no difference between the meeting and the group, while other groups may hold several meetings per week.

**Please give actual or approximate figures. When using approximate figures please use the letter A along with the figure (example A25)**

| | 2006 | 2007 | 2008 |
|---|------|------|------|
| A. **Number of meetings each week** | A17 | A20 | A30 |
| B. **Number of groups in the region** | A6 | A7 | 12 |
| C. **Number of areas in the region** | - | - | - |

**Hospitals & Institutions Activities**

**If the region has H&I activities or an H&I committee, what year did it begin?**

First H&I activities (attending detoxification centers and rehabilitation houses) have been started in 2005. The Committee has been created in 2007.

**Please give actual or approximate figures. When using approximate figures please use the letter A along with the figure (example A25)**

| | 2006 | 2007 | 2008 |
|---|------|------|------|
| A. H&I services to hospitals, clinics or jails each week | A1 | A2 | A3 |
| B. Annual number of H&I committee meetings | - | A4 | A4 |
| C. Annual number of H&I workshops or learning days | | A1 | A1 |
| D. Annual amount of NA literature distributed to hospitals, clinics, jails (please measure using US dollars) | | | - |

We are facing a difficulty to reply to this question. We were not actually keeping the record of distributed literature. Now we are trying to improve our accountancy system based on this question.  We have distributed starting packages to new groups and some additional literature, like IP's and several Basic texts for rehabilitation centers and detoxification centers and jails

**Public Information Activities**

**If the region has PI activities or a PI committee, what year did it begin?**

Some activities have started in 2006. The stickers with information on NA were created and distributed. We have visited several meeting with professionals. The committee was created in 2007.

| | 2006 | 2007 | 2008 |
|---|------|------|------|
| A. Annual number of PI committee attendance at non NA related events | | 1 | A15 |
| B. Annual number of PI workshops or learning days | | 1 | A15 |
| C. Any PI committee presentations to professionals | | 1 | A10 |
| D. Annual amount of NA literature distributed to professionals, i.e. medical, legal, governmental, educational. | | | |

We are facing a difficulty to reply to this question. We were not actually keeping the record of distributed literature. Already now we are trying to improve our accountancy system based on this question. We have distributed some IP's and while booklets to libraries, police officers, professionals.

## Service Office Information

### If a general service office exists, what year did it begin?

Service office does not exist

## Finances

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A. Did the region have an annual income and expense reports (for example, a treasurer's report). If yes, please include copies. | No | Yes | Yes |
| B. Please note any years the region has had any theft or embezzlement of fellowship funds. If yes, please include details. | No | No | No |
| C. Please note the years in which the region made a donation to NA World Services | Yes | Yes | Yes |

(We only had some theft of funds from one group, where one new comer was regularly stealing the funds. After that the treasurer of the group has stopped leaving the money unlocked in the group facility)

## Conventions

### If there is a regional convention, what year did it begin?

The first Lithuanian region convention was held in January 2004.

### Who governs or is responsible for the convention?

(For instance, a convention committee, a regional or area service committee or a regional service office.)

Usually conventions are organized by the regional service committee. RSC distributes responsibilities and forms convention committee.

## Please give actual or approximate figures for attendance. When using approximate figures please use the letter A along with the figure (example approximately 25 would be written A25)

| 2006 | 2007 | 2008 |
|---|---|---|
| A250 | A100 | A120 |

## Regional *Conference Agenda Report* Workshops / Regional Assemblies

Please check Yes or No

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A. Have there been (or are there plans for) any assemblies or workshops to review the *CAR*? | No | No | No |
| B. Have there been (or are there plans for) any other types of regional assemblies or forums? If yes, please explain. | No | Yes | Yes |

We have a regional assembly every summer. We are discussing service issues and main problems. This year regional assembly was combined with fun activities. Members have been camping, playing games and also participating in a workshop on 12 Concepts. This was one of the first workshops that we have organized by ourselves. We have had FD workshops on our regional assemblies before.

**Other Significant Activities, Events & Records**

**Please tell us about any other regular regional activities (for instance, attendance at or hosting of zonal forums or other types of networking events)**

We are participating in The Baltic Convention "Amber". This is an event for three Baltic countries – Estonia, Latvia and Lithuania. The convention moves each year to a different country. One year it is held in Latvia, another – in Lithuania, and finally in Estonia. Next year we will hold the 8th Baltic Convention in Lithuania.

We attend EDM twice a year and we have hosted an EDM in 2006 in Vilnius. At the same time Lithuanian region has hosted an East European workshop of WSO. Our delegates have participated several times in international workshops in our area. We have requested and organized FD visits to Lithuania two times.

**Malta**

**WSC Seating Information Profile**

**Please list the names and service positions of the individual(s) who are completing this WSC Seating Information Profile.**

- Simon A – PI Chair & Literature Chair
- Michael L – RSC Chair
- Ian G – RSC Treasurer

**What process is your community using to complete this profile?**

Simon compiled this profile, then it was discussed and approved during our RSC meeting

**Will participation at the conference affect the region's NA community? If so, how?**

We believe that by participating in the WSC we will be exposed to new ideas, increase contact with other communities and bring WSO closer or our shores.

**Does the region believe that it adds a voice or a value to the conference that does not exist in the current conference body?**

We believe that our inexperience as a very young community can add and give value to the conference, sam as a newcomer gives to a meeting

**What success has your region experienced over the past few years?**

Our community has grown dramatticaly in the last three years. Membership has increased by forty percent annually and NA Malta is considered as an alternate resource in our community and is esteemed and respected by various substance abuse agencies and professionals working in the field.

**What issues has your region struggled with in the past few years?**

We struggled with lack of trusted servants willing to do service. Newcomers and/or residents from other rehab programs showing resistence in accepting that alchohol is a drug.

**How can NA World Services assist your community in your efforts for regional development, with the eventual goal of being a conference participant?**

NAWS have always responded to our request and needs. We have this year requested the EDM to help us in our development and a fellowship development visit took place.

**Regional Formation / Trusted Servants**

 **A.   What is the name of the region?** Malta

 B.   **What was the date of the regional formation?**  04-06-07

 C.   **When did the region begin to administer services?**  2006

 D.   **What year did NA recovery meetings begin in the region?** 1995/96

 E.   **Please list the following information for current regional trusted servants:**

| Name | Service Position | Contact Information |
| --- | --- | --- |
| Michael L | Chairperson | Merhoa2008@gmail.com |
| Karl P | Secretary | Karl.pace85@gmail.com |
| Ian G | Treasurer | iangaleaa@gmail.com |
| Simon A | PI & LTC Chair | Attard.simon@gmail.com |
| Ian AF | H&I Chair | cosomus@hotmail.com |

## Numbers of Meetings, Groups, and Areas

Since local definitions sometimes differ, please consider these definitions in answering the questions below.  A group is the entity, a meeting is an event held one or more times per week by that entity.  Some groups hold only one meeting per week, and see little or no difference between the meeting and the group, while other groups may hold several meetings per week.

**Please give actual or approximate figures.  When using approximate figures please use the letter A along with the figure (example A25)**

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A.  Number of meetings each week | 2 | 4 | 9 |
| B.  Number of groups in the region | 1 | 1 | 5 |
| C.  Number of areas in the region | 1 | 1 | 1 |

## Hospitals & Institutions Activities

**If the region has H&I activities or an H&I committee, what year did it begin?**
2006

**Please give actual or approximate figures.  When using approximate figures please use the letter A along with the figure (example A25)**

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A.  H&I services to hospitals, clinics or jails each week | 1 | 2 | 3 |
| B.  Annual number of H&I committee meetings | A4 | A4 | A4 |
| C.  Annual number of H&I workshops or learning days | 0 | 0 | 0 |
| D.  Annual amount of NA literature distributed to hospitals, clinics, jails (please measure using US dollars) | 0 | 0 | 0 |

## Public Information Activities

**If the region has PI activities or a PI committee, what year did it begin?**
2007

**Please give actual or approximate figures.  When using approximate figures please use the letter A along with the figure (example A25)**

|  | 2006 | 2007 | 2008 |
|---|---|---|---|
| A.  Annual number of PI committee attendance at non NA related events |  |  |  |
| B.  Annual number of PI workshops or learning days |  |  | 2 |
| C.  Any PI committee presentations to professionals |  |  | 1 |
| D.  Annual amount of NA literature distributed to professionals, i.e. medical, legal, governmental, educational. (please measure using US dollars) |  |  | 200 |

## Service Office Information

**If a general service office exists, what year did it begin?**

**Finances**

|  | **2006** | **2007** | **2008** |
|---|---|---|---|
| A. Did the region have an annual income and expense reports (for example, a treasurer's report). If yes, please include copies. | Yes | Yes | Yes |
| B. Please note any years the region has had any theft or embezzlement of fellowship funds. If yes, please include details. | No | No | No |
| C. Please note the years in which the region made a donation to NA World Services | No | No | Yes |

**Conventions**

**If there is a regional convention, what year did it begin?**

2007

**Please give actual or approximate figures for attendance. When using approximate figures please use the letter A along with the figure (example approximately 25 would be written A25)**

|  | **2007** | **2008** | **2009** |
|---|---|---|---|
|  | A200 | A200 | A200 |

**Regional *Conference Agenda Report* Workshops / Regional Assemblies**

Please check Yes or No

|  | **2006** | **2007** | **2008** |
|---|---|---|---|
| A. Have there been (or are there plans for) any assemblies or workshops to review the *CAR*? | No | No | No |
| B. Have there been (or are there plans for) any other types of regional assemblies or forums? If yes, please explain. | No | No | Yes |

We had monthly regional inventory and planning sessions.

**Other Significant Activities, Events & Records**

**Please tell us about any other regular regional activities (for instance, attendance at or hosting of zonal forums or other types of networking events)**

Since 2007 we have been participating in the EDM and ECCNA. We have lost two bids in 2007 and 2008 to host the Winter EDM in Malta. We are considering to bid again to host the Winter EDM in 2011

**General Comments**

# Narcotics Anonymous World Services

# STRATEGIC

# PLAN and

# PROJECT PLANS

*2010 – 2012 Conference Cycle*

# ◆
# NA World Services Vision Statement

All of the efforts of Narcotics Anonymous World Services are inspired by the primary purpose of the groups we serve. Upon this common ground we stand committed.

*Our vision is that one day:*

♦ Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;

♦ NA communities worldwide and NA World Services work together in a spirit of unity and cooperation to carry our message of recovery;

♦ Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

As our commonly held sense of the highest aspirations that set our course, our vision is our touchstone, our reference point, inspiring all that we do. Honesty, trust, and goodwill are the foundation of these ideals. In all our service efforts, we rely upon the guidance of a loving Higher Power.[1]

---

[1] This statement will be replaced if A Vision for NA Service, contained in the 2010 *Conference Agenda Report,* is adopted at WSC 2010.

◆
# NAWS Long-Term Goals

In a continuous effort to realize our vision, NA World Services strives to achieve the following long-term goals:

| | | |
|---|---|---|
| *CONCERNING THE SERVICE* | *WE PROVIDE* | ◆ *To be a trustworthy leader with the foresight to identify trends and issues affecting the fellowship and the ability to develop innovative solutions to address them.*<br><br>◆ *To be a reliable resource for information about Narcotics Anonymous recovery and about access to our recovery process.*<br><br>◆ *To represent the interests and concerns of Narcotics Anonymous and the issues that affect the fulfillment of our vision.*<br><br>◆ *To create and deliver products and services that meet changing fellowship needs.*<br><br>◆ *To foster a worldwide community of members with unity of purpose and a keen sense of mutual accountability and support.* |
| *CONCERNING HOW WE OPERATE* | | ◆ *To build productive partnerships throughout NA to fulfill our vision: relationships with other components of the service structure and local communities, and between board and staff.*<br><br>◆ *To build and sustain cooperative relationships with other organizations and entities that address issues of addiction in order to raise awareness of Narcotics Anonymous as a viable option for recovery.*<br><br>◆ *To be a model of professionalism, setting high standards for service, efficiency in operations, and an unwavering focus on the needs of those we serve.*<br><br>◆ *To be responsive and accessible, inviting involvement and dialogue, and ensuring efficient delivery of products and services.*<br><br>◆ *To be an organization characterized by integrity and consistency, whose words and actions are driven by principles.*<br><br>◆ *To be a sound organization with the structure and capacity, human and financial, to achieve our goals and priorities.* |

◆
# How Do We Get There?

