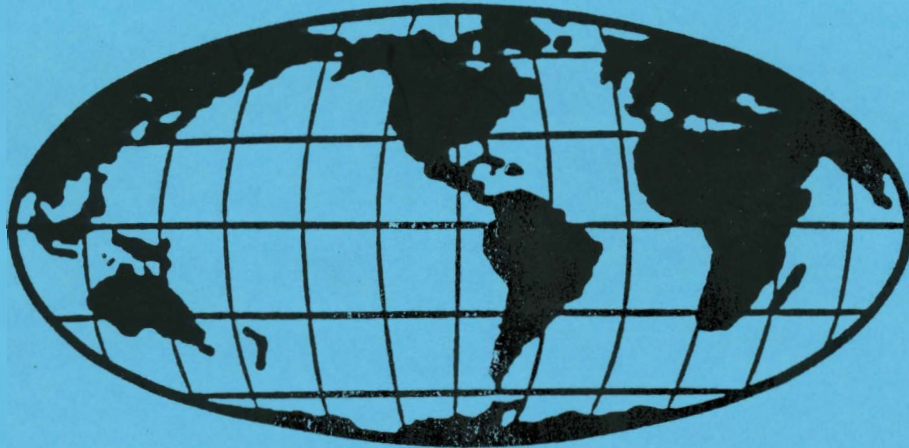


WORLD SERVICE CONFERENCE OF NARCOTICS ANONYMOUS



88/89

CONFERENCE AGENDA REPORT

MATERIALS FOR CONFERENCE APPROVAL
JANUARY 24, 1989

WORLD SERVICE CONFERENCE AGENDA REPORT 1989

INTRODUCTION

This Conference Agenda Report represents the work your WSC Committees and Service Boards have prepared for your consideration at the World Service Conference scheduled in April, 1989. The reports and proposals contained in this document represent hundreds of hours of work, dedication and commitment from committee and board members, special workers, and members of the fellowship as a whole.

This report also represents a significant financial investment. Our World Service Committees and Boards were acutely aware of the financial crisis which we experienced during this past year. As a result of our financial uncertainty, we were forced to rethink some of our initial work plans and budgets and some of our goals needed to be postponed. In spite of this, our committees and boards still accomplished much of the work which was slated for completion this year.

One of the reasons we were able to accomplish much of our work while at the same time trying to hold the line on our expenses is our reliance on our WSC committee/board system. The strength of this system is our ability to develop and evaluate workable solutions for N.A. as a whole. There is certainly room for improvement in areas such as communication amongst committees and more effective leadership, but by and large our system of committees and boards continues to serve us well.

This report has been divided into five sections. The first section is reserved for WSC committee/board reports with motions. The second section will include Joint Administrative Committee Special Reports Concerning Conference Agenda Items. The third section will feature Joint Administrative Committee Reports which require no action, and the fourth section will contain our Action Item List. The fifth and final section will be reserved for our addenda.

In order to help first time participants at this year's Conference, an orientation to Conference procedure will be held on the Sunday before the Conference officially begins. Members who have not attended before might take advantage of this opportunity to become more familiar with how the World Service Conference is conducted.

A copy of this report was distributed at Conference expense to each voting participant of the World Service Conference and to each registered RSC. This fulfills the official responsibility of the WSC to notify the fellowship of items being considered at the 1989 Conference. Additional copies, however, can be purchased from the WSO by any member, group, or service committee. An order form was included in the December *Fellowship Report*.

Throughout this report, you will find portions of text printed in **bold** type. The language printed in **bold** is either the motion or the language to be adopted. This has been done in an effort to make easier the task of reading and deciding the issues.

The motions are numbered in sequence for ease during discussions. Also, for your convenience, a consolidated summary listing of all motions appears at the end of the Conference Agenda Report entitled Action Item List.

Included in the report are separate nomination forms developed and used by several WSC Committees. They are included here for your information and use as may be appropriate.

As a result of the World Service Conference, a report will be prepared. This report will be available for any member or group to purchase. The report will include copies of reports from the committees, boards, the minutes of the Conference, and short planning reports developed during the last days of the Conference identifying the major work projects of each committee for the coming year.

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

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

World Service Conference Agenda Report
WSC 1989

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WORLD SERVICE CONFERENCE 1989 TENTATIVE AGENDA

SUNDAY, APRIL 23rd

Pre-Conference Workshop **5:00 p.m.**

This two-hour session is intended to provide information regarding an overview of the procedures used during the Conference for debate, proposing motions, and action taken on reports or motions. This is a voluntary and optional workshop intended to benefit those participants attending the Conference for the first time.

MONDAY, APRIL 24th

Session 1 **OPENING REMARKS AND ROLL CALL 9:00 a.m.**
ADOPTION OF WSC PROCEDURES
REPORTS FROM RSRs OF NEW REGIONS

Recess (Lunch) **12:30 p.m.**

Session 2 **GENERAL FORUM 2:00 p.m.**

Recess for the day **7:30 p.m.**

N.A. Meeting (site to be announced) **8:30 p.m.**

TUESDAY, APRIL 25th

Session 3 **COMMITTEE MEETINGS: H&I, POLICY, 9:00 a.m.**
PUBLIC INFORMATION, LITERATURE,
AD HOC COMMITTEES

Recess (Lunch) **1:00 p.m.**

Session 4A **4:00 p.m.**

ROLL CALL

REPORTS AND WORLD SERVICE BUSINESS

(The reports presented in this session will be a review of accomplishments during the past year, a short question and answer period, followed by each committee's items of business for consideration by the Conference.)

WSC CHAIRPERSON

WSC VICE CHAIRPERSON

WSC TREASURER (Approval of Report)

(Approval of Minutes)

WSC AD HOC ADDITIONAL NEEDS

WSC AD HOC N.A. SERVICE
WSC POLICY
WSC LITERATURE
WSC PUBLIC INFORMATION
WSC HOSPITALS AND INSTITUTIONS
WORLD SERVICE BOARD OF TRUSTEES
WORLD SERVICE OFFICE
WORLD CONVENTION CORPORATION

Recess for the day

10:00 p.m.

WEDNESDAY, APRIL 26th

Session 4B COMMITTEE REPORTS (continued)

9:00 a.m.

ROLL CALL

Recess (Lunch)

Noon

Session 4C REPORTS AND WORLD SERVICE BUSINESS 1:00
p.m.

(continued)

OLD BUSINESS

Recess (Dinner)

5:00 p.m.

Session 5 NOMINATIONS

7:00 p.m.

WSC OFFICERS
WSC COMMITTEES
WORLD SERVICE BOARD OF TRUSTEES
WSO BOARD OF DIRECTORS
CONVENTION CORPORATION
N.A. WAY
TAPE REVIEW

Recess for the day

9:00 p.m.

THURSDAY, APRIL 27th

Session 6 ELECTIONS

9:00 a.m.

Recess (Lunch)

Noon

Session 7 COMMITTEE MEETINGS: LITERATURE, 1:30 p.m.
H&I, PUBLIC INFORMATION, POLICY, (4 hours)
AD HOC COMMITTEES

(These meetings of the new committees are for the purpose of establishing recommended plans for the coming year to be presented to the Conference in Session 8.)

Recess for the day 5:30 p.m.

N.A. Meeting (site to be announced) 8:00 p.m.

FRIDAY, APRIL 28th

Session 8	COMMITTEE REPORTS & GENERAL SESSION NEW BUSINESS REGIONAL MOTIONS	9:00 a.m.
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Adjournment of the 1989 World Service Conference 3:00 p.m.

The sessions and times indicated throughout this tentative agenda are subject to adjustment depending on the pace of the Conference.

To: The Fellowship
From: Chuck Lehman, WSC Chairperson

The WSC Administrative Committee is proposing three motions for consideration at WSC '89. The first motion deals with clean time requirements for the administrative Committee members. Presently, the *Temporary Working Guide To Our Service Structure* (1988 edition) does not contain clean time requirements for Administrative Committee members. Members of the WSC Administrative Committee are required to plan each year's WSC meeting and WSC workshops. They are also responsible to coordinate the activities of all WSC committees and ad hoc committees and must also interface with world service boards. They are responsible for approving all WSC expenditures and must make decisions when the Conference is not in session. The WSC Administrative Committee believes that the duties and responsibilities assigned to this committee are such that a minimum of eight years clean time would be desirable.

Our second motion deals with authority and responsibility for the Conference Agenda Report. At this year's January Joint Administrative Committee meeting, we agonized over the Conference Agenda Report. We felt, as a group, that several of the proposals were incomplete or mediocre, and that they should have been returned to their respective committee or board for further work. We believe that our fellowship is not well served when we burden our members and groups with materials which are either incomplete or of poor quality. We also believe it is unfortunate that our members and groups are subjected to proposals and motions which are in some instances based on incorrect information or contain inaccurate statements. Motions and proposals which are of poor quality, punitive in nature, hastily conceived and otherwise found to be unacceptable should not be placed in the WSC Agenda Report. Presently, the Joint Administrative Committee lacks the authority to directly address this problem. This motion would expand the Joint Administrative Committee's membership at its January meeting and provide the authority to effectively prepare the Conference Agenda Report.

Even if the Joint Administrative Committee does exercise this authority, the individual regions or committees always retain the ability to have their proposal introduced on the Conference floor. This gives the Conference itself the opportunity to respond directly to these proposals.

The third motion from the Administrative Committee is for the most part a housecleaning motion. It would extend the authorization to update statistical information passed at last year's Conference to the updating of forms which are affected by those updated statistics.

On behalf of the WSC Administrative Committee, I wish to thank the fellowship as a whole and the WSC in particular for allowing us the privilege to serve.

#1: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) by making the following changes:

Page 20, Item A, add: "4. Has eight (8) years clean time."
Page 20, Item B, add: "3. Has eight (8) years clean time."
Page 20, Item C, add: "3. Has eight (8) years clean time."
Page 20, Item E, add: "5. Has eight (8) years clean time."

Further, that these changes be reflected in other service guides and handbooks as needed.

Intent: To add appropriate clean time requirements for all members of the WSC Administrative Committee.

#2: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 22, by deleting the sentence, "The January meeting is an opportunity for the chairpersons to jointly review the material being included in the Conference Agenda Report."

and add the following language:

"At its January meeting, the Joint Administrative Committee will expand its membership to include the WSO Board of Directors, the World Service Board of Trustees, the chairperson and vice chairperson of each WSC Committee, and members of the WSC Administrative Committee. All members will be able to participate fully at this meeting.

All motions and reports submitted for inclusion in the Conference Agenda Report will be reviewed at this meeting. The committee will, upon two-thirds concurrence, have the authority to place therein the actual motions or reports to be published as the annual World Service Conference Agenda Report.

The Joint Administrative Committee will report all actions pertaining to the Conference Agenda Report to the participants at the WSC annual meeting."

Intent: To delegate the necessary authority and responsibility to the expanded membership of the Joint Administrative Committee to assemble, review and approve all material to be considered for inclusion in the Conference Agenda Report. This is to insure that the Conference Agenda Report contains only that material that is prepared in acceptable form for action by the WSC and/or the fellowship.

#3: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 29, the WSC action passed 4/26/88 referring to the updating of statistical information, by inserting the language "and/or forms" between "information" and "on" in the second sentence.

Intent: To provide further clarity regarding last year's motion which allowed for the update of statistical information, but not for the update of forms. This motion would allow committees to utilize the updated statistical information on the forms in their publication.

To: The Fellowship

From: Chuck Lehman, Chairperson
Joint Administrative Committee

The Joint Administrative Committee is forwarding three motions for action at WSC '89. Our first motion addresses an inconsistency in the *Temporary Working Guide To Our Service Structure* (1988 edition), page 21, paragraph 1. This section implies that WSC Committees speak for the fellowship in matters of their specific concern. The Joint Administrative Committee believes that the WSC Committees may be able to speak for the WSC in areas of their individual concern, but not for the fellowship as a whole. Our motion would rectify this inconsistency.

Our second motion relates to the World Literature Committee's "A" list. The motion would return I.P. #R-18, the *N.A. Group Starter Kit, Newly Revised*, to the "A" list for further revision.

Our third motion relates to the current practice of including guidelines, handbooks, or similar non-recovery publications, in the Conference Agenda Report. The Joint Administrative Committee believes it is unnecessary to continue to burden our members and our groups with the task of approving guidelines and handbooks which, generally speaking, relate to the function of a specific service committee or service effort and not to the function of our groups. Oftentimes, our groups are asked to approve guidelines which are created for the committee operation. The groups may not be familiar with the function of a specific service committee, and it is unfair to expect our groups to divert themselves from their primary purpose in order to approve a document which does not relate to them.

In Section 2 of this Conference Agenda Report, the Joint Administrative Committee has developed "Special Reports Concerning Conference Agenda Report Items." This was done in response to language in the *Temporary Working Guide To Our Service Structure*, 1988 edition, page 22, "JAC."

In Section 3, "JAC Reports, No Action Required," we have included for your review a report on the "Cost Equalization Plan" and another report on "Simultaneous Translations." Both of these reports were in response to guidance and/or request from the WSC '88.

In closing, the Joint Administrative Committee wishes to thank the members of our fellowship for their continued support, and we wish to thank our Higher Power for the miracle of recovery which has been given to us all.

#4: To amend the language in the *Temporary Working Guide To Our Service Structure* (1988 edition), page 21, in the first paragraph following 4.F., by deleting the language that has been lined through: "The basic purposes of these committees are to collect, clarify, define and state the decisions of the Fellowship within specific areas of concern and to initiate and coordinate actions based on these decisions." and inserting in its place the words, "the World Service Conference."