The diagram below illustrates how we get from our vision statement to an actual project plan and how the steps are connected. Each project is inspired by our vision, "our vision is our touchstone, our reference point, inspiring all that we do."

OUR VISION

⬇

LONG-TERM GOALS

↳

KEY RESULT AREAS

↳

OBJECTIVES

↳

OUTCOMES

↳

APPROACHES

↳

PROJECT PLANS

PRIORITIES ⬅

◆
# Introduction

**Purpose and Use**

The 2010 Strategic Plan for NA World Services is the vehicle that will help us move forward toward our vision. The plan contains the long-term goals and interim objectives we need to attain so that "every addict in the world has the chance to experience our message…" Each conference cycle, the plan also outlines the work we would like to accomplish during the next two years in order to move closer to those objectives and goals, but it does not include specific actions or timetables. These specifics are detailed in the related project plans. We will use this plan to a) guide decision-making and deliberation of related strategic issues, b) establish and align our resources with our priorities, and c) evaluate progress toward our goals. The plan helps us focus on our common goals, not our differences or individual agendas, and keeps us focused on NA principles.

The strategic plan belongs to all of us. It represents the work and discussions of the World Board and NAWS staff over the past few conference cycles. The objectives and approaches it outlines, however, have been shaped through discussions between board members, delegates at the last WSC and other service events, and interested members of the fellowship through worldwide workshops and face-to-face and written contacts. The sessions at this conference will have the most significant impact on the strategic plan for the next cycle (2012–2014) as well as on the operational details of the projects we will undertake for the 2010–2012 cycle.

This has been a huge shift in perspective for all of us. Our conferences used to be largely concerned with looking backward (at events of the last year or two) or with fine-tuning and small details. To plan strategically, we have had to think about the forest, not just the trees; furthermore, we must think about the needs of the forest two years from now. The board has been challenged to change the way we look at and accomplish our work, and we look forward to WSC 2010 where we can meet this challenge together.

We need to routinely review and analyze the needs and interests of the fellowship, as well as relevant external influences, to determine how these changes affect our priorities, and to ensure that we stay on course toward realizing our vision. The scanning of our external environment elicited a lot of discussion in the board this cycle. We have challenges to address, but believe we can make real progress in this together. The planning process is fluid and responsive, allowing us to address new trends and issues as they arise. We revisit the plan each conference cycle to outline our work for the years ahead and make sure that the plan is keeping pace with our rapidly changing fellowship and the world at large.

◆
# Definition of Terms

*NA World Services Vision Statement*

    The aims our fellowship seeks to reach through world services' efforts to carry the message.

*NAWS Values*

    Shared principles, our traditions, and concepts that convey what we stand for and guide all of our efforts.

*NAWS Long-Term Goals*

    Description of world services in a future state, when we are operating at a level of performance required to fulfill our vision statement.

*Strategic Planning*

    In order to achieve our vision we need to be able to respond effectively to the changing landscape, both internally and externally. Strategic planning is the process by which we identify and prioritize areas where we need to focus our activity and draft outcomes we hope to reach within those areas.

*Key Result Areas*

    Strategic areas that require change—*strategic* because they are based on an assessment of external and internal factors. Action taken in these areas will move us closer to fulfilling our vision.

*Objectives*

    End results that must be accomplished within each key result area.

*Outcomes*

    The progress we hope to make on our objectives within the upcoming conference cycle using the approaches listed under each objective.

*Approaches*

    Interim work that needs to be done in order to reach our outcomes and accomplish our longer-term objectives and goals. For the most part, these are the things we hope to achieve *within the next planning/conference cycle*. However, many approaches take more than one conference cycle to accomplish and are thus carried over to the next strategic plan. They are labeled here as "existing approaches to be carried over." Some of these approaches, such as holding workshops or disseminating issue discussion topics, have become part of our regular essential work each cycle and are labeled as such here.

## Key Result Areas

*To ensure progress toward NA World Services' long-term goals, growth is essential in the areas listed below. Sound organizational management is critical to realizing the services that will help us achieve our vision. This document does not intend to outline the entire range of world services' work or goals, but instead to help demonstrate the connection between good management of NAWS and the realization of our vision. The key result areas focus on areas that need change or areas that drive new change. The key result areas in the 2010–2012 strategic plan are:*

- **Communication**
- **Fellowship Support**
- **Recovery Literature**
- **Leadership**
- **Resources**

# ◆ Strategic Plan

**NOTE:** Yellow highlights represent essential or carry over from previous cycle
Purple highlights represent priority ranking
Blue highlights represent second priority

## *KRA: Communication*

*Issue:* **Relevance of Communication**

OBJECTIVE 1: Update and deliver more contemporary key messages in NAWS communications to inspire action around current issues and to help members and other components of the service system apply NA principles locally

*Outcomes: By 2012 . . .*

1.1.   Through use of the IDT's, NA communities have events to increase awareness of key messages.

*Existing Approaches to be carried over into 2010-2012*

♦   Follow up on the results of Leadership, Our Freedom-Our Responsibility, and Communication.

♦   Frame and promote IDT's for the 2010-2012 cycle.

*New Approaches for 2010-2012*

**(A)** Link IDT's more closely to key messages for the cycle.

**(B)** Update the tone, look, and feel of existing IPs (e.g., more professional, more 'cool').

*Issue:* **Communication Infrastructure**

OBJECTIVE 2: Improve the effectiveness and efficiency of world service communication, adapting content and delivery methods to resonate with diverse targeted populations and to facilitate dialogue.

*Outcomes: By 2012 . . .*

2.1   New or existing communication tools are being used more frequently by targeted audiences (e.g., conference bulletin board).

2.2   There is greater utilization and awareness of existing publications and service tools.

2.3   Strategies are implemented to improve efficiency and impact of worldwide workshops.

*Existing Approaches to be carried over into 2010-2012*

♦   Continue effectiveness of online discussions boards to engage the fellowship with the "Living Clean" project. Investigate ways to make other online discussion boards more relevant for use as an input tool.

♦   Continue eblasts to conference participants and to interested members.

♦   Implement electronic enhancements for NAWS publications – particularly *The NA Way*.

♦   Maximize ways to talk with conference participants between conferences.

*New Approaches for 2010-2012*

**(C)** Prioritize and implement suggested changes to Worldwide Workshops resulting from WWW program evaluation.

### *Issue:* PR/Outreach

OBJECTIVE 3: Develop cooperative relationships throughout the service system with addiction professionals, researchers, and others to enhance perception of NA as a credible program of recovery.

*Outcomes: By 2012 . . .*

3.1    Cooperative relationships are being established and/or strengthened with professionals (in particular medical and researchers).

3.2    Targeted literature is developed for professional audiences based on results of roundtables.

3.3    Groundwork has been laid for outreach throughout service system.

*Existing Approaches to be carried over into 2010-2012*

♦ Continue work on PR tools.

♦ Attendance at professional events and coordination of cooperative events.

♦ Plan and conduct professional roundtables particularly with members who are also professionals. Conduct training for those who can speak on our behalf. This may lead to development of pamphlets geared to specific professional populations – treatment, medical, correctional, etc. (see below for priority focus).

♦ Evaluation of current strategies, with attendance at professional events and building relationships and refocus for the cycle.

♦ Develop a focus and strategy for building relationships with governments.

♦ Improve relationships with related fellowships like Nar-Anon and AA.

*New Approaches for 2010-2012*

**(D)** Conduct professional roundtables with medical and research professionals.

**(E)** Two-pronged approach: 1) Model for members how to develop a PR strategy and plan, making better use of experienced people in local communities, and 2) offer train-the-trainer sessions on using PR tools to implement the overall PR strategy and plan.

## KRA: Fellowship Support

### *Issue:* Service System Revitalization

OBJECTIVE 4: Transition from a service *structure* to a service *system* that is driven by unity in fulfilling our primary purpose and that is flexible in meeting the diverse service needs and goals of NA communities.

*Outcomes: By 2012 . . .*

4.1    Based on final adjustments from fellowship input, revised service system models and guidance are readied for distribution.

4.2    Regularly update service tools; at least one per cycle.

4.3    All communities embrace and develop service based on a vision statement.

*Existing Approaches to be carried over into 2010-2012*
- ♦ Complete recommendations for fellowship discussion on Service System and WSC Seating.
- ♦ Develop, as needed, any new tools that arise from Service System discussions. This could include items like a regional reunification template.

*New Approaches for 2010-2012*
- **(F)** Use a focus on implementation of the new vision statement as a platform for the fellowship to discuss the recommendations coming from the Service System project. Create a session profile on the NA Vision Statement, including ways to utilize and apply it locally.
- **(G)** Begin development of segments of an events handbook.
- **(H)** Implement a regular process to review and evaluate service tools and propose projects as needed to the conference for approval.
- **(I)** Simplify the APT and the BSHG worksheet to increase usage.

## *Issue:* Support to Developing Communities

OBJECTIVE 5: Help build and sustain all NA communities—emerging and established—recognizing their differing levels of development and need.

*Outcomes: By 2012 . . .*

5.1 Better insight is gained on the factors influencing community growth. As a result, more functional, practical support is being provided based on local need.

*Existing Approaches to be carried over into 2010-2012*
- ♦ Conduct workshops around the world.
- ♦ Plan ways to gather more consistent information each cycle about NA communities (see below – New Approaches). This can build on regional reports, but not be limited to conference participants.

*New Approaches for 2010-2012*
- **(J)** Conduct research on the growth patterns of all NA communities (established and developing) to gain insight into growth indicators and make informed decisions about support. In particular, use research to determine the cause behind the flattening of or decline in US membership, and to determine the types of information needed on a regular basis to support more effective community development efforts.

## *Issue:* Philosophical Issues

OBJECTIVE 6: Provide clear guidance and support on philosophical issues that challenge NA groups.

*Outcomes: By 2012 . . .*

6.1 Local leaders have the tools to address several complex issues currently facing the fellowship (e.g., drug courts and drug replacement).

*Existing Approaches to be carried over into 2010-2012*
- ♦ Publish *In Times of Illness* adopted by the conference and create a session profile to frame discussions for introduction to the fellowship.

Yellow - essential or carry over    Purple - priority ranking    Blue - second priority

*New Approaches for 2010-2012*

**(K)** Collect best practices regarding how to respond to drug courts. Develop tools and discussions with the service system, and separately for the groups, to help them better deal with this issue.

## KRA: Recovery Literature

*Issue:* **Diversity**

OBJECTIVE 7: Make the NA message available and relevant to a widely diverse membership and potential membership, meeting both the targeted and mainstream literature needs of the fellowship.

*Outcomes: By 2012 . . .*

7.1 Based on fellowship discussions, at least one new piece of targeted literature is identified for production in the 2012-2014 cycle.

*Existing Approaches to be carried over into 2010-2012*

♦ Continue work on "Living Clean" and send approval draft out in April 2011 for approval at WSC 2012.

♦ Engage the fellowship in identifying audiences for targeted literature.

*New Approaches for 2010-2012*

**(L)** Create an abstract that describes our existing IPs and booklets.

*Issue:* **Literature Development Process and Delivery Methods**

OBJECTIVE 8: Institute more effective ways to develop, translate, and deliver literature that engages a diverse, global fellowship.

*Outcomes: By 2012 . . .*

8.1 Based on continuing investigations, alternative methods for distribution are provided to broaden access to literature, and to address barriers to shipping.

*Existing Approaches to be carried over into 2010-2012*

♦ Continue investigation and implementation (as feasible) of alternative methods to develop, translate, and deliver literature.

*New Approaches for 2010-2012*

**(M)** Provide book-length literature in alternative formats.

## KRA: Leadership

*Issue:* **Leadership Development**

OBJECTIVE 9: Cultivate, encourage, and nurture the development of leadership potential in all members, including those who will take on roles within the service system.

*Outcomes: By 2012 . . .*

9.1 More members see the value in taking on service roles.

9.2 Tools are developed and disseminated that provide training for leaders.

*Existing Approaches to be carried over into 2010-2012*

♦ Develop pieces on how to be an effective RD and facilitator.

♦ Develop new leader orientation materials (self-guided or for use in an orientation session) for individual/leadership group use at group, area, and

region levels. Follow up with training and coaching on how to use these tools.

- ◆ Prepare and deliver train-the-trainer sessions for those who touch leaders/groups at each level to reinforce understanding of leadership principles, roles, and best practice (include, for example, RCMs in the training).

OBJECTIVE 10: Support leaders throughout the service system in building the skills and perspectives needed to deal effectively with complex issues and a changing environment.

*Outcomes: By 2012 . . .*
10.1   Leaders have access to tools and training to assess and analyze issues within communities.

*New Approaches for 2010-2012*
**(N)** Develop a training component that identifies and emphasizes the skill sets leaders need to serve in varied environments.

**(O)** Develop a presentation on the relevant aspects of the environmental scan and provide to local leaders. Include tools and training to help leaders assess and analyze issues within their communities (providing local scanning tools building from the APT).

**Issue: World Board Development**
OBJECTIVE 11: Continue to improve the effectiveness of the World Board as a strategic leadership body.

*Outcomes: By 2012 . . .*
11.1   Board member self-assessment tools have been developed and are being utilized.

*Existing Approaches to be carried over into 2010-2012*
- ◆ Conduct meeting facilitation training.
- ◆ Conduct new board orientation.
- ◆ Raise collective awareness of the board on issues of global development.

*New Approaches for 2010-2012*
**(P)** Develop performance evaluation tools for individual World Board member assessment. Develop written job descriptions for different roles World Board members play in preparation for an evaluation process.

## KRA: Resources

**Issue: Financial Capacity**
OBJECTIVE 12: Ensure the long-term financial stability of NAWS, and the reliability of the income stream, in order to carry out priorities and service.

*Outcomes: By 2012 . . .*
12.1   A plan and strategy is in place to reverse trends in fellowship contributions and stem the use of operating reserves.
12.2   NAWS has sufficient resources to carry out its mission.

Yellow - essential or carry over    Purple - priority ranking    Blue - second priority

*Existing Approaches to be carried over into 2010-2012*
- Continue to develop a strategy to increase reserves to one year of operating expenses.
- Continue to develop a plan to ensure the world convention breaks even (including allocated overhead).
- Implement the investment policy.
- Continue work on literature distribution and pricing. Conduct a literature distribution and convention workshop.
- Examine ideas for potential new stream(s) of NAWS income.
- Frame discussion about the issues, pros, and cons of considering purchasing a building.
- Evaluate essential services, what they are, and how to accomplish them (including an assessment of cost/benefit and staff capacity).

*New Approaches for 2010-2012*
(Q) Evaluate approaches to resource development and cost effective service delivery.

*Issue:* **Financial Capacity**
OBJECTIVE 13: Raise awareness and a sense of responsibility on the part of the fellowship to adequately fund the cost of services, throughout NA, including NAWS.

*Outcomes: By 2012 . . .*
13.1    Increase the level of fellowship contributions throughout the service system, including NAWS.
13.2     NAWS is requested to provide workshops related to the issue of adequate funding.
13.3    The fellowship embraces the newly approved self-support materials.

*Existing Approaches to be carried over into 2010-2012*
- Use *NA Way* for foundation of a dialogue on contributions and self-support.
- Initiate the 3-year message campaign that builds on group donations, with milestones and goals that reach across the spectrum of the service structure.
- Broaden efforts to encourage member/group contributions to the service system**.**
- Initiate an active campaign to solicit contributions and to encourage use of the online donations link (include creating a column in *NA Way* with factoids communicating the source and distribution of funds).
- Begin a discussion on a piece on "What Is NAWS."

*New Approaches for 2010-2012*
(R) Create self-support session profiles and tools to aid local communities in their understanding of self-support. As part of this, introduce and discuss the two new pamphlets on self-support being presented to WSC 2010 for adoption.

## Issue: Information Management

OBJECTIVE 14: Develop mechanisms to routinely gather information needed to support sound decision-making on issues, programs, and resources.

*Outcomes: By 2012 . . .*

14.1   Board has adequate data to facilitate sound decision making, especially regarding fellowship needs, community development, program effectiveness, etc.

*Existing Approaches to be carried over into 2010-2012*

♦ Continue and refine use of program/service evaluation process and tool.

*New Approaches for 2010-2012*

**(S)** Better define the information loop that provides the board with the ongoing data and analysis needed to support sound decision-making. As part of this, identify regularly reported key data ("operational indicators") the board should receive to help them keep track of the health and effectiveness of NAWS. Also, take the next steps in the development of strategic plan performance measures to help the board assess the success of achieving plan priorities each cycle.

## Issue: Staff Capacity

OBJECTIVE 15: Build and align the focus and capacity of staff to support identified priorities.

*Outcomes: By 2012 . . .*

15.1   Adequate resources and effective prioritization of resource use are in place to accomplish the mission and goals.

*Existing Approaches to be carried over into 2010-2012*

♦ Create trainings to further enhance basic skills for staff.

♦ Information management issues addressed.

♦ Start and maintain meetings on Mars.

Yellow - essential or carry over     Purple - priority ranking     Blue - second priority

◆

## Proposed 2010–2012 Project Plans

For the 2010–2012 conference cycle, we have created the following plans as a direct result of our discussions about how to achieve the objectives in our strategic plan. Those discussions resulted in our identifying our desired outcomes this cycle and the approaches for improvements that we believe are possible to reach those outcomes. We then discussed *how* to achieve the approaches that we had identified, which resulted in the following project plans. Each project plan includes the relevant objective(s), outcome(s), and approach(es) from our strategic plan to illustrate the connections between the strategic plan and the projects.

**The color-coding below corresponds to the strategic plan.**

**Considered essential or carryover from previous cycle**

*Priority Ranking*

*Second Priority*

**The project plans proposed for 2010–2012 are:**

### Fellowship Issue Discussions

This project focuses on framing fellowshipwide discussions on the 2010–2012 Issue Discussion Topics (IDTs), as well as the following items pending decision at WSC 2010: A Vision for NA Service, *Money Matters: Self-support in NA*, *Funding NA Services*, and the revised *In Times of Illness*.

### Service System

This is the second cycle of this two-cycle project to create possible options for the service system. At WSC 2010, participants will begin to discuss ideas for alternatives to our current system, with fellowshipwide discussions held throughout the 2010–2012 cycle and decisions made at WSC 2012. The focus of the project will be to develop options for the service system – the people, resources, processes, and structure – to best serve our worldwide fellowship in more effectively carrying the message.

### "Living Clean – The Journey Continues"

This project is to create a book that reflects NA experience about ongoing recovery. This is the second cycle of this two-cycle project to create this book. It calls for an approval draft to be released by late April 2011 and a decision at WSC 2012. By WSC 2010, the second set of chapters will have been distributed for fellowship review and input.

### Public Relations

This project is to enable us to conduct focus groups with specific professional populations in order to develop more effective strategies and improve our communication. This project was approved at WSC 2008, but we were unable to do any of this work due to human and financial constraints.

### Leadership Orientation Material

This is a continuation of the discussions and focus that we have had for several cycles. For the upcoming cycle we plan to focus on how to be an effective RD, as well as orientation, training, and best practices for trusted servants.

## Service Material

This project plan is offered to allow us to begin development of pieces of tools and resources for NA services if the human and financial resources allow. We currently do not have a handbook or tools for conventions, activities, or events even though thousands of events are held in NA each year. We believe we can collect best practices and create chapters or smaller, more focused pieces rather than an entire handbook. We also plan to develop simplified tools for PR Basics and planning at a local level.

## Fellowship Issue Discussions

**Purpose and scope:**

The Issue Discussion Topics (IDTs) selected at the World Service Conference have taken on more importance over recent years and were a high priority among participants at the last conference. NA World Services facilitates fellowshipwide discussion of these identified issues and has constantly strived to improve the dialogue, focus, and follow-up on these identified issues. Topics will be presented to WSC 2010 for approval for the 2010–2012 conference cycle. The conference will also serve as the culmination for the fellowshipwide discussions on the 2008–2010 IDTs, *Our Freedom – Our Responsibility, Communications,* and *Leadership*. The leadership discussions throughout the fellowship during this cycle lead into the next steps of the Leadership discussion which is contained in a separate project plan. The communication ideas that were generated will benefit the training materials we plan to create under the Leadership Materials project plan. Other results of the fellowship's discussions may be captured in reports, or service pamphlets, or other material.

Objective 1 in our Strategic Plan outlines what we hope to do with Issue Discussion Topics in the upcoming cycle. Engaging the fellowship in this manner has inspired action around current issues and helped members apply NA principles in their local service efforts. We have plans to develop workshop material for the items being presented to WSC 2010 for approval, including the revised Vision for NA Service, the self-support pamphlets, and the revised *In Times of Illness.* Although these technically will not be this conference cycle's IDTs, we want to provide information and to engage members in discussions about these items. We believe that workshops help members understand and utilize these newly approved materials. We also expect and desire the discussions of the Service System project at the conference to generate fellowshipwide dialogue this cycle.

▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲

*The objectives, outcomes, and approaches which led to this project plan are:*

OBJECTIVE 1: Update and deliver more contemporary key messages in NAWS communications to inspire action around current issues and to help members and other components of the service system apply NA principles locally

*Outcomes: By 2012 . . .*

1.1    Through use of the IDT's, NA communities have events to increase awareness of key messages.

*Existing Approaches to be carried over into 2010-2012*

♦    Follow up on the results of Leadership, Our Freedom-Our Responsibility, and Communication.

♦    Frame and promote IDT's for the 2010-2012 cycle

*New Approaches for 2010-2012*

(A)    Link IDT's more closely to key messages for the cycle.

OBJECTIVE 2: Improve the effectiveness and efficiency of world service communication, adapting content and delivery methods to resonate with diverse targeted populations and to facilitate dialogue.

*Outcomes: By 2012 . . .*

2.1    New or existing communication tools are being used more frequently by targeted audiences (e.g., conference bulletin board).

2.2    There is greater utilization and awareness of existing publications and service tools.

2.3     Strategies are implemented to improve efficiency and impact of Worldwide Workshops.

*Existing Approaches to be carried over into 2010-2012*

♦   Continue effectiveness of online discussions boards to engage the fellowship with the "Living Clean" project. Investigate ways to make other online discussion boards more relevant for use as an input tool.

♦   Continue eblasts to conference participants and to interested members.

♦   Implement electronic enhancements for NAWS publications – particularly *The NA Way*.

♦   Maximize ways to talk with conference participants between conferences.

*New Approaches for 2010-2012*

**(C)**   Prioritize and implement suggested changes to worldwide workshops resulting from WWW program evaluation.

OBJECTIVE 6: Provide clear guidance and support on philosophical issues that challenge NA groups.

*Outcomes: By 2012 . . .*

6.1 Local leaders have the tools to address several complex issues currently facing the fellowship (e.g., drug courts and drug replacement).

*Existing Approaches to be carried over into 2010-2012*

♦   Publish *In Times of Illness* adopted by the conference and create a session profile to frame discussions for introduction to the fellowship.