Intent: To more accurately reflect the appropriate relationship of WSC Committees to the WSC.

- #5: To refer I.P. #R-18, the *N.A. Group Starter Kit, Newly Revised*, back to the World Literature Committee to be placed on the "A" list for further revisions.**

Intent: The revisions accomplished by the WSC Literature Committee were due to the request of other WSC committees and only updated certain information in this I.P. In order to be more useful to newly forming groups, further revisions are needed in the sections that were not updated. This action is also recommended should the WSC take action to approve the proposed revisions, as it requires WSC action to place an item on the "A" list.

- #6: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 46, Addendum 5, "Approval of Service Material," by deleting the word "original" in the first sentence of the first paragraph, and deleting the second paragraph in its entirety. Replace the second paragraph with the following language:**

"A final draft of the work will be prepared by the originating WSC committee and submitted to the expanded Joint Administrative Committee prior to its January meeting. The Joint Administrative Committee will then be responsible for reviewing the submitted work and determining if the submitted material is ready for WSC consideration and approval. If the submitted work is found to need additional work it shall be referred to the appropriate committee or board for further work. If, however, the submitted work is recommended for WSC approval it shall be distributed to all WSC participants at least ninety days prior to the annual WSC meeting with notification that it is pending WSC approval. Upon approval of two thirds of the WSC participants, the handbook, guidelines, or changes to the guidelines shall become Conference approved and included in the WSO inventory.

Intent: To allow WSC Committees to prepare service materials and submit this type of work through a reasonable and thorough approval process, utilizing the resources of both the Joint Administrative Committee and the WSC participants.

To: The N.A. Fellowship
From: Reuben Farris, Chairperson
WSC Policy Committee

During the past Conference year, your WSC Policy Committee continued work on items left over from the previous year, as well as numerous motions committed at last year's annual meeting of the Conference. We rejected several proposed housekeeping motions for "WSC Rules of Order," as well as proposals calling for recommendations by committee chairpersons and trustees on Conference Agenda items.

Carried over into next year's committee agenda will be our work to streamline WSC election procedures, a discussion of rotation of trusted servants, and a proposal for WSB stop-action authority. The proposal of a mechanism to vote on any proposed changes in the steps or traditions was referred to the Ad Hoc Committee on N.A. Service. Recent editions of the *Fellowship Report* provide more information on all of the above.

The following pages contain those proposals completed by the 1988/89 WSC Policy Committee and recommended for fellowship-wide consideration and possible adoption at WSC '89.

#7: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) by replacing the note at the top of page 6 with:

"Note: Although individual area and regional guidelines differ regarding which participants may vote, these service committee meetings are open to the Fellowship."

Intent: Several areas and regions have pointed out that current language in the *Temporary Working Guide To Our Service Structure* does not reflect the actual practice of their local N.A. community. The proposal above allows the *Temporary Working Guide To Our Service Structure* to better reflect the diversity of experience within our fellowship.

#8: That the *Temporary Working Guide To Our Service Structure* (1988 edition), be amended on page 8, (Election of ASC Officers) by deleting from the first paragraph the first three sentences. Insert the following language as the first sentence of that paragraph:

"Committee officers should be elected from members of Narcotics Anonymous who have prior service experience such as GSR, group secretary, group treasurer and/or subcommittee member."

Intent: Current language in the *Temporary Working Guide To Our Service Structure* is confusing. Attempts in some areas to comply with current language have severely hampered the conduct of business at the area service committee.

#9: To add to the *Temporary Working Guide To Our Service Structure (1988 edition)*, on page 19, 1.C., a new paragraph:

(7.) "In the absence of a duly elected committee chair, the Conference will recognize the duly elected vice chair of the respective committee."

Intent: To provide for continuity of service in the event a WSC Chairperson must be absent. When one of last year's chairpersons had to leave the Conference unexpectedly, we found we had no provision for the succession of the vice chairperson.

#10: To amend the *Temporary Working Guide To Our Service Structure (1988 edition)*, page 19, by adding after the first sentence of 1.D.:

"When RSR/WSC Committee chairs are not on the floor of the Conference, duly elected alternates/vice chairs may vote, make motions, or address the Conference. [No member may speak on a motion more than once unless others desiring to speak on the motion have exercised their opportunity. Committee vice chairs and RSR alternates are considered to be the same 'member' as their respective chair/RSR when acting as a participant.]"

#11: To further amend the *Temporary Working Guide To Our Service Structure (1988 edition)*, page 19, after 1.H., by adding:

"NOTE: Under the Rules of Order of the WSC, no member may speak on a motion more than once unless others desiring to speak on the motion have done so. WSC committee vice chairs and RSR alternates are considered to be the same 'member' as their respective WSC committee chairs/RSRs when acting as a participant. (WSC Rules of Order may be obtained from the WSO)"

Intent: The above two motions would increase the participation of the RSR alternate and the WSC committee vice chairperson at the annual meeting of the Conference. The goal of the WSC Policy Committee in submitting this motion is to allow the RSR/RSR alternate and the chair/vice chair to function as a team.

#12: To amend the *Temporary Working Guide To Our Service Structure (1988 edition)* by adding at the end of page 23:

"CONDUCT OF BUSINESS AT THE CONFERENCE: The World Service Conference utilizes an adapted version of Robert's Rules of Order, entitled "WSC Rules of Order," to provide an orderly way to conduct business. An understanding of the principles and appropriate use of parliamentary procedures serves to insure the orderly conduct of business as well as to protect each member's rights."

CONFERENCE WORK SCHEDULE: The WSC follows a yearly work schedule which utilizes a committee system in order to facilitate an orderly and open review of ideas that may result in proposals for Fellowship action. Most of the actual work is done by the Conference committees during the year between the annual meetings.

The work year starts with the first meeting of the new Conference committees held on one of the last days of the Annual Conference meeting. This is the organizational meeting of the committee and is used to establish work priorities and assignments (NOTE: The Conference may also expressly direct committee priorities).

The Conference holds two or more workshops during the year, where the bulk of full committee work is done. These workshops allow each committee to meet and work for several days, and also afford an opportunity for interaction between the committees when their work overlaps.

The location of the workshops is changed for each meeting in order to bring these workshops out to the Fellowship. The Fellowship is invited to attend the committee meetings at the workshops as observers, but direct participation is usually limited to a single evening's "open forum."

Between workshops, committee work is accomplished by assignments to individuals or to task groups. Committees may also utilize conference telephone calls to conduct parts of their work.

Special meetings of committees, apart from the joint workshops, may be necessary from time to time. Such special meetings should be scheduled with the concurrence of the Administrative Committee, and are subject to the availability of funds. In order to avoid unnecessary expenditures, special meetings should be kept to a minimum.

INPUT TO THE CONFERENCE: The Conference committees are intended to be the work force that digests and refines ideas suggested to them and submits to the Conference a finalized project or proposal. The committees are not expected to work alone or think of everything. The Fellowship is encouraged to keep informed of work the committees are doing (via the *Fellowship Report*, the *Newsline*, or committee minutes) and to submit their ideas and suggestions. Any member of the Fellowship may submit suggestions and ideas, and every member is encouraged to do so. These ideas (called INPUT) may be sent by a member, a group, or a service committee or board. Written input may be sent to the committee in care of the WSO.

Although the vehicle of direct input to the Conference Agenda Report by Regional Service Committees is possible (see "REGIONAL MOTIONS" below), regions are strongly encouraged to work through the Conference committee system for their input. Experience has shown that the utilization of the broader base and experience of the Conference committees allows for more adequate discussion and consideration of Fellowship concerns. It should be stressed that two-way communication between the committees and the Fellowship is essential."

Intent: The above motion results from the Committee's review of a document committed to the Policy Committee during the 1987 Conference, entitled "A Proposal for Guidelines for the Operation of the World Service Conference," which addressed a wide gamut of topics. Sections of the Committee's work were approved at last year's meeting of the Conference. The above motion and the motion that follows will complete this document, which includes "WSC Rules of Order." This motion adds language that clarifies the Conference work schedule, specifies what form of Robert's Rules of Order is to be used, and delineates the role that WSC Committees perform in reviewing input.

#13: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) by adding the following section titled "Regional Motions" after the section above titled "Input to the Conference":

"REGIONAL MOTIONS: In addition to the mechanism of input described above, Regional Service Committees may submit motions for WSC consideration. The process for consideration of regional motions is as follows:

1. Regions submit motions to the WSC Chairperson, who assigns them to the appropriate WSC Committee(s) for study, review, and where appropriate, recommendation and possible action at the WSC. Each WSC committee chairperson is responsible for bringing the assigned regional motions before the committee for consideration prior to action by the WSC in order to develop committee recommendations.
2. Motions received prior to the publication of the Conference Agenda Report are printed in an appended section of the report entitled "Regional Motions--Assigned to Committee." They will not appear on the Agenda's "Action Item List" of issues requiring action or decision at the upcoming Conference.
3. The region initially proposing the motion is responsible to bring it to the floor of the Conference if the region desires the Conference to take some action. This action might include the adoption or revision of a policy or might include the assignment of a new project to a Conference committee or service board.
4. Once the motion has been moved and seconded, it belongs to the World Service Conference. At this point the WSC has several options. It can adopt the motion and begin its implementation. It can also refer the motion to committee for further study and report, or may simply wish to table or defeat the motion outright. In any event, an individual region may propose actions or projects, but cannot in and of itself compel a WSC committee or board to implement its suggestion. Such action may only occur as a result of a Conference directive.
5. Motions which are committed by Conference action to a world service committee or board should be the subject of reports, discussions and recommendations in *Fellowship Reports*. Direct communication between the world service committee or board chairperson and the region originally proposing the motion should occur with regularity. It might also include other

- interested parties such as the region who proposed the motion to commit the matter to committee.
- 6 Unless specifically instructed to do so by the WSC a world service committee or board is not required to return the committed motion to the floor of the Conference for action. They are, however, required to report throughout the year on the status of the regional motion which was committed. They are also required to inquire of the region originating the motion as to their concurrence with the committee's action.
 7. Should the region originally proposing the motion be dissatisfied with the committee's action, they may, through written opposition and request, have the WSC Chairperson include the motion, its intent and committee recommendations in the next Conference Agenda Report as an item on the Action Item List."

Intent: The above process is the WSC Policy Committee response to the following motion, committed at WSC '88:

"That the right of any region to put forth agenda items for WSC consideration remain unconditional, and that these items be included in the Conference Agenda Report."

The WSC Policy Committee proposal sets conditions which encourage the utilization of the WSC Committee system, yet assures a prompt mechanism of redress if such is desired. At the same time, it hopefully prevents a single region from dictating an agenda for the fellowship as a whole.

There was a significant minority of the committee that supported the original committed motion: unconditional regional access to the Conference Agenda Report and the Action Item List. Others on the committee felt that only motions which have received full committee review should appear in the Conference Agenda Report. The above proposal represents a compromise acceptable to the committee as a whole.

Concern has been expressed by several members of the Policy Committee and by the Board of Trustees that the proposal contained in Motion #13 is confusing. The Joint Administrative Committee has expressed the same concern. The WSC Policy Committee, by a slim majority, has decided to present their proposal as is for fellowship consideration. This leaves the fellowship with several options:

- A. To adopt the WSC Policy Committee proposal.
- B. To adopt the original committed motion calling for unconditional access to the Conference Agenda Report.
- C. To direct that the Conference Agenda Report include only proposals from WSC boards and committees.
- D. To return the issue to the WSC Policy Committee or some other body for further consideration.

Unless there is overwhelming fellowship-wide support for either Option B or C above, the chairperson of the WSC Policy Committee recommends Option D as the most prudent course of action.

Motion #14 following is a question devised by the WSC Policy Committee that requests input to the committee. It is not being asked as a motion for adoption at the Conference. Fellowship consideration should be addressed to the philosophical foundation addressed by the question.

#14: Should the WSC Policy Committee propose requirements on the formation of new regions and the seating of those regions at the WSC?

Note: If your region answers in the affirmative, please send specific suggestions to the Conference with your RSR.

Intent: The WSC Policy Committee has been grappling with the issue of the formation of new regions for several years, and still cannot reach a consensus. Our work to date has produced documents of a guiding/experience-sharing nature only. While these documents present thought-provoking questions regarding the most practical delivery of services to our members, they fall short of our original goal. We have been unable to agree upon guidelines or criteria for the Conference to utilize in determining whether to accept or reject a region's application to become a voting participant of the Conference. A significant faction of the committee opposes the establishment of any restriction upon a service committee becoming a voting participant of the WSC. It appears that the establishment of such criteria will require a direct mandate from the fellowship. Hence, the above question. We urge the fellowship to show us the direction in which to proceed.

In accordance with current Conference policy, regions seeking recognition and seating at the Conference are required to submit a letter to the Policy Committee for presentation to the Conference. We have received ongoing communication from a new region formed within the State of California. This is included on the following page for your information.

Gene Radino RSA
California Midstate Region
P.O. Box 2302 Merced Ca. 95344
Voting Participation Proposal

World Policy Committee
c/o WSO Inc.
16155 Wyandotte St.
Van Nuys Ca. 91406

Dear Committee Members,

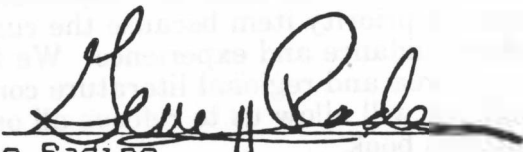
On November 19, 1988, five service areas known as: Kings-Tulare, 209 South, Stanislaus Valley Groups, Central Valley North, and Central Sierra; began operating as the California Midstate Regional Service Committee for NA (See enclosed map). We elected trusted servants to regional service from all five areas. The official formation of the regional committee ended a 15 month period in which a formation committee studied the practicalities, advisability, and ultimate benefits to our membership, of a new region. We gratefully acknowledge the help and support of the Northern California Regional Service Committee.