OBJECTIVE 13: Raise awareness and a sense of responsibility on the part of the fellowship to adequately fund the cost of services throughout NA, including NAWS.

*Outcomes: By 2012 . . .*

13.1     Increase the level of fellowship contributions throughout the service system, including NAWS.
13.2      NAWS is requested to provide workshops related to the issue of adequate funding.
13.3     The fellowship embraces the newly approved self-support materials.

*Existing Approaches to be carried over into 2010-2012*

♦   Use *NA Way* for foundation of a dialogue on contributions and self-support.

♦   Initiate the 3-year message campaign that builds on group donations, with milestones and goals that reach across the spectrum of the service structure.

♦   Broaden efforts to encourage member/group contributions to the service system**.**

♦   Initiate an active campaign to solicit contributions and to encourage use of the online donations link (include creating a column in *NA Way* with factoids communicating the source and distribution of funds).

*New Approaches for 2010-2012*

**(R)**   Create self-support session profiles and tools to aid local communities in their understanding of self-support. As part of this, introduce and discuss the two new pamphlets on self-support being presented to WSC 2010 for adoption.

## Direct expense items:

| | |
|---|---|
| Distribution of material in NAWS publications and workshops | $ 25,000 |
| **Direct expenses:** | **$ 25,000** |

Yellow - essential or carry over     Purple - priority ranking     Blue - second priority

## Service System

**Purpose and scope:**

WSC 2008 unanimously adopted this four-year project with the following focuses:

> Develop a vision for all NA service efforts and begin to explore best practices and options for local service delivery. This project will be rooted in an analysis of the success factors that work across our service structure, as well as allow for flexibility in meeting unique local needs. This will ultimately result in a rewrite of *A Guide to Local Services in NA*. We expect that the first cycle of this project will be focused on gathering options and presenting them for discussion in the fellowship.

> Create a common vision for all NA services as described in Objective 4.

The focus of this project is to find alternatives that can assist us to provide effective, efficient, and planned service delivery which will help us to better carry the message of recovery to the addict who still suffers. We have presented a common vision for all NA services for approval in the 2010 *Conference Agenda Report*. With approval, we anticipate that A Vision for NA Service will serve as our guide with all our service efforts. Additionally, we will be providing our initial thoughts about possible alternative service system models, including the issue of WSC seating to WSC 2010 for discussion. As we have stated previously, service is a system of interdependent components of structure, resources, processes, and people. Our hope and desire is that our conference dialogue will be the beginning of an evolving discussion about how to deliver services and carry the message more effectively.

The existing workgroup will continue for the upcoming cycle. This group contains ten workgroup members, three World Board members, and three staff. This project will continue to develop options for the service system – the people, resources, processes, and structure – that will best serve our worldwide fellowship. At the same time, we also expect to have some service tools developed by the board, staff, and other groups that support our service system.

▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲

*The objectives, outcomes, and approaches which led to this project plan are:*

OBJECTIVE 4: Transition from a service *structure* to a service *system* that is driven by unity in fulfilling our primary purpose and that is flexible in meeting the diverse service needs and goals of NA communities.

*Outcomes: By 2012 . . .*

4.1    Based on final adjustments from fellowship input, revised service system models and guidance are readied for distribution.

4.2    Regularly update service tools; at least one per cycle.

4.3    All communities embrace and develop service based on a vision statement.

*Existing Approaches to be carried over into 2010-2012*

♦    Complete recommendations for fellowship discussion on Service System and WSC Seating.

♦    Develop, as needed, any new tools that arise from Service System discussions. This could include items like a regional reunification template.

*New Approaches for 2010-2012*

(F)    Use a focus on implementation of the new vision statement as a platform for the fellowship to discuss the recommendations coming from the Service System project. Create a session profile on the NA Vision Statement, including ways to utilize and apply it locally.

**Direct expense items:**

| | |
|---|---|
| Workgroup and focus groups | $  150,000 |
| **Direct project expenses:** | **$  150,000** |

# "Living Clean – The Journey Continues"

**Purpose and scope:**

WSC 2008 adopted a project plan to begin development of a book about ongoing recovery which we have given the working title of "Living Clean – The Journey Continues." The timeline adopted by WSC 2008 was:

| | |
|---|---|
| August 2008 – August 2010 | Development of the material |
| Summer of 2009 – December 2010 | Ninety-day R&I of chapters of the book |
| April 2011 – April 2012 | Approval Form |

We completed the first review and input period 15 September 2009, which included the outline for the book and chapters one and two. For this initial round, we had 830 downloads of the material and we received 103 input responses. We anticipate our second period of review and input will occur 1 April – 30 June 2010 and there will be three chapters to review. Our final review and input period will happen fall of 2010; we remain on target with the timeline outlined above. We want this book about ongoing recovery to reflect the shared experience of our members. We believe that development of a book-length piece is enhanced with member involvement during the narrative creation phase. We have tried to engage our worldwide fellowship in providing their ideas and experiences for this book through writing workshops which were held in regions, areas, zones, and conventions. In addition to workshops, a general online survey was posted on na.org from October 2008 to July 2009 which generated 947 responses (888 in English and 59 in Spanish). We have also created an online discussion board organized by the chapters of the book which has been online since February 2009, and has approximately 550 participants. An online survey and the discussion boards were new methods used to gather members' experience; these have been productive and valuable toward the development of our book.

The current workgroup will continue for the next year. The workgroup consists of eight members, two board members, and three staff. The final book-length piece will be in the 2012 *Conference Agenda Report* for fellowship approval.

▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲

*The objectives, outcomes, and approaches which led to this project plan are:*

OBJECTIVE 7: Make the NA message available and relevant to a widely diverse membership and potential membership, meeting both the targeted and mainstream literature needs of the fellowship.

*Outcomes: By 2012 . . .*

7.1 Based on fellowship discussions, at least one new piece of targeted literature is identified for production in the 2012-2014 cycle.

*Existing Approaches to be carried over into 2010-2012*

♦ Continue work on "Living Clean" and send approval draft out in April 2011 for approval at WSC 2012.

**Direct expense items:**

| | |
|---|---|
| Workgroup and focus group meetings | $ 120,000 |
| **Direct project expenses:** | **$ 120,000** |

Yellow - essential or carry over   Purple - priority ranking   Blue - second priority

## Public Relations

**Purpose and scope:**

NA World Services has continued to further public relations (PR) activity undertaken directly by NAWS which includes attending professional events and meetings such as Recovery Month and National Drug Court Institute, and facilitating PR workshops in various NA communities; as well as participating in cooperative events coordinated by NAWS but carried out by local NA communities. This is covered in two places in the NAWS budget: in Literature Production and Distribution in the line item for marketing and in Fellowship Development in the line item for professional events.

Additionally in this conference cycle, we plan to begin the work of training and orienting both addict and non-addict professionals to better address our needs in PR. We have known for some time that we need to build a broad and trained resource pool for use in a variety of public relations settings. This project was presented and approved at WSC 2008, but we were unable to initiate this needed work due to limited resources. These same focused trainings or roundtables would be used to gather information for the development of material targeted for specific professional populations for PR purposes. This material would be World Board approved.

We also expect to have PR Basics, a service tool identified with the approval of the *Public Relations Handbook,* and a revised version of H&I Basics completed before WSC 2010. We hope to create additional short resource pieces based on material already covered in other approved service material like the *PR Handbook* and Area Planning Tool.

▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲

*The objectives, outcomes, and approaches which led to this project plan are:*

OBJECTIVE 3: Develop cooperative relationships throughout the service system with addiction professionals, researchers, and others to enhance perception of NA as a credible program of recovery.

*Outcomes: By 2012 . . .*

3.1    Cooperative relationships are being established and/or strengthened with professionals (in particular medical and researchers).

3.2    Targeted literature is developed for professional audiences based on results of roundtables.

3.3    Groundwork has been laid for outreach throughout service system.

*Existing Approaches to be carried over into 2010-2012*

♦    Continue work on PR tools.

♦    Attendance at professional events and coordination of cooperative events.

♦    Plan and conduct professional roundtables, particularly with members who are also professionals. Conduct training for those who can speak on our behalf. This may lead to development of pamphlets geared to specific professional populations – treatment, medical, correctional, etc. (see below for priority focus).

♦    Evaluation of current strategies, with attendance at professional events, and building relationships and refocus for the cycle.

♦    Develop a focus and strategy for building relationships with governments.

♦    Improve relationships with related fellowships like Nar-Anon and AA.

*New Approaches for 2010-2012*

(D)    Conduct professional roundtables with medical and research professionals.

**(E)** Two-pronged approach: 1) Model for members how to develop a PR strategy and plan, making better use of experienced people in local communities, and 2) offer train-the-trainer sessions on using PR tools to implement the overall PR strategy and plan.

OBJECTIVE 6: Provide clear guidance and support on philosophical issues that challenge NA groups.

*Outcomes: By 2012 . . .*

6.1 Local leaders have the tools to address several complex issues currently facing the fellowship (e.g., drug courts and drug replacement).

*New Approaches for 2010-2012*

**(K)** Collect best practices regarding how to respond to drug courts. Develop tools and discussions with the service system, and separately for the groups, to help them better deal with this issue.

## 6–8 Training and Orientation Sessions

**Direct expense items:**

| | |
|---|---|
| Focus groups, training, and orientation sessions material | $ 83,000 |
| **Direct project expenses:** | **$ 83,000** |

## Leadership Orientation Material

**Purpose and scope:**

We have had ongoing fellowshipwide discussions about leadership for the last six years. We remain committed to the importance of this focus for the effectiveness of all of our service efforts.

We began our facilitation training module centered around being an effective RD at WSC 2008 and have continued throughout this conference cycle with the Leadership I and II modules derived from the Issue Discussion Topics. In the 2010-2012 conference cycle, we will remain focused on leadership development by working on pieces aimed toward being a more effective RD and facilitator. We plan to develop train-the-trainer materials and will follow up with training and coaching on how to use these tools. We intend to make available a training component that identifies the skill sets leaders need to be able to serve successfully in varied settings. Additionally, effective service delivery is tied to planning; we hope to provide tools and training to help leaders with environmental scanning which involves looking at two settings – the internal NA community and the external, larger public community.

▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲

*As well as the material in the Service System project plan, the objectives, outcomes, and approaches which led to this project plan are:*

OBJECTIVE 9: Cultivate, encourage, and nurture the development of leadership potential in all members, including those who will take on roles within the service system.

    *Outcomes: By 2012 . . .*

    9.1      More members see the value in taking on service roles.

    9.2      Tools are developed and disseminated that provide training for leaders.

    *Existing Approaches to be carried over into 2010-2012*

- Develop pieces on how to be an effective RD and facilitator.

- Develop new leader orientation materials (self-guided or for use in an orientation session) for individual/leadership group use at group, area, and region levels. Follow up with training and coaching on how to use these tools.

- Prepare and deliver train-the-trainer sessions for those who touch leaders/groups at each level to reinforce understanding of leadership principles, roles, and best practice (include, for example, RCMs in the training).

OBJECTIVE 10: Support leaders throughout the service system in building the skills and perspectives needed to deal effectively with complex issues and a changing environment.

    *Outcomes: By 2012 . . .*

    10.1     Leaders have access to tools and training to assess and analyze issues within communities.

    *New Approaches for 2010-2012*

    **(N)**    Develop a training component that identifies and emphasizes the skill sets leaders need to serve in varied environments.

    **(O)**    Develop a presentation on the relevant aspects of the environmental scan and provide to local leaders. Include tools and training to help leaders assess and analyze issues within their communities (providing local scanning tools building from the APT).

**Direct expense items:**

| | |
|---|---|
| Training materials | $ 20,000 |
| **Direct project expenses:** | **$ 20,000** |

## Service Material

**Purpose and scope:**

We would like to raise the priority this conference cycle and begin work on convention and event material. The *Convention Handbook* was removed from inventory and there is nothing to take its place. We can only estimate the number of these events in our fellowship, but we know it is a major resource commitment for most NA communities and represents a sizable portion of funding for NA services. We would like to have the current best practices captured in a new handbook and would like to begin this by creating small pieces that seem the most critical. We would like permission to work on these as time and resources allow, and to possibly release pieces rather than an entirely new handbook. In addition, we would like to develop more basic service tools using approved resources such as the *Public Relations Handbook* and Area Planning Tool. These service tools will be aimed at the trusted servants providing services at the area level. Resource material would be approved by the World Board.

▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲ ▲

*The objectives, outcomes, and approaches which led to this project plan are:*

OBJECTIVE 4: Transition from a service *structure* to a service *system* that is driven by unity in fulfilling our primary purpose and that is flexible in meeting the diverse service needs and goals of NA communities.

*Outcomes: By 2012 . . .*
4.1     Based on final adjustments from fellowship input, revised service system models and guidance are readied for distribution.
4.2     Regularly update service tools; at least one per cycle.
4.3     All communities embrace and develop service based on a vision statement.

*New Approaches for 2010-2012*
**(G)**   Begin development of segments of an events handbook.
**(H)**   Implement a regular process to review and evaluate service tools and propose projects as needed to the conference for approval.
**(I)**   Simplify the APT and the BSHG worksheet to increase usage.

**Direct expense items:**

| | |
|---|---|
| Workgroup or focus group meetings | $ 32,500 |
| **Direct project expenses:** | **$ 32,500** |

◆
## Status of Projects Adopted for the 2008–2010 Cycle

♦ Business Plan Workgroup

This is an ongoing essential service. The 2008 conference supported that the work of this workgroup is vital to the operations of NAWS and no longer needs to be presented as a project plan. This means that the funding for workgroup meetings will be included in the fixed operational section of the budget and it will no longer be necessary to approve a project plan at the conference. This group is charged to routinely review the business activity of NAWS and makes recommendations to the World Board. Some of the members of the Business Plan Workgroup serve as the Audit Committee which has direct interaction with the auditors as required under nonprofit regulations in the United States.

♦ Self-support IPs

This work was completed and has been presented to the WSC in the 2010 *CAR* for approval.

♦ Consensus-Based Decision Making at the WSC

This project plan was presented to WSC 2008 as a contingency for the proposals we made to the conference were these not adopted. Since the revisions to *GWSNA* for consensus-based decision making were accepted at WSC 2008, no further work was done this cycle as was agreed to at WSC 2008. We still believe that our practices with decision making at the conference need more discussion and concurrence with implementation of consensus-based decision making. In other words, we have more work to do in order to have WSC decision-making practices meet the ideals we have adopted, particularly with our business sessions.

♦ Fellowship Issue Discussions

This is an ongoing essential service. There is a project plan proposed for 2010–2012.

♦ Public Relations

Although our level of PR activity remained consistent this past cycle, the focus groups called for and approved in the 2008 project plan were not conducted. We still consider this an important activity and plan to have focus groups this cycle, specifically for medical and research professionals.

♦ Service System

This work was adopted in 2008 with the plan that it would be a two-conference-cycle project. A revised vision statement has been presented in the 2010 *Conference Agenda Report* for consideration, and we plan to have discussions of the work to date at WSC 2010. We are presenting a plan to continue this work and the existing workgroup for the upcoming cycle.

♦ Targeted Literature – *In Times of Illness*

The work on revising *In Times of Illness* was completed and has been presented to the WSC in the 2010 *CAR* for approval.

♦ Workshops

> These had been presented in a project plan. The 2008 conference discussed and agreed that workshops were an essential service of NAWS and did not need a project plan. This can now be found under Fellowship Support in the Fellowship Development section of the budget under fixed operational funds. Although we have tried to be more cost effective with our efforts, this continues to be a major resource commitment from NAWS.

♦ "Living Clean – The Journey Continues"

> This work was adopted in 2008 with the plan that it would be a two-conference-cycle project. We plan to have discussions of the work to date at WSC 2010. At that time, we will have completed fellowship review on the first part of the book and have the second section out to the fellowship for review. We are presenting a plan to continue this work and the existing workgroup for the upcoming cycle. The approval draft will be completed by April 2011.

♦ Leadership Orientation Material

> Leadership was one of our discussion topics and we plan to continue this in the upcoming cycle.

♦ Service Material

> Due to resources, we have not been able to make as much progress on this as we would have liked. We have created the first of many pieces, PR Basics, and have revised H&I Basics. This was offered last cycle as the lowest priority and we would like to move it up a bit this cycle and begin work on pieces geared toward conventions and events as well as continuing to develop more PR tools.

## Narcotics Anonymous World Services, Inc.
## Proposed 2010-2012 Budget Description

**Overview**

The format of the budget draft for 2010–2012 reflects the current standards for nonprofit financial statements. The draft shows Operating Income (Gross Sales minus Cost of Goods) before the four expense areas (Literature Production & Distribution, World Service Conference Support, Fellowship Development, and Events). The specific income and expense projections for the World Convention can be found at the end of the budget.

The draft budget included in this packet covers all proposed world services activity from 1 July 2010 through 30 June 2012. As is our norm this financial plan has been created with what we believe to be conservative but realistic estimates for both income and expense. We continue to work on better systems to capture the information needed to support the budget you approve, and ways to make the reporting of that information more easily understood.

The *Guidelines for the Budget for NA World Services* calls for three classifications of funds**:**

- **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.

- **Variable Operational Funds**—funds allocated toward non-routine world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.

- **Reserve Funds**—funds that are set aside to meet current and/or future financial needs. These funds are maintained in both short-term and long-term reserve accounts. Funds are also allocated toward the planned use of cash to offset the effect of depreciation, to improve asset value, to provide financial resources necessary to effectively address the intellectual property management called for in the *FIPT*, and/or to acquire any fixed asset that has a depreciable value.

Fixed and variable expenses are identified in the draft 2010-2012 budget. The proposed project plans included with the NAWS Strategic Plan correspond with the proposed variable operational expenses. Along with the fixed operational expenses we have also provided a brief explanation of some of the kinds of items contained in each line item. Although these are identified as "Fixed Operational Expenses," in the past they have been called "Routine" or "Basic Services."

Column one of this budget includes the actual income and expense for fifteen months from July 2008 through September 2009 that have been annualized. In other words, the information for fifteen months was averaged and divided to show a twelve-month period. These figures are a better forecast than using the previous budget because we have reduced expenses in many areas and have had variations in income largely due to the Sixth Edition Basic Text, the world economy, and reduced donations. It seemed more realistic to use a base of actual income and expense to forecast future income and expense.

Column two covers year one of the two-year budget cycle (fiscal year 1 July 2010 through 30 June 2011); column three covers year two (fiscal year 1 July 2011 through 30 June 2012); and column four shows the total proposed expense for the entire two-year cycle (1 July 2010 through 30 June 2012).

## 2010–2012 World Services Projected Income

The income estimates for this budget are derived from the actual income received during the fifteen-month period described above. This is what is referred to throughout this document as "prior year's income."

**Recovery Literature**—Year one is estimated to provide for a 4.5% increase in income over the prior year. Year two income is estimated to provide for an increase of 2.75% over year one income. We have had increase of between 6 and 7% for the past two fiscal years, and although income seems to have flattened somewhat, we believe these are realistic estimates.

**Other Inventory**—We have estimated the same overall increase as reported above for recovery literature.

**Shipping**—This income is based on the estimated literature sales. Our actual income and expense in this area will change since our shipping charges were changed in 2009. Without sufficient data to generate new projections this income line item  is still  based on the previous fifteen-month actuals.

**Discounts**—This is based on estimated literature sales and the projected discount level for those sales. The discount level varies based on the customer and size of orders.

**Developmental Subsidies & Allowances**—This is the cost of subsidizing or reducing the price of literature (often free) provided to a growing worldwide fellowship. We have estimated the same overall increase as reported above for recovery literature. Presently, to see the full value of this cost you have to add this amount to the line in the expense portion of the budget under Fellowship Development labeled "Developmental Literature" which includes the expenses for shipping, customs, and duties. We have reduced and will continue to reduce the expense we have forecasted for Developmental Literature through printing in various alternative locations and the end of distributing our stock of Fifth Edition Basic Texts.

**Recovery Literature – Cost of Goods**—This section covers the cost of goods for recovery literature as defined under the *Fellowship Intellectual Property Trust* (generally all of the direct costs from manufacture to placing the item on the inventory shelf).

Through staff efforts we have been able to avoid the standard increases in this area experienced by most publishers. The increases forecasted are the 1% for year one and 2% for year two for all literature cost of goods.

**Other Recovery Literature**—This refers to the cost of goods for the remaining *FIPT* literature other than books (primarily recovery pamphlets and some booklets).

**Other Inventory Expense**—This section covers the cost of goods for all other items sold from inventory not considered as part of the *FIPT*.

**Fellowship Contributions**—We are forecasting that contributions will remain the same as the actual monies received last year. Last year's actual was approximately 20% less than the budget adopted at WSC 2008. With the world economy and issues with fellowship events where most of these funds are generated, this seems the only reasonable expectation. We are very happy to report that one line item in contributions exceeded budget in 2009 and that was those sent by NA groups.

**Licensed Vendor Payments, Interest, and Miscellaneous**—This income estimate is conservatively based on previous actual experience.

**Event Specific Income**—In our ongoing effort to keep the direct income and expense effect of a World Convention easy to see, we have placed the WCNA 33 convention budget at the end of the overall budget. Please remember that this is a working budget only since many of the specifics about this event have not been finalized.

# 2010–2012 World Services Fixed Operations

The term "Fixed Operational Expenses" refers to the activities of world services that are ongoing and recurring in nature, and that do not change dramatically from year to year as a result of conference actions. All of these activities require planning, support, and follow-up from world services staff.

The budget is divided into four major expense categories that represent our overall activity:

- **Literature Production & Distribution**
- **World Service Conference Support**
- **Fellowship Development**
- **Events**

Under each of these categories there is an allocation for accounting, personnel, overhead, and technology. The overall expense for these items is divided between the four categories based on focus of activity; the expense is derived mainly from hours of staff support and building space occupied. For this cycle we are keeping the same allocations we had for the last cycle. These remain as 34% for Literature Production & Distribution, 22% for World Service Conference Support, 34% for Fellowship Development, and 10% for Events.

The following is a list of the types of expenses that are included in each allocation (reflected in the budget in mustard), followed by a simple breakdown of the fixed operations expenses under each budget category. All expense forecasts are derived

from the actual expenses shown in column one and reflect keeping our expenses the same for year one and a 2% increase for year two.

**Accounting**—This contains professional services for annual audits and random forensic spot checks, costs associated with having an audit committee as required by the Sarbanes-Oxley Act, other professional services associated with financial management, and contract labor.

**Personnel**—This contains all wages and salaries, payroll taxes, health and workers compensation insurance, training, recruitment, relocation, and retirement plan expenses associated with employees at all four branches of the World Service Office. It also includes contract labor hired for specific purposes.

**Overhead**—This is the facility lease expense, maintenance and repair, telephone, utilities, postage, auto service and lease, office expense, general insurance, amortization, bad debts, depreciation, bank charges, and dues and fees associated with the four branches of the World Service Office. Bank charges continue to rise as our use of the shopping cart and credit card sales have increased.

**Technology**—This is the expense for information services, computer leases, software, supplies, software application upgrades and updates, equipment leases and repair, and service contracts. Expenses associated with maintaining the na.org website; the expense associated with the database, online group data collection, and meeting information; as well as web and software fees for event registration are also included here. This category has increased, which is to be expected when you have an operation that is as dependent upon technology as ours, but is held in check by staff efforts.