It is our intention to be introduced by Northern California to the W.S.C. as a new region at the World Service Conference in April. At that time we will ask to be recognized as a voting participant of the W.S.C.. Towards that end, we request that the Policy Committee include our introduction and request for voting participation as an agenda item for April's world Conference in Van Nuys.

Attached you will find a brief letter outlining the history of the areas in our region, their participation with regionalization and the principles involved in forming the region.

We look forward to being of service to the membership of our region and to the fellowship as whole. For further information please see enclosure. Thank you for your consideration.

Sincerely,


Gene Radino
Regional Service Representative
for the California Midstate Region

To: The Fellowship
From: Vince Daley, Chairperson
WSC Literature Committee

We appreciate the work and effort you have expended to help complete this year's work. The last two years were spent reviewing guidelines and the handbook. Hopefully with these items completed, time can now be devoted to recovery-oriented literature. We want to keep it that simple. The World Literature Committee has been working diligently on the steps portion of *It Works: How and Why* and we're making steady progress. A review form draft by Christmas '89 could be possible.

Realistically that's all we will be able to do unless there is a significant increase of funds to the World Service Conference. Financially this means that we probably won't be able to begin a review form draft of the traditions part of *It Works* by November 1, 1989. Approval forms of *Questions and Answers, For Those in Treatment*, and *In Times of Illness* will also be temporarily halted. These items are what we believe we can do if the fellowship responds financially to the needs of the Conference.

The WLC also addressed five motions committed to us from the WSC 1988. Two of these motions are reflected in motion #16 by amendments "A" and "H". Of the remaining motions one is concerned with specific language regarding the literature guidelines, and two with the literature development process. The WLC declined action on all of these motions. The WLC prefers the existing guideline language and follows the literature development procedures without exception unless otherwise directed by the body of the WSC.

We greatly appreciate the fellowship's love and support during this past year. We ask all of you to please take an interest and share your experience on the traditions book which is out for fellowship review and input this year. We ask that you especially look at the traditions that were assigned to your region.

The World Literature Committee would like to thank you for giving the following business your attention and evaluation.

#15: To approve the *Handbook for Narcotics Anonymous Literature Committees, Revised* (Addendum 1) as a replacement for the existing handbook.

Intent: One of the World Literature Committee priorities for the past eighteen months has been to revise and update the World Literature Committee handbook and guidelines. The efforts of an ad hoc committee, general literature members and the World Literature Committee produced a handbook which is a further improvement of the existing handbook. It became a priority item because the current handbook is outdated and offers limited guidance and experience. We feel this handbook will be very helpful for our area and regional literature committees. The adoption of this handbook will allow us to refocus all our energies into the steps and traditions book.

#16: To approve the following amendments to the World Literature Committee guidelines, as published in Addendum 1 to the

***Temporary Working Guide To Our Service Structure* (1988 edition), and as Appendix C in the existing *Handbook for Narcotics Anonymous Literature Committees*.**

Amendment A

Delete from Section 2.A.(4.): "Two members of the Board of Trustees and one member of the Board of Directors may be added by mutual agreement between their respective board and the WLC."

and replace with the following:

2.A.(4) "Two members of the Board of Trustees and one member of the Board of Directors appointed by their respective board."

Amendment B

Add to Section 2.B.(2.) a paragraph (c.):

(c) "Regional Service Representatives (RSRs) and RSR Alternates may become general members upon request to the WLC Chairperson."

Amendment C

Add to Section 3.D., Requirements, a paragraph (3.):

(3) "Be an RSR or RSR Alternate who requests general membership."

Amendment D

Delete Section 7, "The Evaluation Committee," and replace with the following:

"7. The Evaluation Committee has the responsibility of reviewing all new literature proposals and recommending where each item should go in our service structure for proper development. The evaluation committee recommends placing literature on one of the work lists (B, C or D), referring it to another Conference committee, or returning it to the originator. They review new literature proposals as they are submitted, and review literature on the D-list periodically. All recommendations of the Evaluation Committee are reported to the WLC for approval.

Three to six members, as needed to handle the work load, are recommended by the Chairperson and approved by the WLC. They serve one Conference year. No more than two members from the same region can serve on this committee. Initially, and if incoming material requires, additional members may be chosen to serve on this committee. When the workload decreases, some of the members assigned to this committee may be asked to serve elsewhere within the WLC by the Chair."

Amendment E

Delete Section 8, "The Literature Development Work List" (including its description of its work lists) and replace with:

"8. The Literature Development Work List: The World Literature Committee's work list consists of four stages of development where all Narcotics Anonymous unapproved literature is catalogued. The WLC places items on the B, C and D list and

recommends pieces to be placed on the A-list by the Conference. Literature lists of each developmental stage will be published in the Conference Agenda Report for fellowship information and consideration. The A-list is reserved for selection by the WSC.

A-List (Items for Final Development)

The A-List consists of those items which the Fellowship would like to see developed into N.A. Conference-approved literature. An item remains on the A-List until the piece is approved or otherwise disposed of by the WSC. The A-List generally consists of no more than one major work (book length) and four pamphlets. The WLC recommends to the Conference the maximum amount of material which the committee can handle, taking into consideration factors such as the length of the material on the list, and whether the piece is being worked on by the fellowship (review and input) or by the WLC (preparation of a review or approval-form draft).

B-List (Items Awaiting Final Development)

The B-List contains items from which the fellowship makes choices to fill openings on the A-List. These are items which have generally been developed as C-List items to the state where they are ready for final development and are awaiting placement on the A-List.

C-List (Ready for Regional Development)

The C-List consists of material that needs more fellowship writing and input to bring it to a first draft stage. C-List material is assigned to regional literature committees whose responsibility is then to create the forum and atmosphere where members of their region can write on the assigned project. Working groups of the WLC may also work on this material. No regional literature committee will work on more than one C-List item at a time.

D-List (General Development)

The D-List contains all other unapproved items that have been submitted as possibilities for Narcotics Anonymous literature. These are items which are available for assignment to members, groups and area literature committees at the discretion of the WLC Chairperson and Vice Chairperson."

Amendment F

Delete the existing Section 9, Paragraphs A and B, and replace them with the following:

"9. Review Form Literature

- A.** Time: Review form books are sent out to the Fellowship for a minimum of twelve months, review form pamphlets for a minimum of six months. Review form literature may be returned for consecutive review periods in an original or revised draft, if fellowship input indicates it is necessary, or as recommended by the WLC. The WLC may recommend that a piece of literature be out for review for more than the twelve or six month review period.

- B. Use:** Sold only to registered area and regional literature committees and groups where no ASC presently exists. Not for use, display or distribution in N.A. meetings. The fellowship is strongly encouraged to get involved with literature review and input at this stage. It is generally for use and development within area and regional literature committees."

Amendment G

Delete the first paragraph of Section 11 and replace with the following:

- "11. Revision Committee:** This is a committee of WLC members which undertakes initial revisions of those items of approved literature for which sufficient input has been received. Each Conference year the Revision Committee will receive a copy of all input received to date on all items of Conference-approved literature. The committee will then make a recommendation to the WLC if it feels an item has received sufficient input to initiate a revision. As a resource group, the Revision Committee's completed work will be sent back to the WLC Administrative Body for review and handled in accordance with the Literature Development Process."

Amendment H

Add the following to the end of Section 12:

"Whenever the WSC adopts a piece of literature which is a modification or revision of an existing piece of Conference-approved literature, the WSO will begin printing the revised edition and discontinue selling the prior edition in the shortest reasonable period of time. For the sake of unity, clarity, and a common understanding, Narcotics Anonymous groups are encouraged to use the most recent edition in their meetings."

Intent: The above amendments to the World Literature Committee guidelines are basically housekeeping changes to clarify specific sections of the guidelines. They also address most of the motions that were committed to the WLC at last year's Conference. Amendments "A" and "H" are the responses to committed motions. The remainder are WLC proposals for the guidelines. At the Conference, in the interest of saving time, we will introduce a single motion to approve all of the amendments to the WLC guidelines. We have listed the amendments separately for your consideration. If you accept all of the amendments then simply vote yes for the motion to approve the amendments to the World Literature Committee guidelines. The World Literature Committee is unanimous in their decision to present these amendments for your approval.

- #17: To approve I.P. #R-18, the N.A. Group Starter Kit, Newly Revised (Addendum 2) as a replacement for the existing I.P.**

Intent: The purpose of revising the *Group Starter Kit* is to update information. Although the WLC Revision Committee's recommendations were reviewed and approved by the WLC, the Joint Administrative Committee and the Board of Trustees feel the work is in need of additional revisions. The WLC agrees but would like to see this present work accepted

so new groups can have the value of the new information. Therefore, the WLC has also placed the *Group Starter Kit* on our "B" list to provide accessibility if a major revision is warranted.

#18: To approve the following as the World Literature Committee's "A" work list for the 1989-90 Conference year.

- 1) *It Works: The Steps* (prepare review form).
- 2) *It Works: The Traditions* (prepare review form).
- 3) *For Those in Treatment* (prepare approval form).
- 4) *In Times of Illness* (prepare approval form).

Intent: This list consists of the maximum amount of material that the World Literature Committee feels can be developed by the committee during the 1989-90 Conference year. It is the Literature Committee's recommendation that the WSC approve this worklist. The Conference may, however, make changes to the list. Should the WSC choose to add any item of literature to the "A" list, a piece of equal length would have to be removed in order for the WLC to have a responsible work schedule for the coming year (for these lists and their current items see Addendum 3).

NOMINEE FORM

Finally, attached is the WLC's nominee form for the 1989-90 Conference year. We encourage your region to give serious consideration to any person it might nominate. The position of registered member (a two year term) requires sacrifice of personal time and energy as well as a financial commitment. Even those nominees not elected for registered membership will still be eligible, if they desire, to become general members. This still requires a strong desire and ability to attend as many meetings as possible and participate in all assigned work, as well as remaining active in regional literature activities. Only those members who you believe have the personal recovery necessary to apply the principles of N.A. in their service work should be considered for the position. We rely on your knowledge of the members.

WSC LITERATURE COMMITTEE
NOMINEE FORM 1989

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

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

Requirements:

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

Nominee Name _____ Phone _____

Nominee Address _____

Clean Date _____ RSC Name _____

1. Current N.A. service position(s) _____

2. Previous N.A. service positions (list only those terms completed) _____

3. Any additional literature committee or related experience (either N.A. or other) _____

To: The Fellowship

From: Biff Kramer, Chairperson
WSC Public Information Committee

A number of our projects have culminated in the drafts presented to the fellowship for approval in this agenda report. During the preparation of the Conference Agenda Report, we received significant input from the Board of Trustees as well as from other sources. Some of that input was favorable and some was not. This input, while not timely in terms of our committee process, points out the need to evaluate all proposed material in the broadest perspective possible. We strongly suggest, therefore, that these items be read and reviewed carefully, and accepted or rejected on their merit, not solely because they are the product of a Conference committee.

During the past five years, the WSC P.I. Committee has written *A Guide to Public Information* and *A Guide to Phoneline Service*, and added and deleted materials in these guides as we saw the need. Some of the motions from the committee propose new changes. We have attempted to address the needs of our fellowship by utilizing the knowledge and experience of our world committee membership, individual members, and area and regional service committees.

It became readily apparent that the WSC P.I. Committee needed to provide P.I. committees with guidance and experience for doing their P.I. work. Hence the project to write an outline for "Speaking to Non-Addicts" was born. It is presented for approval herein.

P.I. and the N.A. Member was developed according to the process adopted at WSC '88 in response to requests and needs expressed by our P.I. subcommittees. It is also included here for fellowship approval.

We have additionally submitted for approval the "Mass Media Preparedness Inventory." Also included is a re-written form of the guidelines for P.I. cooperative efforts between areas or regions with overlapping media service areas.

During the past two years we have seen a marked increase in learning days and workshops, so we have added to the guide some material concerning this as well. In general, we have not seen great success with attendance at these events. We believe the events should be a learning experience but not solely that. The interaction which occurs at these events is also integral to establishing an understanding of how and how not to do fellowship P.I. work.

A project which will be completed for next year is an information pamphlet, "Information About N.A.," which will be used to explain who we are to the public without them having to read and understand our I.P.'s 1 through 20. This will be a very useful tool and only needs an additional Conference year to complete.

A sample interview is now available from the office for anyone wishing to read it prior to doing a radio or TV talk show or interview by some member of the media. Because of its length, we did not feel it was suitable to the guide.

#19: To approve the pamphlet, *Public Information And The N.A. Member* (Addendum 4).

Intent: In response to requests from P.I. subcommittees to provide a uniform pamphlet which eliminates the need for each subcommittee to devise their own. Also, to further awareness of the need for individual members to work with P.I. subcommittees instead of undertaking individual P.I. efforts.

#20: To amend *A Guide to Public Information* (revised 4/88) by adding the section titled "Speaking To Non-Addicts" (Addendum 5).

Intent: To create resource information which will enhance public information work when making presentations to non-addicts.

#21: To amend *A Guide to Public Information* (revised 4/88) by adding the section titled "Mass Media Public Information Preparedness Inventory" (Addendum 6).

Intent: To create material which will enhance public information work when utilizing mass media.