## LITERATURE PRODUCTION & DISTRIBUTION

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

**Fixed Operational Expense**—All literature production and distribution costs that are not included under Total Cost of Goods sold.

> **Marketing**—This covers the expense for attendance at and participation in professional events primarily related to corrections and treatment. Although we call this marketing, it is public relations-focused activity. These efforts are primarily conducted by staff with local volunteers. This includes the registration and preparation for events, travel, and follow-up for this activity.

> **Translations**—This covers the direct expense for translations of recovery and service material into languages other than English.

> **In-House Production**—This includes the lease for reproduction equipment to print booklets and IPs that are not outsourced (and not included in Cost of Goods)—primarily non-English recovery pamphlets and booklets, service materials, publications other than *The NA Way*, and reports. We plan to bring more of this activity in-house for this next cycle. This will give us greater flexibility and control of those items that we produce in small quantity.

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

**Shipping**—This expense is based on the shipping charges for estimated literature sales and announced or anticipated rate increases from our major carriers.

**Legal**—This is primarily the direct registration and legal expense associated with maintaining worldwide copyright and trademark registrations for Narcotics Anonymous, *The NA Way,* the NA Logo, the Group Logo, and the Service Symbol, as well as all recovery and service material. It may also include direct costs to defend our intellectual property.

**Business Plan Workgroup**—This is the allocation for a workgroup that focuses on the routine business operations of NAWS and makes recommendations to the board on business matters. Additionally, as required by law, a portion of this group fulfills the audit committee function. This workgroup's function and expenses have been moved into fixed operations with the concurrence of the conference.

**Literature Distribution and Convention Workshop**—This allocation allows for the holding of a workshop in the cycle if time and resources allow.

**Travel**—This is travel required to support and manage three branch offices in Canada, Belgium, and Iran or other travel directly associated with the production or distribution of our literature.

## WORLD SERVICE CONFERENCE SUPPORT

**Fixed Operational Expense**—This section of the budget covers the expenses associated with support to all World Service Conference-related activities.

**Publications**—These are the expenses associated with the production of the *Annual Report* once a year*,* the *Conference Report* and the *Conference Agenda Report* once each conference cycle, and *NAWS News* four or more times per year. The expense for translating *NAWS News* and the *CAR* is also included here.

**World Service Conference**—These are the expenses for the site and equipment needed for the event; hiring the parliamentarian; funding for staff, World Board, WSC Cofacilitator, and the Human Resource Panel; and the travel expense for approximately 114 delegates from around the world.

**World Board**—The World Board will meet a minimum of eight times in this conference cycle, plus during the conference itself. An orientation for new board members is included as a separate meeting at the beginning of the conference cycle. Additionally, in each conference cycle, training needs for the full board are included. The Executive Committee is budgeted to meet a minimum of five times in this conference cycle.

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

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

## FELLOWSHIP DEVELOPMENT

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

**Publications**—These are the projected expenses for producing, publishing, and distributing *Reaching Out* four times per year and *The NA Way Magazine* four times per year in five languages to over 50,000 addresses. *The NA Way* is also translated into a sixth language, Farsi, but since WSO Iran charges for these, there is no expense. As reported, we have discontinued distributing *Meeting by Mail* six times per year. We are asking the conference to allow us to try some new ideas with the distribution of our free publications to stem the waste associated with automatic distribution if a group is in our database. We have used the same projection as all other expense categories pending this decision from the conference.

**Fellowship Support**—This is world services' face-to-face interaction with the fellowship, primarily in workshops and forums. This includes interactions at zonal forums, worldwide workshops, and local fellowship development activities. In the past we have also had a line item for travel and workshops under World Service Conference Support which we have discontinued. The distinction of tracking delegate focused workshops separately in financial reports has been difficult since they often include fellowship development efforts. All travel and workshop expense are now captured here.

**Professional Events**—This is the expense for attendance at and participation in professional events, both NAWS and locally attended, that in some way address addiction and/or addicts. Some of these events have been the International Council on Alcohol and Addictions (ICAA), the World Federation of Therapeutic Communities (WFTC), the annual meeting of the American Society of Addiction Medicine (ASAM), the SouthEast Conference on Alcoholism and Drug Addiction (SECAD), the National Association of Alcohol and Drug Abuse Counselors (NAADAC), and some minor activity with the United Nations. These activities often overlap our marketing activity.

**Developmental Literature**—This is the cost to distribute free literature to a growing number of developing NA communities, to hospitals and institutions, and for public relations purposes. The amount also includes the expenses for shipping, customs, and duties. We are still working on better reflecting this activity in our financial reports. Presently, to see the full value of this provision, you have to add this amount to the line in the Income portion of the budget called "Developmental Subsidies & Allowances."

## EVENTS

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

> **Future and Prior Conventions**—These are the expenses associated with planning up to five conventions at any time.
>
> **WCNA 34 Event Specific**—The income and expense amounts here are an estimate only. San Diego is estimated to have approximately 14,600 people registered.

# 2010–2012 World Services Variable Operations

The *Guidelines for the Budget for NA World Services* calls for a specific process to be created for the consideration, evaluation, development, and approval of world service projects and those activities that vary from year to year. Each project is included in the draft budget under the appropriate budget category and then under Variable Operational Expenses.

For the past several conference cycles (since 2004–2006) we have not attempted to capture staff expenses in the project plans and instead simply reflected direct expenses. In the past, we have gone to great effort to estimate the time expected for each type of employee to complete each project and track this time during the cycle. Since this is not something that is tracked in our financial reporting we do not include detailed estimates in the project plans for this cycle.

We have used historical estimates, with estimated increases during the next two years, for travel expenses, conference calls, and mailings. These plans, as with the rest of the budget, have used "high-side" estimates for expenses to try to ensure that our estimated income is adequate to meet the maximum potential expenses. For proposed project plans that have a range for the number of meetings, for instance, we budgeted for the maximum number indicated. For the two large workgroups and projects that are continuing, we have used actual expenses from column one as our guide.

In any given conference cycle, we may or may not be able to accomplish everything that we propose. We believe that the spirit of the budget process adopted by the conference requires conference approval of the work of world services. Therefore, we present all items that could possibly be worked on before the next meeting of the WSC, and we report our activity throughout the conference cycle. Please refer to the 2010–2012 Strategic Plan for the status of the 2008–2010 adopted projects as well as the proposed plans for 2010–2012.

# NARCOTICS ANONYMOUS WORLD SERVICES, INC.
## PROPOSED BUDGET FOR FISCAL YEARS 2010 - 2012

| | 7/1/08 - 9/30/09 Annualized | Proposed Base July 2010 - June 2011 | Proposed Base July 2011 - June 2012 | Consolidated Base for Fiscal Years 2010-2012 |
|---|---|---|---|---|
| **INCOME** | | | | |
| | | | | |
| **RECOVERY LITERATURE INCOME** | | | | |
| | | | | |
| BASIC TEXT: Hardcover English | $2,849,056 | $2,977,264 | $3,059,138 | $6,036,402 |
| BASIC TEXT: Translated | $163,802 | $171,174 | $175,881 | $347,054 |
| BASIC TEXT: Softcover | $714,278 | $746,420 | $766,947 | $1,513,367 |
| JUST FOR TODAY | $847,501 | $885,638 | $909,993 | $1,795,632 |
| IT WORKS: HOW & WHY | $641,437 | $670,301 | $688,735 | $1,359,036 |
| SPONSORSHIP BOOK | $45,342 | $47,383 | $48,686 | $96,069 |
| STEP WORKING GUIDES | $690,606 | $721,683 | $741,529 | $1,463,212 |
| LITERATURE INCOME (IRAN) | $992,848 | $1,037,526 | $1,066,058 | $2,103,584 |
| OTHER RECOVERY LITERATURE | $1,465,471 | $1,531,417 | $1,573,531 | $3,104,949 |
| | ------------- | ------------- | ------------- | ------------- |
| **Subtotal** | **$8,410,341** | **$8,788,806** | **$9,030,498** | **$17,819,304** |
| | | | | |
| **OTHER INVENTORY INCOME** | | | | |
| | | | | |
| MEDALLIONS | $704,027 | $735,708 | $755,940 | $1,491,649 |
| KEYTAGS & CHIPS | 1,071,715 | $1,119,942 | $1,150,741 | $2,270,683 |
| NON-FIPT INFORMATION BOOKLETS | 83,230 | $86,975 | $89,367 | $176,342 |
| HANDBOOKS | 56,644 | $59,193 | $60,821 | $120,014 |
| SPECIALTY ITEMS | 41,590 | $43,461 | $44,656 | $88,117 |
| AUDIO MATERIALS | 1,896 | $1,981 | $2,036 | $4,017 |
| GROUP/AREA MATERIALS | 121,527 | $126,996 | $130,488 | $257,484 |
| MIRACLES HAPPEN | 38,441 | $40,171 | $41,275 | $81,446 |
| | ------------- | ------------- | ------------- | ------------- |
| **Subtotal** | **$2,119,070** | **$2,214,428** | **$2,275,324** | **$4,489,752** |
| | | | | |
| SHIPPING | $458,814 | $479,460 | $492,645 | $972,106 |
| DISCOUNTS | (1,390,322) | ($1,452,886) | ($1,492,840) | ($2,945,727) |
| DEVELOPMENTAL SUBSIDIES & ALLOWANCES | (195,083) | ($203,862) | ($209,468) | ($413,330) |
| | ------------- | ------------- | ------------- | ------------- |
| **Subtotal** | **($1,126,591)** | **($1,177,288)** | **($1,209,663)** | **($2,386,951)** |
| | ============ | ============ | ============ | ============ |
| **Gross Literature Income (less discounts)** | **$9,402,819** | **$9,825,946** | **$10,096,160** | **$19,922,106** |
| **Gross Literature Income (without Iran)** | **$8,409,971** | **$8,788,420** | **$9,030,101** | **$17,818,521** |
| | | | | |
| **RECOVERY LITERATURE COST OF GOODS** | | | | |
| | | | | |
| BASIC TEXT: Hardcover English | $520,623 | $525,829 | $536,346 | $1,062,175 |
| BASIC TEXT: Translated | $29,896 | $30,195 | $30,799 | $60,994 |
| BASIC TEXT: Softcover | $108,271 | $109,354 | $111,541 | $220,895 |
| JUST FOR TODAY | $93,140 | $94,071 | $95,953 | $190,024 |
| IT WORKS: HOW & WHY | $103,930 | $104,970 | $107,069 | $212,039 |
| SPONSORSHIP BOOK | $11,097 | $11,208 | $11,432 | $22,640 |
| STEP WORKING GUIDES | $98,244 | $99,226 | $101,211 | $200,437 |
| LITERATURE PRODUCTION (IRAN) | $693,834 | $700,772 | $714,787 | $1,415,559 |
| OTHER RECOVERY LITERATURE | $302,604 | $305,630 | $311,743 | $617,373 |
| | ------------- | ------------- | ------------- | ------------- |
| **Subtotal** | **$1,961,639** | **$1,981,256** | **$2,020,881** | **$4,002,136** |
| | | | | |
| | | | | |
| **OTHER INVENTORY COST OF GOODS** | | | | |
| | | | | |
| MEDALLIONS | $163,031 | $164,662 | $167,955 | $332,616 |
| KEYTAGS & CHIPS | 241,057 | $243,467 | $248,337 | $491,804 |
| NON-FIPT INFORMATION BOOKLETS | 12,350 | $12,474 | $12,723 | $25,197 |
| HANDBOOKS | 18,198 | $18,380 | $18,747 | $37,127 |
| SPECIALTY ITEMS | 12,436 | $12,560 | $12,812 | $25,372 |
| AUDIO MATERIALS | 526 | $532 | $542 | $1,074 |
| GROUP/AREA MATERIALS | 35,835 | $36,194 | $36,917 | $73,111 |
| MIRACLES HAPPEN | 4,121 | $4,162 | $4,245 | $8,407 |
| INVENTORY ADJUSTMENT | 11,368 | $0 | $0 | $0 |
| | ------------- | ------------- | ------------- | ------------- |
| **Subtotal** | **$498,922** | **$492,430** | **$502,279** | **$994,708** |
| | ============ | ============ | ============ | ============ |
| **Total Cost of Goods** | **$2,460,562** | **$2,473,686** | **$2,523,159** | **$4,996,845** |
| **Total Cost of Goods (without Iran)** | **$1,766,728** | **$1,772,914** | **$1,808,372** | **$3,581,285** |
| | ============ | ============ | ============ | ============ |
| ***Net Literature Income*** | ***$6,942,258*** | ***$7,352,261*** | ***$7,573,000*** | ***$14,925,261*** |
| ***Net Literature Income (without Iran)*** | ***$6,643,243*** | ***$7,015,506*** | ***$7,221,730*** | ***$14,237,236*** |