#22: To amend *A Guide to Public Information* (revised 4/88) by adding the section titled "How To Develop Billboards/Bus Benches and Transit Signs" (Addendum 7).

Intent: To create resource material which will assist P.I. subcommittees in working with billboards, bus benches and transit signs.

#23: To delete Section 4, pages 68 through the first paragraph on page 70 of *A Guide to Public Information* (revised 4/88), and replace with the section titled "Keeping The N.A. Fellowship Informed" (Addendum 8).

Intent: To clarify material in *A Guide to Public Information* and thereby simplify P.I. efforts connected with learning days and workshops.

#24: To delete "Guidelines for Cooperative Efforts in P.I. in Overlapping Areas or Regions" on pages 12 and 13 of *A Guide to Public Information* (revised 4/88), and replace with "Guidelines For P.I. Cooperative Efforts" (Addendum 9).

Intent: To clarify the material in *A Guide to Public Information* and thereby simplify P.I. efforts concerned with overlapping areas or regions.

#25: To amend *A Guide to Public Information* (revised 4/88), by deleting on page 15 the following text:

~~"Whenever an H&I activity is geared to the addict, that means identification. if they can stay clean, so can I."--An H&I meeting~~

~~is necessary when for some reason, our Traditions cannot be upheld. The most often found examples of this are when:~~

- ~~1. There are some restrictions on attendance at meetings.~~
- ~~2. The meeting cannot be entirely self-supporting.~~
- ~~3. There is a need for the facility staff to be present in some form of surveillance."~~

Replace with:

"The purpose of an H&I meeting is to carry the N.A. message of recovery to addicts in hospitals or other institutions who do not have full access to regular Narcotics Anonymous meetings. H&I Panels, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. Program.

When local members of groups see the need for an H&I meeting at a facility the local H&I committee should be contacted. H&I meetings are a function of the H&I subcommittee. Individuals should not take it upon themselves to do H&I work. Groups should only do it in places where an area H&I committee hasn't been formed yet and seek guidance from their regional H&I committee. At these meetings, outside participation should be limited to the panel members who are invited in advance.

For a more comprehensive look at Hospitals and Institutions service work see the *Hospitals & Institutions Handbook*, which is available from the World Service Office."

Intent: To clarify material in *A Guide to Public Information* and make P.I. literature consistent with H&I literature.

To: The Fellowship

From: Barbara Jorgenson, Chairperson
WSC Hospitals and Institutions Committee

First of all, the WSC H&I Committee would like to thank the fellowship for allowing us to be of service during the past year. We particularly appreciate the time and effort of those H&I subcommittees and individuals who reviewed and submitted input on the revised H&I Handbook. The Handbook has been our primary project for the past two and a half years.

The Handbook revision was undertaken at the request of the fellowship in response to pleas for more information and for more specifics. This is not a Handbook about theories of what might work in H&I. It is based on and drawn from fellowship-wide experience of what does work. Throughout the revision of this piece, we tried to be as comprehensive as possible. Our goal was to provide a guide complete enough so that inexperienced members in a new area could pick it up, go do H&I work, and do it well from the start, without having to learn the hard way.

Every piece of input received over the past two and a half years was considered carefully. Not all input was used. All major or sensitive issues were given full Committee consideration, some of them several times. Our decisions were made with substantial unanimity. We received numerous comments regarding the redundancy or repetition found in the Handbook. As has been stated in several past *Fellowship Reports*, this is intentional. The collective experience of the WSC H&I Committee suggests that most members involved in H&I work will not read the entire Handbook. Rather, they will read only that portion which deals with the type of H&I they are doing. Therefore, the decision was made to restate important information several places throughout the Handbook.

We hope the fellowship will approve the revised Handbook as written. It has been edited exhaustively. We feel it represents the best we have to offer to help carry the message through H&I.

The motion asking for authorization of a production increase for *Reaching Out* seeks to accommodate our existing distribution level. The WSO has been absorbing the cost differential between our current authorization and production. We need to become more financially responsible for our own project.

The motions to amend the *Temporary Working Guide to Our Service Structure* are all of a "housekeeping" nature. The existing language in the *Temporary Working Guide To Our Service Structure* either never reflected, or no longer reflects, the language in use throughout the fellowship regarding H&I. The changes proposed in the accompanying motions are all in the interest of clarity.

Other projects and issues have been dealt with by the Committee over the past year. However, since there are no motions regarding these items, they will be dealt with in the Chairperson's report. Also, see the recent *Fellowship Report* for updates on these other Committee projects.

If any clarification or additional information is needed, please contact Steve L. at WSO, Stuart S., the vice chair, or me.

Once again, we appreciate the opportunity to be of service.

- #26: To approve the revised *Hospitals & Institutions Handbook* (Addendum 10), to replace the existing publication.**

Intent: To provide the fellowship with more comprehensive information about the structure and function of H&I subcommittees and the delivery of H&I services.

- #27: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), in the section related to regional service, page 8, paragraph 2, by deleting the sentence: "Addicts who cannot attend regular meetings are served through an RSC Hospitals & Institutions subcommittee." Then by changing in the next sentence, "A third basic" to "Another basic".**

Intent: This sentence depicts an inaccurate function of regional H&I subcommittees. RSC H&I subcommittees offer support services for the area H&I subcommittees, who in turn directly carry the message. The RSC may perform some outreach functions, the revised statement in motion #27 gives a more accurate picture of RSC H&I's role in terms of carrying the message. It would be redundant here to make that statement again and the text will flow well with simply a deletion.

- #28: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), in the section related to regional service, page 9, paragraph 3, last sentence, by deleting: "Institutional work is the responsibility of an RSC, and is usually handled by one or more subcommittees." then inserting: "Hospital and Institutional work on the regional level is the responsibility of the RSC H&I subcommittee, with assistance from the RSC P.I. subcommittee, as needed."**

Intent: The sentence is used to support the statement in this section that some RSC functions "relate directly to carrying the message." RSC H&I committees offer support services for the area H&I committees who in turn directly carry the message. The RSC may perform some outreach function, the revised statement gives a more accurate picture of RSC H&I's role in terms of carrying the message.

- #29: To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), in the section related to regional service, page 9, paragraph 4, by deleting the sentence: "Large quantities of literature are often supplied to institutions and hospitals though in some cases this is handled through a separate institutional fund."**

Intent: This sentence depicts an inaccurate function of regional committees. Most contact and disbursements to institutions would be handled through the area H&I and/or P.I. committee(s). Also the reference to a special "institution fund" is no longer applicable with the action of the Conference in 1987 to discontinue the use of the H&I can and place the responsibility of H&I funding onto the service structure.

- #30:** To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 17, paragraph 5, list of committees, by changing "Institutional Committee" to "Hospitals and Institutions Committee." To further amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 21, list of committees E, by changing "Institutional Committee" to "Hospitals and Institutions Committee."

Intent: At the time of the original publication of this manual this may have been an accurate title but it no longer is applicable to the H&I committee as we know it today.

- #31:** To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 22, paragraph 5 by deleting:

INSTITUTIONAL COMMITTEE: "The World Service Conference INSTITUTIONAL Committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message into institutions such as jails, hospitals detoxification centers and recovery houses. It's goal is to help avoid Tradition violations while carrying our message to those who cannot come to us."

and inserting:

HOSPITALS AND INSTITUTIONS COMMITTEE: "The basic purpose of the World Service Conference Hospitals and Institutions Committee is to collect, clarify, define and state the decisions of the Fellowship within the scope of H&I work and to initiate and coordinate actions based on these decisions.

The WSC H&I Committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message to addicts who do not have full access to regular N.A. meetings. Its goal is to help uphold our Traditions while carrying our message to these addicts. The committee will also serve as a resource for H&I related matters with individuals, organizations or associations outside the Fellowship."

Intent: The proposed wording more accurately reflects the actual functions and purpose of the WSC H&I Committee.

To: The Fellowship

From: Bill Zimmerman, Chairperson
Ad Hoc Committee on Additional Needs

In our efforts to fully carry the message of recovery to every addict, we must be aware of the needs that some addicts have that may not be common to all others. Many addicts have additional needs that must be addressed in order for them to fully participate in our meetings and activities and to fully have our recovery literature usable by them.

At the 1986 meeting of the Conference a committee was created to address these Additional Needs and make recommendations to the Conference and the Fellowship. Throughout this period of time the committee has been concerned about how to continue the work without building a permanent bureaucracy. Recent discussions have led to the recommendation below. If implemented, this recommendation will facilitate the long term awareness of additional needs matters at minimum expense. It will bring to additional needs discussions the expertise of those members with additional needs at all levels of service and provide opportunity for additional needs members to remain involved.

#32: That an Additional Needs advisory panel of the WSB Internal/External Affairs Committee be created. This panel will have as its primary purpose the maintenance of communication with existing area and regional additional needs committees. This panel will become active upon the dissolution of the WSC Ad Hoc Committee on Additional Needs, and will remain active until such time as the WSB Internal/External Affairs Committee can offer appropriate alternatives to this arrangement. Each month this panel will report all its communications to the WSB Internal/External Affairs Committee in hopes of furthering an understanding and accommodation of additional needs members' concerns.

This panel will be composed of two N.A. members with a good understanding of additional needs who will be appointed by the chairperson of the Board of Trustees. An administrative budget for this panel will be included within the budget of the Board of Trustees. Expenditures will be managed by the chairperson of the Board of Trustees. Funds will be included in this budget for transportation, lodging and miscellaneous expense of the two advisory panel members incurred in attending meetings of the Board of Trustees when appropriate, and other meetings/workshops that may be desirable. Additional administrative funds will be budgeted for the panel's telephone and mailing expenses. The WSO will provide additional administrative support to facilitate operation of the panel and the fulfillment of its responsibilities.

Intent: By shifting the issue of additional needs to the Board of Trustees, it is felt that these concerns may now be more effectively managed. Further, by having the option of a small number of members knowledgeable in the area of additional needs, in an advisory role, this would in turn only serve to strengthen their ability to carry out this task.

This would also facilitate and serve as a bridge toward our ultimate goal of mainstreaming this issue into the existing service structure.

#33: To dissolve the WSC Ad Hoc Committee on Additional Needs.

Intent: The majority of the WSC Ad Hoc Committee on Additional Needs, as well as the chairperson of that committee, feels strongly that the issue of additional needs in the fellowship of Narcotics Anonymous has now reached the level where a separate ad hoc committee is no longer the most effective vehicle with which to address this issue.

To: The Fellowship

From: Bob Rehmar, Chairperson
Board of Trustees

The Trustees have worked hard this past year to become more organized and effective. An important aspect of this strengthening has been a practical committee system. The system of trustee committees described in the *Temporary Working Guide To Our Service Structure* has been implemented to the extent that it was possible with restrictions imposed because of lack of sufficient funds and too few members. The trustees, working through an active committee system, can add measurably to the growth of N.A. However, an effective trustee committee system will require a stronger commitment from the fellowship. Some of the work accomplished this year will address these problems.

The Board was assigned by the Conference in 1988 the task of addressing the matter of special interest meetings at the World Convention and including the response in this Agenda Report. After considerable study and discussion, the Board adopted a short statement in response to that assignment. However, the response does not appear to require a motion, so the statement is provided here as an opinion of the Board rather than a motion from the Board.

The issue arose during the discussion of a motion to amend the Convention Guidelines language concerning special interest meetings. The Conference adopted the changes proposed in that Guideline, but felt additional study would help. The statement from the Board of Trustees is relatively simple: "In our opinion at this time there is nothing in our principles or traditions which precludes the possibility of including special interest meetings (for lack of a better term) in a convention agenda. However, with respect to the World Convention, the World Convention Corporation establishes the program for the World Convention and they may or may not choose to include special interest meetings."

The Board currently has eleven members and all are actively engaged in work on matters assigned to the Board or within the scope of the Board's responsibilities. Unfortunately there is more work than there are trustees available to accomplish the work. To be fully effective, the Conference should endeavor to fill more trustee positions and increase funding so all trustees can be fully utilized. With this in mind, the Board decided to recommend a process through which the Board would move toward the full membership authorized by the Temporary Working Guide to the Service Structure. It is the recommendation therefore that the Conference adopt the following proposal to bring the Board of Trustees up to a full authorized strength during the next three years:

- #34: It is moved that: "At the 1989 WSC, the Conference elect only three members to the Board of Trustees for five year terms, elect not more than one member to the Board of Trustees for a one year term and elect not more than two members to the Board of Trustees for a two year term.
At the 1990 WSC, the Conference elect not more than three members of the Board of Trustees for five year terms and elect not more than two members to the Board of Trustees for a one year term.**

At the 1991 WSC and all subsequent meetings of the Conference, the Conference elect only three members to serve for five year terms and fill vacancies in other positions as necessary, but in no event, more than two additional Trustees in a specific year. During the transition years, additional vacancies that result from reasons other than normal rotation will be filled for the specific period of time of the vacancy, rather than for a five year term automatically."

Intent: To bring the Board up to full strength, and to ensure continuity of service experience by staggering the elections to fill vacancies. To avoid having more than three Trustees elected for five year terms during any single Conference and filling only some of the shorter year terms each year until a full complement is achieved.

The trustees have been close observers and participants in the activities of the Ad Hoc Committee created by the Conference in 1987 to address the matter of members with Additional Needs. During this time it has become obvious to the Board as a whole, that a responsibility of the Board should be to monitor the numerous Additional Needs matters and advise service boards and committees concerning these issues. Accomplishment of this responsibility can be achieved through full implementation of the Trustee Committee System described in the *Temporary Working Guide to Our Service Structure*.