CASH BASIS SECTION WILL BE PROVIDED AT WSC 2010

| | 7/1/08 - 9/30/09 Annualized | Proposed Base July 2010 - June 2011 | Proposed Base July 2011 - June 2012 | Consolidated Base for Fiscal Years 2010-2012 |
|---|---|---|---|---|
| **FELLOWSHIP DONATIONS** | | | | |
| | | | | |
| BREAKDOWN BY DONOR TYPE | | | | |
| Members | $11,487 | $11,487 | $11,487 | $22,974 |
| Groups | 70,111 | $70,111 | $70,111 | $140,222 |
| Areas | 137,872 | $137,872 | $137,872 | $275,744 |
| Regions | 515,627 | $515,627 | $515,627 | $1,031,254 |
| Events/Conventions | 33,196 | $33,196 | $33,196 | $66,392 |
| Unity Day | 19,498 | $19,498 | $19,498 | $38,995 |
| Zonal & Other Forums | 3,373 | $3,373 | $3,373 | $6,746 |
| | ------------- | ------------- | ------------- | ------------- |
| *Total Donations* | *$791,165* | *$791,164* | *$791,164* | *$1,582,328* |
| | | | | |
| **MISCELLANEOUS INCOME** | | | | |
| | | | | |
| LICENSED VENDOR PAYMENTS | $27,280 | **$24,750** | $25,245 | **$49,995** |
| INTEREST | 18,139 | $14,000 | $14,280 | $28,280 |
| MISCELLANEOUS | (243) | $0 | $0 | $0 |
| | | | | |
| *Total Miscellaneous Income* | *$45,176* | *$38,750* | *$39,525* | *$78,275* |
| | ============= | ============= | ============= | ============= |
| **OPERATING 'INCOME (Not including event specific)** | **$7,778,598** | **$8,182,175** | **$8,403,689** | **$16,585,864** |
| *OPERATING 'INCOME (Not including Iran)* | *$7,479,584* | *$7,845,420* | *$8,052,419* | *$15,897,839* |
| | | | | |
| **EXPENSE** | | | | |
| | | | | |
| *LITERATURE PRODUCTION & DISTRIBUTION* | | | | |
| | | | | |
| *FIXED OPERATIONAL EXPENSES* | | | | |
| | | | | |
| MARKETING | $69,972 | $69,972 | $71,371 | $141,343 |
| IN-HOUSE PRODUCTION (not included in Cost of Goods) | $58,144 | $58,144 | $59,307 | $117,451 |
| TRANSLATIONS (not included in Cost of Goods) | $68,697 | $68,697 | $70,071 | $138,768 |
| LITERATURE DISTRIBUTION (IRAN) | $36,652 | $36,652 | $37,385 | $74,037 |
| SHIPPING | $564,975 | $511,000 | $521,220 | $1,032,220 |
| BUSINESS PLAN WORKGROUP | $18,683 | $18,683 | $19,057 | $37,740 |
| LEGAL | $18,827 | $18,827 | $19,204 | $38,031 |
| LITERATURE PRODUCTION & DISTRIBUTION TRAVEL | $7,906 | $7,906 | $10,000 | $17,906 |
| *ACCOUNTING* | $13,046 | $12,674 | $12,674 | $25,348 |
| *PERSONNEL (Includes amount budgeted to variable projects)* | $1,178,082 | $1,162,329 | $1,162,329 | $2,324,659 |
| *OVERHEAD* | $579,510 | $574,319 | $574,319 | $1,148,639 |
| *TECHNOLOGY* | $44,744 | $44,584 | $44,584 | $89,168 |
| | ------------- | ------------- | ------------- | ------------- |
| **Total Literature Production & Distribution** | **$2,659,238** | **$2,583,787** | **$2,601,521** | **$5,185,309** |
| *Total Literature Production & Distribution (without Iran)* | *$2,622,586* | *$2,547,135* | *$2,564,136* | *$5,111,272* |
| | | | | |
| **WORLD SERVICE CONFERENCE SUPPORT** | | | | |
| | | | | |
| *FIXED OPERATIONAL EXPENSES* | | | | |
| | | | | |
| PUBLICATIONS | $46,434 | $46,434 | $47,362 | $93,796 |
| WORLD SERVICE CONFERENCE BI-ANNUAL MEETING | $21,127 | $33,000 | $433,000 | $466,000 |
| WORLD BOARD | $243,305 | $243,305 | $248,171 | $491,476 |
| HUMAN RESOURCE PANEL | $13,960 | $13,960 | $14,239 | $28,199 |
| WSC COFACILITATOR | $0 | $1,000 | $4,040 | $5,040 |
| ACCOUNTING | $8,014 | $8,201 | $8,201 | $16,401 |
| PERSONNEL (Includes amount budgeted to variable projects) | $723,678 | $752,095 | $752,095 | $1,504,191 |
| OVERHEAD | $356,749 | $371,618 | $371,618 | $743,237 |
| TECHNOLOGY | $30,776 | $28,849 | $28,849 | $57,697 |
| | ------------- | ------------- | ------------- | ------------- |
| **Subtotal** | **$1,444,043** | **$1,498,461** | **$1,907,575** | **$3,406,037** |
| | | | | |
| *VARIABLE OPERATIONAL EXPENSES* | | | | |
| | | | | |
| LEADERSHIP ORIENTATION MATERIAL | $0 | $10,000 | $10,000 | $20,000 |
| FELLOWSHIP ISSUE DISCUSSIONS | $0 | $12,500 | $12,500 | $25,000 |
| CAPTURING MEMBER EXPERIENCE | $1,892 | $2,000 | $2,000 | $4,000 |
| FINISHED WSC PROJECTS | $10,282 | $9,430 | $5,000 | $14,430 |
| | ------------- | ------------- | ------------- | ------------- |
| **Subtotal** | **$12,174** | **$33,930** | **$29,500** | **$63,430** |
| | | | | |
| | ============= | ============= | ============= | ============= |
| **Total World Service Conference Support** | **$1,456,217** | **$1,532,391** | **$1,937,075** | **$3,469,467** |

CASH BASIS SECTION WILL BE PROVIDED AT WSC 2010

| | 7/1/08 - 9/30/09 Annualized | Proposed Base July 2010 - June 2011 | Proposed Base July 2011 - June 2012 | Consolidated Base for Fiscal Years 2010-2012 |
|---|---|---|---|---|
| **FELLOWSHIP DEVELOPMENT** | | | | |
| | | | | |
| *FIXED OPERATIONAL EXPENSES* | | | | |
| | | | | |
| PUBLICATIONS | $166,930 | $166,930 | $170,269 | $337,199 |
| FELLOWSHIP SUPPORT (includes workshops) | $271,806 | $288,806 | $346,882 | $635,688 |
| PUBLIC RELATIONS | $124,530 | $124,530 | $127,021 | $251,551 |
| DEVELOPMENTAL LITERATURE | $517,894 | $417,894 | $426,252 | $844,146 |
| ARCHIVES & INFORMATION MANAGEMENT | $0 | $9,000 | $9,180 | $18,180 |
| ACCOUNTING | $12,674 | $12,674 | $12,674 | $25,348 |
| PERSONNEL (Includes amount budgeted to variable projects) | $1,144,422 | $1,162,329 | $1,162,329 | $2,324,659 |
| OVERHEAD | $594,050 | $574,319 | $574,319 | $1,148,639 |
| TECHNOLOGY | $43,465 | $44,584 | $44,584 | $89,168 |
| | ------------------- | ------------------- | ------------------- | ------------------- |
| **Subtotal** | **$2,875,772** | **$2,801,067** | **$2,873,510** | **$5,674,578** |
| | | | | |
| *VARIABLE OPERATIONAL EXPENSES* | | | | |
| | | | | |
| PUBLIC RELATIONS DEVELOPMENT | $54 | $40,000 | $43,000 | $83,000 |
| SERVICE MATERIALS | $0 | $16,250 | $16,250 | $32,500 |
| SERVICE HANDBOOKS | $1,202 | | | |
| SELF-SUPPORT PAMPHLETS | $19,299 | | | |
| SERVICE SYSTEM | $72,655 | $75,000 | $75,000 | $150,000 |
| BOOK-LENGTH PIECE: LIVING CLEAN | $106,021 | $120,000 | $0 | $120,000 |
| TARGETED LITERATURE | $26,790 | | | |
| WORKSHOPS (incl. in Felowship Support) | $3,227 | | | |
| | ------------------- | ------------------- | ------------------- | ------------------- |
| **Subtotal** | **$229,248** | **$251,250** | **$134,250** | **$385,500** |
| | | | | |
| | ================ | ================ | ================ | ================ |
| ***Total Fellowship Development*** | ***$3,105,020*** | ***$3,052,317*** | ***$3,007,760*** | ***$6,060,078*** |
| | | | | |
| **EVENTS** | | | | |
| | | | | |
| *FIXED OPERATIONAL EXPENSES* | | | | |
| | | | | |
| FUTURE (AND PRIOR) CONVENTIONS | $48,368 | $48,368 | $49,335 | $97,703 |
| LEGAL | $0 | $0 | $0 | $0 |
| ACCOUNTING | $3,542 | $3,728 | $3,728 | $7,455 |
| PERSONNEL (Includes amount budgeted to variable projects) | $338,586 | $341,862 | $341,862 | $683,723 |
| OVERHEAD | $158,866 | $168,917 | $168,917 | $337,835 |
| TECHNOLOGY | $12,145 | $13,113 | $13,113 | $26,226 |
| | ------------------- | ------------------- | ------------------- | ------------------- |
| ***Total Events (without event specific)*** | ***$561,506*** | ***$575,988*** | ***$576,955*** | ***$1,152,942*** |
| | | | | |
| | ================ | ================ | ================ | ================ |
| ***NAWS EXPENSE (without event specific)*** | ***$7,781,981*** | ***$7,744,484*** | ***$8,123,312*** | ***$15,867,796*** |
| ***NAWS EXPENSE (without Iran)*** | ***$7,745,329*** | ***$7,707,832*** | ***$8,085,927*** | ***$15,793,759*** |
| | ================ | ================ | ================ | ================ |
| ***EXCESS REVENUE/EXPENSE (without event specific)*** | ***($3,382)*** | ***$437,691*** | ***$280,377*** | ***$718,068*** |
| ***EXCESS REVENUE/EXPENSE (without Iran)*** | ***($265,745)*** | ***$137,589*** | ***($33,508)*** | ***$104,080*** |
| | | | | |
| ***WCNA 34*** | | | | |
| **INCOME** | | | | |
| **Registrations** | | | $ 1,213,000.00 | |
| **Special Events** | | | $ 754,500.00 | |
| **Other Income** | | | $ 165,000.00 | |
| **Merchandise Income** | | | $ 674,120.00 | |
| | | | | |
| **TOTAL INCOME** | | | $ 2,806,620.00 | |
| | | | | |
| **EXPENSE** | | | | |
| **Administration** | | | $ 189,450.00 | |
| **Facilities Expenses** | | | $ 484,000.00 | |
| **Merchandise** | | | $ 474,812.00 | |
| **Program** | | | $ 275,650.00 | |
| **Registration** | | | $ 514,900.00 | |
| **Special Events** | | | $ 558,600.00 | |
| **Support Workgroup** | | | $ 23,150.00 | |
| | | | | |
| **TOTAL EXPENSE** | | | $ 2,520,562.00 | |
| | | | | |
| **EXCESS WCNA 34 REVENUE/EXPENSE** | | | $ 286,058.00 | |
| | | | | |
| **EXCESS REVENUE/EXPENSE INCL. EVENT SPECIFIC** | | $437,691 | $566,435 | $1,004,126 |
| ***EXCESS REVENUE/EXPENSE INCL EVENT SPEC (without Iran)*** | | ***$137,589*** | ***$252,550*** | ***$390,138*** |

CASH BASIS SECTION WILL BE PROVIDED AT WSC 2010

# TRAVEL REIMBURSEMENT POLICY
## CONFERENCE CYCLE 2010-2012

This package will attempt to answer most questions you may have concerning reimbursement and advances for expenses you may incur while fulfilling your world service commitment.