Although acceptance by the Board of this responsibility does not require a motion approved by the Conference, the Board chose to propose a motion on the subject as a means of clarifying the issues and showing where within the trustee committee system the work will be accomplished. Accordingly, the Board of Trustees recommends that the fellowship adopt this motion:

#35: That the Board of Trustees incorporate into the purpose and function of the Internal/External Affairs Committee of the Board the "Additional Needs" and similar special needs of N.A. The Board Internal/External Affairs Committee will use non-trustee members with expertise in "Additional Needs" experience, strength and hope as resource to issues that arise.

Intent: To clarify the assignment within the activities of the Board of Trustee committee system described in the *Temporary Working Guide To Our Service Structure* where Additional Needs and similar special needs of N.A. members will be accomplished.

To: The Fellowship

From: Donna Markus, Chairperson
World Service Office Board of Directors

The production and sale of merchandise that contains the N.A. logo by individuals for their personal profit presents a legal problem that must be resolved. Under the trademark and copyright laws, the failure of the fellowship to prohibit such activities may lead to N.A. losing the ownership of the logo and the ownership passing to the vendors. The WSO has presented in *Newsline* articles and *Fellowship Reports* numerous articles on this subject.

In addition to the basic legal matter, there has been great controversy concerning this throughout the fellowship. The WSO believes it is important to resolve this matter and provide the protection that our members expect and deserve.

It is clear that a very large number of our members desire these items and will continue buying them regardless of the danger it presents to ownership of the logos. There are only two alternatives: 1) enter agreements to license vendors, giving them proper authority to use the logo in merchandise they produce, or 2) produce such items as a routine matter of inventory and have them sold only through the World Service Office.

The first alternative simply would create an endorsement of an outside enterprise who was authorized to use our logo in a private commercial activity. Our Sixth Tradition is clear on this matter and this alternative seems unacceptable.

The second alternative, of having these items available only from the WSO, would simply extend the range of items sold by the WSO. Although the WSO inventory is principally directed at recovery literature and service materials, the Office has, with fellowship consent, included other items. Key tags, medallions and chips have been principal merchandise items. However, the World Convention (a subsidiary activity of the WSO) has included a wide range of items for sale at the World Convention each year. The proposal recommended below would extend the current practice of providing merchandise only at the World Convention, to having these materials available throughout the year.

There are several benefits to this proposal. It would permit the WSO to properly protect the use of the logo. It would clarify the problems we currently have with the unrestricted production of such materials by individuals. It would permit conventions and members to purchase from the WSO, rather than entering into separate agreements. It would remove much of the controversy throughout the fellowship. The proposal is based on the concept that the logo is the property of the fellowship, and that its protection is important to the fellowship.

This would provide the best control of merchandise produced with the N.A. logo and provide members with reasonable accessibility. It would allow the WSO to fulfill its responsibility to protect this property of the fellowship, while providing the availability of such things and assuring the fellowship of accountability. The WSO could order specific quantities from many of the current manufacturers or ask for bids from other producers. The WSO would inventory these items and keep an adequate supply in stock.

There will be a large number of items that the WSO would not include in the inventory, that are produced at the request of regions, areas, service offices and convention committees. T-shirts, for example are usually made for each convention and they frequently include the N.A. logo. Service boards and committees would continue to have these types of things produced for their conventions, dances or offices by local vendors rather than having the WSO produce them. This motion is directed more specifically at vendors who are in the business of selling items with the N.A. logo all over the fellowship. The motion is not intended to interfere with the work currently being done by area and regional service committees.

It is therefore the recommendation of the World Service Office that this motion be adopted.

- #36. That the WSO be instructed to include in the WSO inventory various items of merchandise (including jewelry and other popular items purchased by N.A. members) that contain representations of the N.A. logo for sale to members and service committees.**

Intent: To provide the appropriate legal protection of the N.A. logo. To enable the WSO to fulfill its responsibility to protect the trademark and copyright property of the fellowship. To end the private marketing of such merchandise for personal gain and the misuse of the N.A. logo in this way. To diminish the controversy surrounding the current unrestricted production and sale of merchandise containing the N.A. logo, providing a method by which such materials can still be available to those members and committees desiring such items.

To: The N.A. Fellowship
From: Stu Tooredman, Chairperson
World Convention Corporation

The World Service Conference currently elects two members to serve on the Convention Corporation Board of Directors each year for a single year term. Experience has shown that the impact of these Directors on Convention responsibilities will improve if they are elected to longer terms of office.

The Corporation assigns directors to work as liaison representatives to conventions several years in advance of the date for the convention. There has always been an uncertainty about appointing a Conference elected Director as a liaison to a convention that is several years away because they might not be re-elected by the WSC. In order to correct this situation the Directors elected by the Conference should serve for a longer term.

The practical matter of accomplishing this change was the deciding factor in shaping the motion that is proposed. A simple solution was to increase the number of Conference elected directors from two to three and have each serve for three years. If this was accomplished, and only one director was elected each year, a rotation system would be created that affords improved participation of these directors.

The Convention Corporation has reported to the Fellowship about this matter in recent Fellowship Reports and believes this solution should be adopted. Accordingly the Board requests the adoption of this motion.

#37: That the *Temporary Working Guide To Our Service Structure* (1988 edition) be amended on page 27 (Adoption of Convention Corporation By-laws) by deleting the language from sub-paragraph F that has been lined through: "~~Two-members-will-be elected at the annual meeting of the World Service Conference. These members shall have not less than five years clean time at the time of their election. They shall serve for one year terms of office--as described--in--the--by-laws.~~" Insert the following language at the beginning of sub-paragraph F: "**That the World Service Conference elect one member to the WCC Board of Directors each year. The length of term of office for the Director shall be three years. *That for the year this change is adopted, the Conference elect in addition to the one Director for three years, one member to serve for two years and one member to serve for one year.*** Subsequent elections will be held to fill these positions as their terms expire, or to fill remaining terms if the position becomes vacant for any reason." The language in italics will be eliminated from the *Temporary Working Guide To Our Service Structure* when the 1990 publication is printed as it will no longer be necessary.

Intent: To provide better opportunity for Conference elected members to serve effectively on the Board. Longer terms of office will facilitate better use as liaison members to future world conventions and afford these members a longer period in which to lend their experience and knowledge in convention operation and planning.

**JOINT ADMINISTRATIVE COMMITTEE SPECIAL REPORTS
CONCERNING CONFERENCE AGENDA REPORT ITEMS**

The *Temporary Working Guide To Our Service Structure* (1988 edition), page 22, describes the role of the Joint Administrative Committee and authorizes it to recommend changes to clarify reports or proposals in the Conference Agenda Report. That section also suggests that the Joint Administrative Committee may need to add motions or reports.

In an effort to carry out that responsibility, the Joint Administrative Committee has identified five motions in the Conference Agenda Report to receive special Joint Administrative Committee reports and recommendations. These reports and the information they contain have been made as the result of a thorough evaluation of each indicated item and a sincere desire to serve in the best interests of the fellowship. Each item was examined on the basis of merit, clarity, quality, and impact, and only after substantial unanimity was reached by the members of the Joint Administrative Committee were these reports and recommendations drafted and included.

I. Policy Motion #13 ("Regional Motions").

JAC Report: The WSC Policy Committee has been working on the WSC operational guidelines for the last two years. The regional motions section is part of that comprehensive effort. Last year, the Chesapeake and Potomac Region proposed a motion which pertained to regional motions as they relate to the Conference Agenda Report. That motion was committed to the WSC Policy Committee for further work. This year's WSC Policy Committee's Motion #13 is both the culmination of their work on regional motions for WSC action, and their recommendation on the previously committed Chesapeake and Potomac motion.

The Joint Administrative Committee reviewed Motion #13 at its November 1988 meeting, and again at its January 1989 meeting. As part of the November meeting, the Joint Administrative Committee voiced its concern and offered input through the WSC Chairperson to the WSC Policy Committee. While much of the input was incorporated, the Joint Administrative Committee feels that Motion #13 is still in need of further work. We have particular concerns about #7 of this motion. It is unclear whether this item applies to all regional motions submitted to committees, or simply those committed to committees by Conference action. As a result of this lack of clarity our WSC committees could become overwhelmed with regional motions. If they were unable to address a regional motion due to their agenda being filled with items assigned to them by Conference action, it then appears as though the regional motions would go out as "action items" to our fellowship, having never been considered or acted on by one of our Conference committees or boards.

While the Joint Administrative Committee believes the proposed regional motions section is in need of more work, the original Chesapeake and Potomac motion offers no better solution. Their motion would, if adopted, neutralize our committee system, and we believe that our fellowship is served well by a system of Conference committees and boards. Both of these proposals fail to address a very fundamental N.A. principle, the relationship of individual concern to the common welfare of the whole.

Taking into consideration that the WSC Policy Committee has been working on WSC operational guides for the last two years, and because they

remain substantially divided as to whether the regional motions section is complete and ready for Conference action, **the Joint Administrative Committee suggests that the WSC take no action to approve Policy Motion #13 and refer the Regional Motions section to the Joint Administrative Committee for further work.**

II. Literature Motion #17 (the *N.A. Group Starter Kit, Newly Revised*).

JAC Report: This motion was discussed at the November 1988 and January 1989 meetings. Concerns were raised as to the quality of the revisions. Although the WSC Literature Committee did incorporate specific input provided by the WSC P.I., H&I, and Ad Hoc Additional Needs Committees, the Joint Administrative Committee still feels the *N.A. Group Starter Kit, Newly Revised*, as proposed, is in need of further revision. The Joint Administrative Committee believes that the piece would be of greater value to newly forming groups if a more comprehensive revision were undertaken. Example: the section on N.A. Unity, which currently, in the proposed newly revised form, doesn't appear to address the subject in an adequate manner. We believe that approving the newly revised Starter Kit, knowing full well that more revisions are necessary, is unwise. Further, we believe that this revision should be undertaken soon, and that makes approval of this work, while anticipating its imminent revision, even less sensible. We suggest that **the WSC take no action to approve the World Literature Committee's Motion #17 and refer I.P. #R-18 back to the World Literature Committee to be placed on the "A" list for further revisions.** In addition, the Joint Administrative Committee is forwarding a motion to place the *N.A. Group Starter Kit, Newly Revised*, on the "A" list for further revision so that it can be revised in a timely manner. This revision we believe is necessary even if the *N.A. Group Starter Kit, Newly Revised*, is approved.

III. P.I. Motion #19 ("Public Information And The N.A. Member").

JAC Report: This motion was reviewed at the November 1988 and January 1989 meetings. Although this pamphlet was created as a response to a genuine concern, the Joint Administrative Committee consensus was that the piece was below acceptable quality standards in content and did not flow well. We believe our membership would be better served by a pamphlet which more adequately addresses the subject and whose style and approach were consistent throughout the document. If a pamphlet on this subject is needed, it should demonstrate our best efforts to produce quality materials. The Joint Administrative Committee suggests that **the WSC take no action to approve P.I. Motion #19 and return the pamphlet, "P.I. and the N.A. Member," back to the WSC P.I. Committee for further work.**

IV. P.I. Motion #23 ("Keeping the N.A. Fellowship Informed").

JAC Report: The Joint Administrative Committee had an opportunity to discuss this section at its November 1988 meeting and again at its January 1989 meeting. The Joint Administrative Committee found the same types of problems with this section as were found in motion #19 ("P.I. and the N.A. Member"). The material did not flow well and is in need of further work. There does not appear to be an immediate need for

this section, so the Joint Administrative Committee believes that returning this section to the P.I. Committee in hopes of obtaining a more comprehensive document is the best course of action. We suggest therefore that the WSC take no action to approve this section and refer Motion #23, the section titled "Keeping the N.A. Fellowship Informed," back to the WSC P.I. Committee for further work.

V. P.I. Motion #24 ("Guidelines for P.I. Cooperative Efforts").

JAC Report: The Joint Administrative Committee also reviewed this motion at its November 1988 and January 1989 meetings and voiced concern about the direction that the piece appeared to be taking. We felt that the language in this section was ambiguous and vague and could cause confusion for committees trying to interface to provide P.I. service. The Joint Administrative Committee also had questions as to the need for an entire section devoted to P.I. cooperative efforts. The Joint Administrative Committee believes that our membership might be better served if this section is returned to the WSC P.I. Committee to determine the relevance of such a section and if there is a genuine need, provide a clearer, more comprehensive section on P.I. Cooperative Efforts. The Joint Administrative Committee suggests that the WSC take no action to approve Motion #24 and refer this matter back to the WSC P.I. Committee for study and further action.

**JOINT ADMINISTRATIVE REPORTS
NO ACTION REQUIRED**

At the 1988 meeting of the Conference, the Joint Administrative Committee was directed to prepare several reports for the 1989 meeting of the Conference. These included the Cost Equalization Plan, and the report on simultaneous translations at the Conference. In order to facilitate presentation of the Conference Agenda Report, keeping separate those items which will be presented for a vote, a separate section was prepared here for those reports.

To: The Fellowship

From: Bob Hunter, Chairperson
 Ad Hoc Committee on Cost Equalization

The 1987/88 WSC approved in principle the cost equalization report which appeared in last year's agenda and directed the Joint Administrative Committee to refine this report into a practical policy to be included in the 1988/89 WSC Agenda Report. Therefore, in drafting the current Cost Equalization Plan the basic concepts from last year's report were included. One of the goals in drafting the Cost Equalization Plan was to produce a comprehensive policy while remaining flexible enough to account for unforeseen circumstances. In order to maintain the desired flexibility, it was determined that a committee of WSC trusted servants would have to have the responsibility and authority for administering the plan; thus the creation of the Cost Equalization Committee. However, the plan contains a requirement that cost equalization funds be administered by the WSC Administrative Committee. This is in keeping with current WSC procedure that requires all WSC funds to be accounted for by the WSC treasurer and administered by the WSC Administrative Committee.

One of the concepts carried over from last year's report was that of providing travel for participation by delegates from N.A. communities where a formal RSC does not exist. This should foster the development of RSCs and aid in the growth of Narcotics Anonymous. Instead of attempting to draft specific guidelines as to how these delegates would be chosen, the Cost Equalization Committee shall have that responsibility and authority. Cost equalization is an area in which the fellowship has virtually no experience, and the policy for choosing non-RSC delegates should develop as the plan is being implemented.

A concept inherent in this Cost Equalization Plan is that of full participation. This issue was discussed extensively and several conclusions were reached. One is that for this plan to work, it will essentially require 100% participation by all regions. One of the basic principles approved at last year's Conference was that the RSR and RSR Alternate travel costs to the annual WSC meeting should be shared equally among the regions. Other types of plans were discussed which basically called for subsidization of RSCs who could not afford the cost of travel, and those ideas were abandoned as not being the intent of last year's Conference. The support for the cost equalization report at the 1987/88 Conference appeared to be overwhelming. It was also agreed that it was not the intent of last year's Conference for the Joint Administrative Committee to draft a policy concerning eligibility to participate at the Conference. The issue of limiting participation did come up during discussions about what to do with RSCs

who cannot or choose not to participate in the Cost Equalization Plan. It was determined that to draft a policy concerning WSC participation was beyond what last year's Conference intended; thus the wording in the fifth paragraph of the Plan.

A matter which was also discussed was delaying implementation of the Plan if it should be approved at this year's WSC. By delaying implementation, our RSCs could have time to prepare for the funding of the Plan. Thus this year's motion asks that the plan be implemented beginning June, 1990, with the WSC in April 1991 being the first one covered under the Plan.

In October of 1987 a report on the estimated cost of travel to the WSC was prepared by the WSO. This report was distributed at the 1987/88 WSC meeting. The estimated travel costs for 103 RSRs and RSR Alternates registered at that time was \$27,700, which resulted in an average travel cost of \$268.93 per participant. Using this average travel cost of \$268.93, each RSC's equalized cost would have come to \$618.54 (\$268.93 for each RSR and RSR Alternate with 15% added). The equalized cost for future years is bound to increase due to air fare increases and an increase in participation by non-U.S. RSCs.

We believe that the Cost Equalization Plan presented in this Conference Agenda Report fulfills the directive from last year's WSC. However, the Joint Administrative Committee recommends that the Cost Equalization Plan not be adopted at this time. A study of the contributions received by the WSC over the past four years reveals that it may not be possible for some of our current regions to financially participate, thus the plan would fail due to a lack of support. Furthermore, possible future changes in policy on the seating of regions at the WSC (i.e., from WSC Policy Committee and/or the Ad Hoc Committee on N.A. Services) may be closely tied with cost equalization. It may be best if the issue of seating new regions is resolved prior to the initiation of a Cost Equalization Plan. We urge the fellowship to continue to discuss cost equalization, not only from a practical point of view, but also from a philosophical point of view.

COST EQUALIZATION PLAN

The Cost Equalization Committee consists of the WSC Chairperson or a member of the JAC appointed by the WSC Chairperson, who will chair the committee; the BOT Chairperson or a member of the BOT appointed by the BOT Chairperson; and three RSRs and/or RSR Alternates selected by the WSC at its annual meeting.

The WSO, under the direction of the Cost Equalization Committee, annually prepares and distributes a report of the estimated costs of travel to the annual WSC meeting. This report is based on the travel costs for one RSR and one RSR Alternate from each region, registered as of October 31 of each year. The travel fares are based on the most economical flight available from the individual's home.

Fifteen percent is added to the cost of travel to accommodate possible fare increases and to help support delegates from N.A. communities where a formal RSC does not exist, but whose participation is found to be necessary and relevant to the WSC. The Cost Equalization Committee has the responsibility for selection of the delegates from the N.A. communities and authorizes the travel for such delegates. The delegate should request travel assistance from the Cost Equalization Committee at least six months prior to the annual WSC meeting.

Those RSCs with questions related to the estimated cost of travel report, will notify the WSO of such questions by November 30th. Then by the first week of December the WSO informs each region of their equalized cost for the travel of their representatives to the annual WSC meeting. Equalized cost is essentially the average cost of air travel for an RSR and RSR Alternate to the annual WSC meeting. The equalized cost is determined in U.S. dollars, therefore applicable exchange rates are to be used to convert non-U.S. dollars when paying equalized costs. Each RSC will send to the WSC Treasurer (c/o WSO) the amount of their equalized cost not later than January 31st. Beginning in February, funds are issued to the RSCs covering the estimated travel costs for their RSRs and RSR Alternates.

New regions that are registered with the WSO prior to the Conference are expected to participate in the funding of the Cost Equalization Plan the same as existing RSCs. The implementation of the Cost Equalization plan requires participation of all RSCs attending the Conference. The Cost Equalization Committee has the responsibility and authority of managing the plan. This responsibility and authority shall include the function to carry out all WSC policies and guidelines regarding cost equalization, but does not include denying an RSCs participation as a voting member at the annual WSC meeting if such RSC declines to participate in the prescribed plan. The WSC as a whole shall maintain that authority.

The WSC Administrative Committee has the responsibility of administering the funds of the Cost Equalization Plan. Cost equalization funds are maintained in a WSC bank account and accounted for by the WSC Treasurer.

SIMULTANEOUS TRANSLATION REPORT

At the 1988 Conference, the Administrative Committee was asked to prepare a report regarding the feasibility of providing simultaneous translation of the proceedings at the annual meeting of the Conference. Three translating agencies were contacted for estimates. We told them that we would need translators for five days averaging 10-12 hours per day, and they were welcome to attend the Sunday pre-Conference workshop for their own information. Attendance at this session would entail further cost than is outlined below. Estimates were based on translating from English into Spanish, French, Portuguese, German, and Japanese. All estimates were based on simultaneous translation of the proceedings.

Simultaneous translation is difficult work, and we were informed by the agencies of the conditions required by most translators. For instance, two of the agencies indicated that their translators only work for about 20 minutes steadily, and each language would require a team so they could trade on and off. The teams do not work more than six hours a day, so that we would actually require four translators for each language. Furthermore, most translators like to translate only in one direction, so that if we needed to translate from other languages into English (for instance, if members speaking other languages wished to give a report or address the Conference) we would require at least one more translator who spoke all six languages and could then broadcast the English version. The English version would then have to be retranslated for the other languages. By these criteria, we would require a minimum of 20 translators.

Some equipment would also be required. Each translator would need a booth, including the translator from other languages into English. Transmittal equipment and headphones for those hearing the translations would be necessary, as well. We would have to pay not only rent but transportation costs on all the equipment. Rent starts at \$350 per day per booth; headsets are \$8 per day per headset; and the transmittal equipment is \$350 per day per unit.

Interpreters are paid anywhere from \$200 to \$950 per day, depending on the language and the agency. Keep in mind that in most cases we would require four translators per language per day. The WSC would also pay travel costs for all the translators, salary for a briefing session, hotel costs, per diem for meals, and transportation costs. At least one technician to handle and maintain equipment would be needed for each day of the Conference, and an extra day to set up and tear down, at \$450 per technician per day.

For the services detailed above, our estimates ranged from a total of \$20,000 to a total of \$120,000. The lower estimate came from an agency that thought we could do without the booths and other equipment. This estimate was based on a proposed scenario of 10-20 Spanish speaking participants, and 5-6 participants each speaking French, German, Portuguese and Japanese. It would require two rather than four translators per language. This scenario would seat the translator separately along with the speakers of each language, in a small group. This method could not accommodate true simultaneous translation, but would require each speaker at the microphone to stop after each sentence or two and wait for the translation. For true simultaneous translation, equipment would be required, and the lowest estimate was approximately \$55,000.

ACTION ITEM LIST FOR WSC '89 MEETING

FROM THE ADMINISTRATIVE COMMITTEE:

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|-----|-----|--|
| Yes | No | |
| [] | [] | |
1. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) by making the following changes (*clean time requirements for WSC Administrative Committee members*).
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|-----|-----|--|
| Yes | No | |
| [] | [] | |
2. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 22 (*expands the January Joint Administrative Committee and specifies authority to delete items proposed for the Conference Agenda Report*).
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- | | | |
|-----|-----|--|
| Yes | No | |
| [] | [] | |
3. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 29, the WSC action passed 4/26/88 referring to the updating of statistical information, by inserting the language "and/or forms" between "information" and "on" in the second sentence.

FROM THE JOINT ADMINISTRATIVE COMMITTEE

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| Yes | No | |
| [] | [] | |
4. To amend the language in the *Temporary Working Guide To Our Service Structure* (1988 edition), page 21, in the first paragraph following 4.F., first sentence, by deleting the word "Fellowship" and replacing it with the words "the World Service Conference."
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| Yes | No | |
| [] | [] | |
5. To refer I.P. #R-18, the *N.A. Group Starter Kit, Newly Revised*, back to the World Literature Committee to be placed on the "A" list for further revisions.
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- | | | |
|-----|-----|--|
| Yes | No | |
| [] | [] | |
6. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) section on "Approval of Service Material" (*to create a new approval process for handbooks and guidelines*).

FROM THE WSC POLICY COMMITTEE:

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|-----|-----|--|
| Yes | No | |
| [] | [] | |
7. To amend the *Temporary Working Guide to Our Service Structure* (1988 edition) replacing the note at the top of page 6 (*different persons vote at ASCs and RSCs*).
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| Yes | No | |
| [] | [] | |
8. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 8, (Election of ASC Officers) by deleting the first three sentences and inserting a new first sentence in their place (*prior service experience*).
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| Yes | No | |
| [] | [] | |
9. To add to the *Temporary Working Guide To Our Service Structure* (1988 edition), on page 19, 1.C., a new paragraph (7.) (*recognizing vice chair*).
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| Yes | No | |
| [] | [] | |
10. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 19, by adding after the first sentence of 1.D. (*voice for vice chairs and RSR alternates*).
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| Yes | No | |
| [] | [] | |
11. To further amend the *Temporary Working Guide To Our Service Structure* (1988 edition), page 19, after 1.H. (*referring to rules of order*).
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| Yes | No | |
| [] | [] | |
12. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) by adding a section at the end of page 23 (*Conduct of Business, Conference Work Schedule, Input to the Conference*).
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|-----|-----|--|
| Yes | No | |
| [] | [] | |
13. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) by adding a section after "Input to the Conference" (*Regional Motions*).
- *See JAC Special Report Section, #I. page 35.
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- | | | |
|-----|-----|--|
| Yes | No | |
| [] | [] | |
14. Should the WSC Policy Committee propose requirements on the formation of new regions and the seating of those regions at the WSC?

FROM THE WSC LITERATURE COMMITTEE:

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|---|-----|---|
| Yes | No | |
| [] | [] | 15. To approve the <i>Handbook for Narcotics Anonymous Literature Committees</i> (Addendum 1) as a replacement for the existing handbook. |
| | | |
| Yes | No | |
| [] | [] | 16. To make changes to the 1988 Approved Guidelines of the World Literature Committee, as published in Addendum 1 to the <i>Temporary Working Guide To Our Service Structure</i> (1988 edition), and as Appendix C in the existing <i>Handbook for Narcotics Anonymous Literature Committees</i> (housekeeping changes to clarify guidelines sections, Appendix C). |
| | | |
| Yes | No | |
| [] | [] | 17. To approve I.P. #R-18, the <i>N.A. Group Starter Kit, Newly Revised</i> (Addendum 2), as a replacement for the existing I.P. |
| | | |
| *See JAC Special Report Section, #II., page 36. | | |
| | | |
| Yes | No | |
| [] | [] | 18. To approve the WSC Literature Committee work list for the 1989/90 Conference year. |

FROM THE WSC PUBLIC INFORMATION COMMITTEE:

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|--|-----|--|
| Yes | No | |
| [] | [] | 19. To approve the pamphlet, <i>Public Information and the N.A. Member</i> (Addendum 4). |
| | | |
| *See JAC Special Report Section, #III., page 36. | | |
| | | |
| Yes | No | |
| [] | [] | 20. To amend <i>A Guide to Public Information</i> (Revised 4/88) by adding the section titled "Speaking to Non-Addicts" (Addendum 5). |
| | | |
| Yes | No | |
| [] | [] | 21. To amend <i>A Guide to Public Information</i> (Revised 4/88) by adding the section titled "Mass Media Public Information Preparedness Inventory" (Addendum 6). |
| | | |
| Yes | No | |
| [] | [] | 22. To amend <i>A Guide to Public Information</i> (Revised 4/88) by adding the section titled "How to Develop Billboards, Bus Benches and Transit Signs" (Addendum 7). |

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| Yes | No | |
| [] | [] | 23. To delete Section 4, pages 68 through the first paragraph on page 70 of <i>A Guide to Public Information</i> (Revised 4/88), and replace with the section titled "Keeping the N.A. Fellowship Informed" (Addendum 8). |

*See JAC Special Report Section, #IV., page 36.

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| Yes | No | |
| [] | [] | 24. To delete "Guidelines for Cooperative Efforts in P.I. in Overlapping Areas or Regions" on pages 12 and 13 of <i>A Guide to Public Information</i> (Revised 4/88), and replace with "Guidelines for P.I. Cooperative Efforts" (Addendum 9). |

*See JAC Special Report Section, #V., page 37.