Enclosed you will find a copy of the "World Services Travel Guidelines." You should attempt to familiarize yourself with this document. The most commonly asked questions are addressed here.

### Seven Basic Rules to Keep in Mind

1. All requests for funds must be submitted on a "Reimbursement Request." A copy is included.

2. All reimbursement requests must be submitted no later than **sixty** days after the last travel day of a trip or event. Submissions after ninety days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for will become accounts receivable and reported to the conference.

3. You will only be reimbursed for travel on the days you were scheduled to travel or attend an event. International travelers will frequently need an extra day on either end of an event. This is anticipated. All other extensions must receive prior approval on a case-by-case basis or they will not be reimbursed.

4. All requests must include a receipt for each reimbursable item, with the exception of meals.

5. Send all original documents (including receipts) to the WSO.

6. Travel expenses are typically reimbursable for portal-to-portal expenses.

7. The Internal Revenue Service does not allow for personal phone calls as a reimbursable expense.

### MEALS

Maximum meal and tip allowance is $55 US per day (including travel days). If you are traveling outside the US, you will be notified prior to departure of the approved Daily Meal and Tip Allowance for the particular country to which you are traveling. This is the maximum you will be advanced/reimbursed for meals and tips. It is not necessary to save or turn in your meal receipts.

### TRAVEL

You must turn in receipts for all travel expenses; airfare, cab fare, shuttle service, mileage, or other ground transportation, parking, and tolls are reimbursable. If normal receipts are unavailable, a hand-written, signed receipt must be included. It is generally expected that the most economical means of transportation safely available will be used. Occasionally, travelers may wish to pool their resources and rent a car. This can frequently save money; however, in most cases this must receive prior approval. Please note that when using your own car, you must include your odometer reading from the point of origin to the point of destination and the purpose of the trip on the

reimbursement request. This reimbursement request will serve as the necessary receipt for mileage reimbursement. The reimbursable mileage rate for 2008 is $0.505 per mile. These rates change each year and are established by the IRS.

For meetings held at the WSO-Chatsworth, ground transportation, including car rentals, do not require prior approval. The maximum allowable ground transportation from Los Angeles area airports is $35.00 per person each way, including tips. Any ground transportation that exceeds this amount requires prior approval.

## Travel Reservations Procedure

Air transportation will be reserved through the WSO or its agent whenever possible. Travelers making reservations through their own travel agents must fax or email a copy of their itinerary to the WSO at the time the ticket is booked. All travelers are required to make their travel arrangements at least twenty-one days prior to the scheduled travel. In cases when this is not possible, travelers must request special consideration for their travel by notifying the WSO prior to the twenty-one day deadline. The WSO will then ask for a decision from the designated member of the World Board. Their decision may be any of the following:

1. To approve the travel request

2. To ask the traveler to pay the difference between the ticket price and the twenty-one day advance purchase price

3. To offer an alternative mode of travel including but not limited to the use of other airlines, or air travel certificates

4. To reject the travel request

## SAMPLE REIMBURSEMENT REQUEST

The following scenario is examined: Sam (could be Samantha) Service is funded to attend a workshop at a zonal forum meeting in Dallas for three days. Sam lives in Wisconsin. Sam purchases airline tickets (after checking with the WSO travel agent for a quoted rate) from a local travel agent. *Note:* In most cases, the WSO travel agent will be the least expensive. However, occasionally, a local agent may be able to save money. A local agent should only be utilized as a means to secure a lower fare, never as a convenience. Remember to always purchase your tickets a minimum of twenty-one days prior to departure in order to qualify for the lowest fare. Sam then drives to the airport (twenty-seven miles from home) and parks at the economy parking lot. Usually, the hotel room is booked by the WSO; however, that was not possible on this occasion. The shuttle to the hotel costs $14.00, and Sam tips the driver $2.00. Sam attends the event, imparting great wisdom to the local fellowship, returns by shuttle ($16 with tip) to the airport and flies home. The parking bill is $21. Sam saves all receipts. An advance of $165 was requested and granted. The meal allowance is $55/day. What is reimbursable, and how does Sam fill out a request?

## Refer to the sample request attached

- Airfare—yes, with receipt and itinerary faxed to the WSO.

- Drive to airport—yes; the beginning and ending odometer readings and the purpose of the trip must be provided. Compute mileage at $0.505 per mile (27 X $0.505 = $13.64).
- Shuttle (with tip)—yes, with receipt.
- Meals—Maximum meal and tip allowance is $55 per day (includes travel days); no receipts needed.
- Hotel—yes, with receipt. *Note*: Only room rate and tax is reimbursable; anything else charged to your room (meals, movies, phone calls, etc.) is your responsibility. Single accommodations may be planned to accommodate travelers from different time zones and/or individual personal habits like smoking, etc. This is arranged in the meeting planning and may not be done by the individual traveler. Any travelers with other special requests for single accommodations or plans to stay with a non world service traveler will be expected to pay for one half of the room. The WSO staff will let travelers know how to arrange payment.
- Parking—yes, with receipt.

Fill out the Reimbursement Request as shown and mail the signed original to the WSO. You may fax a copy to the WSO to help expedite your approval, but all originals *must* go to the office.

After approval, the balance of Sam's request (after deducting the $165 advance) is mailed in the form of a check on the next weekly run. Because Sam filled out the request correctly and included the proper documentation (receipts), within a week (two at the most) Sam has been reimbursed for the above expenses.

## ADVANCES

If you receive an advance, you MUST submit a reimbursement request, even if no money is due you. This is done to account for the funds. Include any unused funds (by check). No funds will be advanced or reimbursed to you until any previous advances that are outstanding for sixty days or more have been accounted for. Again, please note that any advances not accounted for will become an account receivable and will be reported to the conference.

## A WORD TO THE WISE

If, after reading the World Service Travel Guidelines and this package, you are uncertain about some particular item and whether or not it is or would be reimbursable, please contact the WSO for clarification. A good rule of thumb to use is this: if something is not addressed clearly in the World Service Travel Guidelines, it most likely will require prior approval if you plan on requesting reimbursement. As with all policies, there are times when travelers may need to seek an exception. The World Board Executive Committee has the ability to consider these requests on a case-by-case basis.

We hope this has been helpful. Again, please submit your requests as soon as possible. It will help you be reimbursed more quickly and greatly aid in the administration of our travel budget.

## Reimbursement for Non-Travel Trusted Servant Expenses

Most expenses incurred in order to fulfill your service commitment are reimbursable. All require receipts and must be submitted within ninety days of purchase (in the case of supplies) or date of bill (phone/fax).

## 2010–2012 Communications Policy

The IRS does not allow personal phone calls as a reimbursable expense. Only telephone calls that are directly related to a specific business purpose are a reimbursable expense. Telephone, Internet, and fax expenses incurred by world service trusted servants in the course of authorized or necessary world service business are reimbursable using the following procedure.

♦ Allocations are determined by project, activity, or assignment. These allocations will be for monthly expenditures unless otherwise authorized.

♦ Telephone credit cards may also be issued when authorized.

♦ All phone and fax expenses must be substantiated using a phone log sheet. Phone log sheets should include the purpose of the call, dates, approximate time, cost of call (including tax), and phone/fax number of the party being called. Total the cost of all calls and submit for reimbursement.

♦ Individuals' phone logs must be submitted to the WSO each month. (In cases where telephone billing does not occur on a monthly basis, the log and bill is to be sent to the WSO within thirty days of the date of the bill.)

♦ If you have been approved by world services to install a dedicated line for internet, the installation and the monthly line charge are reimbursable (with receipts) or in some cases, may be directly billed to NAWS. These connections are provided to ensure reliable communications with world services.

♦ Whenever possible, members of WS leadership should utilize the 1-800 number for all telephone calls to the WSO.

### MISCELLANEOUS

Postage, copy/fax paper, fax cartridges, etc. are reimbursable. Submit under "other" on a "Reimbursement Request" and include receipt(s). These expenses must fall within the project, board, or committee budget allocation as stated above.

## SAMPLE REIMBURSEMENT REQUEST

Name: Sam Service     Date of Request: 05/10/2010

Event/Purpose: Zonal Forum Workshop     Dates of Event: 6/04–6/06/10

Location: Dallas, Texas, USA

### Maximum meal and tip allowance is $55 per day

3     # of Days X $55.00     $165.00

| Days | Travel | Lodging | Meal/Tip | Other | Notes | Daily Total |
|---|---|---|---|---|---|---|
| **Thursday** | | | | | | |
| **Friday** | $292.00 $13.64* $30.00** | | $30.00 | | Airfare *27 miles **Shuttle | $365.64 |
| **Saturday** | | | $40.00 | | | $40.00 |
| **Sunday** | $13.64* $35.00** $21.00*** | $181.50 | $55.00 | | *27 miles **Shuttle ***Parking | $306.24 |
| **Monday** | | | | | | |
| **Tuesday** | | | | | | |
| **Wednesday** | | | | | | |
| **Totals** | $405.28 | $181.50 | $125.00 | | | $711.78 |
| | | | | | **Advance** | $150.00 |
| | | | | | **Balance** | $561.88 |

| Make & Model of Vehicle | 2006 Prius | License Number | 123XXX |
|---|---|---|---|
| Odometer reading at beginning of trip | 62300 | Odometer reading at end of trip | 62354 |

## I hereby certify the above is true and correct.

Signed _____     Date _____

Approved _____     Date _____

## REIMBURSEMENT REQUEST

Name: _____          Date of Request: _____

Event/Purpose: _____          Dates of Event: _____

Location: _____

### Maximum meal and tip allowance is $55 per day

# of Days X
$55.00
_____          _____

| Days | Travel | Lodging | Meal/Tip | Other | Notes | Daily Total |
|---|---|---|---|---|---|---|
| **Thursday** | | | | | | |
| **Friday** | | | | | | |
| **Saturday** | | | | | | |
| **Sunday** | | | | | | |
| **Monday** | | | | | | |
| **Tuesday** | | | | | | |
| **Wednesday** | | | | | | |
| **Totals** | | | | | | |
| | | | | | **Advance** | |
| | | | | | **Balance** | |

| Make & Model of Vehicle | | License Number | |
|---|---|---|---|
| Odometer reading at beginning of trip | | Odometer reading at end of trip | |

## I hereby certify the above is true and correct.

Signed _____          Date _____

Approved _____          Date _____

# World Service Conference Mission Statement

The World Service Conference brings all elements of NA world services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

◈ Participants propose and gain fellowship consensus on initiatives that further the NA World Services vision;

◈ The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;

◈ NA groups have a mechanism to guide and direct the activities of NA World Services;

◈ Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;

◈ Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.