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| Yes | No | |
| [] | [] | 25. To amend <i>A Guide to Public Information</i> (Revised 4/88) by deleting text on page 15 relating to H&I and inserting new language. |

FROM THE WSC H&I COMMITTEE:

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| Yes | No | |
| [] | [] | 26. To approve the revised <i>Hospitals & Institutions Handbook</i> (Addendum 10), to replace the existing publication. |

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| Yes | No | |
| [] | [] | 27. To amend the <i>Temporary Working Guide To Our Service Structure</i> (1988 edition), page 8, paragraph 2 (regarding function of regional H&I subcommittees). |

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|-----|-----|--|
| Yes | No | |
| [] | [] | 28. To amend the <i>Temporary Working Guide To Our Service Structure</i> (1988 edition), page 9, paragraph 3 (cooperation between P.I. and H&I on a regional level). |

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| Yes | No | |
| [] | [] | 29. To amend the <i>Temporary Working Guide To Our Service Structure</i> (1988 edition), page 9, paragraph 4 (delete sentence referring to H&I funding and literature). |

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|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 30. To amend the <i>Temporary Working Guide To Our Service Structure</i> (1988 edition), page 17, paragraph 5, list of committees, by changing "Institutional Committee" to "Hospitals and Institutions Committee." To further amend the <i>Temporary Working Guide To Our Service Structure</i> , page 21, list of committees #E, by changing "Institutional Committee" to Hospitals and Institutions Committee." |

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|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 31. To amend the <i>Temporary Working Guide To Our Service Structure</i> (1988 edition), page 22, paragraph 6 (purpose of WSC H&I Committee). |

FROM THE AD HOC COMMITTEE ON ADDITIONAL NEEDS:

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 32. That an Additional Needs advisory panel of the WSB Internal/External Affairs Committee be created. |

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 33. To dissolve the WSC Ad Hoc Committee on Additional Needs. |

FROM THE WSC BOARD OF TRUSTEES:

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 34. That the Conference adopt a proposal to bring the Board of Trustees up to full authorized strength during the next three years. |

- | | | |
|--------------------------|--------------------------|--|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 35. That the Board of Trustees incorporate into the purpose and function of the Internal/External Affairs Committee of the Board the "Additional Needs" and similar special needs of N.A. The Board Internal/External Affairs Committee will use non-trustee members with expertise in "Additional Needs" experience, strength and hope as resources to issues that arise. |

FROM THE WSO BOARD OF DIRECTORS:

- | | | |
|--------------------------|--------------------------|---|
| Yes | No | |
| <input type="checkbox"/> | <input type="checkbox"/> | 36. That the WSO be instructed to include in the WSO inventory various items of merchandise (including jewelry and other popular items purchased by N.A. members) that contain representations of the N.A. logo for sale to members and service committees. |

FROM THE WORLD CONVENTION CORPORATION:

Yes No
[] []

37. To amend the *Temporary Working Guide To Our Service Structure* (1988 edition) by deleting language from subparagraph F. on page 27 (Membership of the Board of Directors - authorizing the Conference to elect two members) and inserting new language (*increasing the number of Board members the Conference elects to three and lengthening their term of office*).

ADDENDUM 1

HANDBOOK FOR NARCOTICS ANONYMOUS LITERATURE COMMITTEES REVISED

DEDICATION

So that others may experience the freedom in recovery from addiction that we have found, we dedicate ourselves to carry the message of Narcotics Anonymous in written form. We pray:

"God, grant us knowledge that we may write according to Your divine precepts. Instill in us a sense of Your purpose. Make us servants of Your will and grant us a bond of selflessness, that this may truly be Your work, not ours--in order that no addict, anywhere, need die from the horrors of addiction."

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INTRODUCTION

This handbook is intended to provide a general description of the purposes and functions of N.A. literature committees and to inform N.A. members how they can best contribute to the development of Narcotics Anonymous literature. Our experience has shown that involvement in an area or regional literature committee is one of the best ways to support our literature efforts. Because of this, we will focus our attention on how the N.A. member can get involved in a literature committee, the purposes and functions of literature committees, and our literature development process.

The clear communication of the Narcotics Anonymous message of recovery is a very important function of our N.A. Conference-approved literature. Over many years a process has been developed that makes our literature unique. Through the open involvement of our entire Fellowship in all facets of writing, reviewing and approving Narcotics Anonymous literature, we are preserving the concept upon which N.A. was founded--that one addict can best understand and help another addict.

In a few short years, hundreds of area and regional literature committees have formed throughout our world-wide Fellowship. It is our hope that this handbook will provide guidance and assistance for all N.A. members and N.A. literature committees who wish to participate in our literature development process.

Our area, regional, and world committees all function to work with you and exchange ideas, information, and suggestions. We encourage you to follow the service structure of Narcotics Anonymous and keep in touch with the literature committee at the next level of service. We believe you will find service in literature a stimulating, rewarding, and exciting aspect of the recovery experience.

N.A. LITERATURE AND THE MEMBER

All N.A. members are welcome to share their experience, and understanding in written form. The way to participate is to become an active member in a local literature committee. It is here that new literature may be developed, review-form drafts inputted, and approval-form drafts evaluated.

Working on literature that is out to the Fellowship for review and input is our opportunity as N.A. members to critique and improve the N.A. literature under development. Through participation in literature committee forums and workshops all members are encouraged to make suggestions for additions, deletions, and write original material that they feel will improve the draft. The responsibility for reviewing and inputting literature rests with the member. This is best accomplished by bringing prepared written input sheets to the literature workshop. By doing our homework and writing in advance, committee productivity is increased, and valuable time is saved. (See appendix #3 for input sheets.)

Literature in the final stage of our literature development process is called approval-form literature. An approval-form piece of N.A. literature is approved or disapproved by the Fellowship as a whole. This part of our literature development process provides the N.A. member with the opportunity to exercise another important privilege and responsibility by having a voice in the decision of whether or not to approve a piece of proposed N.A. literature. Revising the material at this stage is no longer an option as we base our decisions on the work as a whole.

N.A. LITERATURE AND THE GROUP

Narcotics Anonymous Conference-approved literature is a tool that is available to our N.A. groups to assist them in fulfilling their primary purpose of carrying the message to the addict who still suffers. It is also available to anyone, addict or non-addict, who wishes to purchase it. Therefore, the group level is our main distribution point of N.A. literature to the addict seeking recovery. Our groups vary greatly in the amount of N.A. Conference-approved literature that they make available to members at their meetings. Group autonomy has produced a large variety of ways our N.A. Conference-approved literature is distributed. Groups generally sell Basic Texts, while I.P.'s and "The Little White Book" are freely given to newcomers. The decisions on what literature to give away or offer for sale, and what pieces of literature the group wishes to make available, is up to the group.

Some groups elect a trusted servant of the group to be responsible for the purchase of literature from their area service committee. Other groups choose to have their secretary, treasurer, or group service representative (GSR) purchase literature for the group.

It is important that the group offer the opportunity for their members to evaluate and vote on approval-form literature. Some groups hold special or home group meetings for members to read and decide if an item up for approval should become Conference-approved literature.

Approval-form literature is not Conference-approved N.A. literature and as such is not read during N.A. meetings.

Approval-form literature may be displayed and sold at N.A. meetings. When approval-form literature is displayed at meetings, distribution is handled by a group level trusted servant who can describe what the literature is and ensure distribution to N.A. members only.

The approval or disapproval of a piece of Narcotics Anonymous literature is a matter that affects N.A. as a whole. This is because N.A. Conference-approved literature is a published sharing of beliefs and understandings that exist within the Fellowship of Narcotics Anonymous on the many aspects of recovery from addiction. We strive to preserve the integrity of our Narcotics Anonymous message, for our common welfare, unity, and because lives may depend on it. Therefore it is up to the members of Narcotics Anonymous to decide if a piece of literature accurately depicts the recovery experience in N.A. and is in keeping with the guidance and principles of Narcotics Anonymous which is our Twelve Steps and Twelve Traditions.

AREA AND REGIONAL LITERATURE COMMITTEES

FORMING AN AREA OR REGIONAL LITERATURE COMMITTEE

When the members of an area or region determine that there is a need to form a literature committee, the ASC or RSC elects a chairperson for the committee.

The first order of business is to register with the World Literature Committee through the WSO. (See Appendix #5 for registration form.) Through the WSO you will be able to obtain literature catalogs, literature order forms, and you will begin receiving World Literature Fellowship Reports and other correspondence from the World Literature Committee. The WSO literature coordinator can be very helpful in assisting you and answering any questions that you may have as a new literature committee.

The next order of business is to select a consistent date, time and location for literature committee meetings. For example the first and third Wednesday of every month. Literature committee meetings should not be held in individual members homes, but rather try to utilize the same locations where N.A. meetings are held.

It should be stressed that a large committee is not an essential factor for a functioning literature committee. Experience has shown that some of our best material has come from literature committees consisting of fewer than five members. A regular business agenda that contains at least one project is the best way to ensure and maintain consistent and regular member attendance and interest. Every year there are many interesting projects and pieces of literature that the Fellowship is working on. You should have no problem having an interesting agenda. As your committee grows, the projects which you will be able to work on will also grow. As your support increases you may even decide to develop new literature for the Fellowship of Narcotics Anonymous. However, before beginning any new literature projects, always check with the World Literature Committee to find out where your help is needed and what other projects may already be in the works.

LITERATURE COMMITTEE PURPOSES AND SERVICES

The basic purposes and services of a literature committee are as follows:

1. To maintain an adequate supply of Narcotics Anonymous literature to meet the needs of the local Fellowship. To stock and make available review and approval-form literature.
2. To serve as a communication link in all matters of literature between the group and literature committees on all levels -- area, region, and world.
3. To provide the forum and atmosphere where members may contribute to the development and creation of N.A. literature.

An understanding of the basic purposes of a literature committee is necessary for a literature committee to function properly. Once the literature committee understands the services they are to provide, the literature chairperson will be able to arrange agendas and schedule committee meetings to attend to these needs. Some committees may be able to immediately handle all of these responsibilities. Other committees may choose to start with the most basic and primary function of a literature committee, which is to maintain an adequate supply of literature to meet the needs of the local Fellowship. As membership support for the committee increases you may then provide other services.

LITERATURE STOCKPILES

A literature committee's primary responsibility is to make sure that an adequate supply of all N.A. literature is maintained for the groups or service committees they serve. This stockpile should include a full complement of Conference-approved literature, both personal recovery and service related, as well as an adequate supply of review and approval-form literature. In some areas literature distribution is handled by a local service office. It is not so important who does the job, but simply that the job gets done. When literature distribution is handled by a service office, coordination and communication between the office and the literature committee is important. The committee will want to make sure the office is aware of newly approved literature, approval-form literature and literature that will be up for approval at the following Conference so the office can make their orders accordingly.

When your ASC or RSC is ready to establish a literature stockpile you might start by determining how much literature your ASC or RSC needs. Ask GSR's or ASR's how much they are currently purchasing, and at what frequency. Find out what the literature needs of your subcommittees are, especially Public Information and Hospitals & Institutions committees. After you have gathered this information, add up the amount of literature needed and make a report to the ASC or RSC on the funding necessary to begin your stockpile. Many literature committees place large orders with either the regional service committee, regional service office, or World Service Office. Some of these offices offer discounts to literature committees, and their availability should be investigated prior to reporting and requesting funding from your service committee.

After you have received funding from your service committee to establish a literature stockpile, it is imperative to maintain your stockpile on as full and consistent a level as possible. Your areas and groups will be depending on your committee to supply their literature needs, so having all of the literature that they will need is a must. Any items which a committee doesn't have in stock will ultimately become items absent at our meetings. For this reason, when ordering literature, the shipping time should be considered. This shipping time will depend on where your committee is located and where the literature purchases are made (RSC, RSO, or WSO). After several orders are made a better feel for the shipping time will be established. Try not to order more than will be needed, but instead try to maintain as close to the amount that you will sell as possible. Overstocking ties up Fellowship funds that could be available for use in other ways to carry our message of recovery.

If your committee finds that the inventory level of your stockpile is insufficient for supplying the groups and areas you serve, then ways will need to be found to increase the inventory level. This usually means requesting additional funding from the ASC or RSC. The important thing is making sure that literature is available to the addict seeking recovery at a Narcotics Anonymous meeting.

Bookkeeping is a vital part of a literature stockpile. Accurate record keeping is a must. It is a good idea to set up a bookkeeping system with the help of a member or members knowledgeable in such things. Normally this would include a general ledger which can be verified by the order invoices and numbered sales receipts. Financial reports

are then given at each meeting of the ASC or RSC. This will aid the service committee in assuring that they are responsible to those they serve with our Fellowship's funds. Through accurate bookkeeping the safety of all individuals involved is assured. The monthly report should include (at the very least):

1. Income
2. Expenses
3. Inventory
4. Accounts Receivable (Literature orders or payments not received)
5. Petty Cash (on hand and disbursed)

Experience indicates that it is best for the literature committee not to maintain a separate bank account, but instead to work in coordination with the area or regional service committee treasurer. There may be a greater volume of Fellowship funds that cycle through a literature stockpile than the service committee generates in Seventh Tradition contributions. Because of this, it is best to consolidate these Fellowship funds in one place, with clear lines of responsibilities. Generally, all sales are made at the area or regional service committee meeting. All funds collected from literature sales at the service committee meeting are then turned over on the same day to the ASC or RSC treasurer. Selling literature exclusively at service committee meetings helps in at least two ways. First, it facilitates the transfer of funds from the literature committee to the service committee treasurer in a timely fashion. Second, it keeps the record keeping and the time requirement to a somewhat manageable level for the trusted servant(s) who sell the literature. When it is necessary and sales are made between meetings, the literature chairperson and the service committee treasurer need to work closely together to assure that the literature committee does not hold on to large amounts of money unnecessarily. We suggest that you follow the recommended procedures in the Treasurer's Handbook when handling Fellowship funds. This includes the suggested procedure for financial review.

The importance of being responsible with the Fellowship's funds cannot be over emphasized. With a general ledger being maintained, with numbered receipts being filled out with each order, and with periodic financial reviews this responsibility can be accomplished.

When establishing a literature stockpile there will be a hundred and one details to make decisions on pertaining to the new literature stockpile. It is important that the ASC or RSC be involved in making these decisions, and not just the literature committee or trusted servant who will be selling the literature. The literature committee should recommend a selling price for the literature. Some committees will charge slightly more than the literature cost to cover the price of supplies, to increase the stockpile, or generate funds for their ASC or RSC. Shipping charges and how to handle them is another question. Other questions include whether the committee will ship orders between service committee meetings, or will encourage groups or areas to buy literature only at service committee meetings. When the committee has thoroughly discussed how to handle these and other situations, it should write down their recommendations for guidelines for the stockpile. These recommendations should be reported to the regional or area service committee for their review and approval.

COMMUNICATION

Another important function of an area or regional literature committee is communication between the local N.A. membership and N.A. as a whole. An area literature chairperson serves as a communication link between the regional literature committee and the groups they serve. The regional literature chairperson serves in that same capacity between the World Literature Committee and the areas. Area and regional

literature committees that are registered with the World Literature Committee receive a wealth of information from the WLC, including correspondence, Fellowship Reports, Newslines announcements, and other special reports. All of this information should be made available to members of local literature and service committees. In this way our membership will be kept abreast of literature that is out for review, literature that is up for approval, requests for input on special issues, and other information necessary for the member interested in getting involved with our literature development process. Area and regional literature committees are also encouraged to mail copies of their committee minutes to the World Literature Committee c/o the WSO so that the WLC can stay abreast of the activities of literature committees throughout the world.

Often area literature committee chairpersons are members of their regional literature committee. This involvement fosters communication between the regional literature committee and the area literature committees allowing for coordination between the area and regional literature committees on various projects. In a similar way regional literature chairpersons are automatically general members of the World Literature Committee. The concept behind regional literature chairpersons being general members is to get the best possible use of our Fellowship resources in assisting the WLC in being responsive to needs of our Fellowship. By participation and attendance at WLC Conference workshops the regional literature chairpersons learn more about our literature development process, how to better serve their local N.A. membership, and can give the WLC valuable input to help the WLC better serve Narcotics Anonymous. General members may also be appointed to WLC working groups to develop various projects.

Regular reporting to the area or regional service committees is essential. The reports should include a financial report on the literature stockpile, and if applicable the dates and locations of committee meetings, a report of the goals and accomplishments of the local committee, and information on literature items from area or regional literature committees as well as the World Literature Committee. Even though the literature chairperson may have more information on literature items than the regional service representative or the area service representative, it is important to remember that there is no separate literature service structure.

THE ROLE OF AREA AND REGIONAL COMMITTEES IN OUR LITERATURE REVIEW PROCESS

Providing a forum and an atmosphere where our members may contribute to this process of creating and developing our literature is extremely important. This responsibility can best be fulfilled by having regularly scheduled meetings for the purpose of reviewing and inputting our review-form literature. Members of the local Fellowship should be informed regularly of meeting times and locations and what pieces of literature are currently being worked on. It is the literature chairperson's responsibility to organize a work agenda for each piece of N.A. literature that is out for review and input.

Creative writing is an important aspect of working on review-form literature. Although the WLC welcomes all types of comments and input, creative writing is particularly helpful. If a piece is weak, or needs additional writing on a topic, write it. Critical analysis is important, and yet creative input is equally important. Our literature is written by addicts, for addicts. This unique quality of our literature can only occur when members participate by providing creative writing.

Input sheets developed by area literature committees should be turned in to the regional literature committee. (See Appendix #3 for WLC input sheet.) The regional literature committee will then either compile the input with the input from other areas, or forward the input directly to the World Literature Committee. If the regional literature committee is not reviewing the piece, send the input directly to the WLC. See the literature workshop section of this handbook on how to workshop review-form and approval-form material.

ADDITIONAL FUNCTIONS OF A REGIONAL LITERATURE COMMITTEE

In many ways an area and regional literature committee are very similar and have similar responsibilities and functions. There are, however, a few responsibilities that are solely the responsibility of the regional literature committee. One is that of supporting and assisting area literature committees, and another is the coordination of literature projects throughout the region.

In serving the needs of their member areas, a regional literature committee can assist area literature committees in a number of ways. The first is offering experience, support, and encouragement to newly forming area literature committees. This sharing of information can be facilitated by having members of the regional literature committee attend the meetings of the area literature committee. It might also be helpful to have learning days or workshops at region-wide events to strengthen the formation of literature committees where they don't exist, or to strengthen existing literature committees which may be experiencing some lack of stability. Some regions have regular orientation sessions as part of their structure to inform new members about responsibilities and processes. If you are planning a regional learning day, contact the WLC through the WSO for more information. Regional committees can also be the forum where the concerns of the member areas may be discussed and forwarded to the World Literature Committee. Both the WLC and the areas served can be assisted by the regional literature committee's maintenance of a file of the names and addresses of the chairpersons of their area literature committee. A regional committee will have the kind of experience that area committees need, from how to generate support, to solving problems related to literature stockpiles, and on to a multitude of additional issues which area literature committees will face at one time or another.

Regional literature committees can often stimulate considerable membership interest in literature projects, sometimes far more than can be stimulated on the area level. These projects fall into two general categories, literature projects out to the entire Fellowship, and special assignments to regional literature committees by the WLC. In either case the regional literature committee usually will participate in a plan of action which includes regional literature workshops on the piece, as well as work assignments to area literature committees. Always take into consideration area preference and their desire to be involved. These regional projects can go a long way in generating additional support and involvement in our literature development process. The benefits for area literature committees is also considerable. We have found that by working together we not only develop the best literature possible for the Fellowship of Narcotics Anonymous, we also strengthens the unity which binds us together.

DUTIES OF TRUSTED SERVANTS

The chairperson is responsible for communicating with other trusted servants and members of the committee to ensure continuity of effort. The chairperson sets up and schedules regular meetings including times, dates, and locations and directs the focus of the meeting. In addition, the chairperson is responsible for making regular reports to the appropriate service committee (area or regional) and serving as a liaison between the World Literature Committee and the members in the area or region.

The chairperson of a regional literature committee may participate as a general member of the World Literature Committee in addition to the duties listed above. (See section #2 of the WLC guidelines.) The chairperson of an area literature committee is likewise encouraged to participate in their regional literature committee.

The vice-chairperson assists the chairperson in all duties relating to literature work. The vice-chairperson is a key figure in the structure of any literature committee and acts as the chairperson if, for any reason, the chairperson is unable to attend literature committee meetings or fulfill the responsibilities of the position. The vice-chairperson should maintain close contact with the chairperson and assist the chairperson in the administration of literature committee functions. As with other trusted servants and members of the literature committee, the vice-chairperson should attend all meetings of the committee.

The secretary records minutes of the literature committee meetings and distributes these minutes to the participants of the meeting. Consistency in getting the minutes out on time is an important part of communication within the committee and helps the committee by reducing the need to go over agenda items after the committee has reached a consensus on them. Depending on which is more convenient, the chairperson or secretary maintains an active file of works in progress. They may, of course, recruit other members to assist in the performance of clerical duties.

A literature distribution person is used by some ASC's or RSC's to handle the distribution of literature. The function of this position is to fill literature orders, order literature and maintain the literature stockpile.

A clear understanding of the duties of each of these trusted servants is fundamental to a working committee. Literature committee members and trusted servants should always be drawn from active N.A. members who attend N.A. meetings regularly. The time and resources to do the job and an understanding of the Twelve Steps and Twelve Traditions of N.A. are also very important requirements for these and other service positions in a literature committee. For more complete information on the duties of trusted servants, ask the WSO for the sample packet of guidelines for area and regional literature committees. From the information you receive in this packet you can find a committee structure which is best suited for your committee.

LITERATURE COMMITTEE MEETINGS

Literature committee meetings are generally opened with a moment of silent meditation, followed by the Serenity Prayer. Roll is taken. The minutes of the last meeting are read, amended if needed, and approved. To set the tone of the meeting, the chairperson presents the agenda and makes reports on literature activities. There are usually review-form drafts of works in progress which can be read and developed. Work from the previous committee meeting should be reviewed at each meeting, and continued until the project is completed. It is important to maintain an atmosphere of recovery, practice our spiritual principles, and invite a loving God of our understanding into the process. When we do this not only do we complete our business and provide the services requested of us, we also grow together. These general guidelines hold true for every literature committee function. For further information on literature workshops, refer to the section entitled Procedures for Literature Workshops.

In the beginning, some time will probably have to be spent informing members as to the intent and purpose of a literature committee. Hopefully, this handbook will eliminate the need for extensive preoccupation with the business aspects of our literature committee, although a certain amount of time will necessarily be spent on business discussions. This may be particularly true when the committee maintains a literature stockpile.

All input generated by members is eventually submitted to the World Literature Committee. Individual input is submitted to the area, area input is submitted to the region, and regional input is submitted to the WLC. At any stage, input can be directly submitted to the WLC when the next level of the service structure does not exist. (For example: when there is no area literature committee members should submit input to the

regional literature committee.) New material should always include a copyright release form.

Before ending the meeting, members should be informed of the time, date, and location of the next meeting. It is customary to close with a prayer.

PROCEDURE FOR LITERATURE WORKSHOPS

INTRODUCTION

The unique process that the Fellowship has created for the development of Narcotics Anonymous literature places a responsibility on area and regional literature committees to provide the forum where our members can review and input Narcotics Anonymous literature. No individual or committee need undertake this process alone; communication and consultation with other members is essential -- together we can do what alone was impossible.

It is important to remember that members and committees who contribute material need to "let go" and relinquish it unconditionally. When we complete a piece we need to surrender. This can be difficult because of pride and the emotional attachment we often develop for a piece that we work on. We trust in our Higher Power, the Fellowship of Narcotics Anonymous, and our literature development process.

PRELIMINARY PLANNING

1. Secure a meeting space large enough and accessible to the Fellowship. Adequate working space and equipment is necessary. This may include tables, chairs, paper, pens, coffee, and possibly a computer.
2. Plan the date far enough in advance that others may attend.
3. Send out flyers announcing date, time and location.
4. Copies of the review-form literature will need to be made available.
5. In order to attract members' attendance, try scheduling the workshop around other activities.
6. Personal attention is often the best way to get people to come to the workshop; invite your friends in the Fellowship and home group members.
7. When making announcements, talk about the topics that will be written on and the importance of getting members to share their experience and understanding on these topics. Stress our literature development process and the need for our members to get involved in our literature process.

WORKSHOP STRUCTURE

The area or regional literature committee generally conducts the workshop. If the attendance is large enough, the chairperson may divide the group into small working groups of four or five people. An experienced member is usually appointed to chair each group and a volunteer usually acts as secretary to record all changes and input which the working group makes.

At the start of the workshop the chairperson should open with a prayer so that we may invite a loving God into the process. Allow all members to introduce themselves. After introductions, the chair should encourage all members to feel free and uninhibited to express their thoughts, feelings and experiences on the material that is before them. Everyone should be reminded to respect each others views. In developing literature

experience is shared, not pushed. The principle of letting go is very important. Remember, we try to practice these principles in all of our affairs.

The group chairperson keeps the work flowing by reminding the group to focus on the main issues or ideas and on one topic at a time. If debate drags on, the issue may be delayed until later. The group secretary records and organizes all changes and input so the workshop secretary may compile it easily. It is important to use World Literature Committee input sheets. These sheets make it easier for others to use and understand the input material.

REVIEW-FORM WORKSHOP

It is recommended that groups be limited to four or five people and a secretary. Your workshop may contain several such small groups. Pay special attention to the following: flow, content, redundancies and material that is missing on the topic.

Some questions you might ask when evaluating literature are:

1. Are all the important ideas on this topic included in the piece?
2. What needs to be clarified, expanded, or condensed?
3. Are any areas of the piece in conflict with our Steps or Traditions?
4. Does other N.A. literature cover this topic, or does it duplicate another piece of Conference-approved literature?

Be sure the material includes an introduction, body, and summary. Sometimes moving a sentence or paragraph to a more appropriate position can effect greater clarity in the material.

Flow reading has proven effective in reviewing literature. Each member holds a copy of the material. Someone reads the material, with no interruptions, while other members note desired changes on their copies. Avoid getting bogged down with grammar and punctuation at this point. Someone reads through the material again, slowly. Discuss the changes noted during the previous reading. Limit the discussion to actual notes made during the reading. This helps to improve the material without being overly analytical.

When the need arises for original written material on a topic which is not covered, you might seek a volunteer from the group. The group should first share their thoughts and experience on what needs to be included on the topic. It is important to take clear notes on this so the volunteer writer will accurately represent in writing what the group is saying. Then one or two volunteer members go somewhere alone and draft the material. We have found that it is next to impossible to write as a committee, and one or two members writing on their own is more productive.

This draft is returned to the group, flow read, and any additions or deletions made to it. Continue the process of flow reading and discussion until the group is satisfied with the draft. The priority for editing should be grammar, punctuation, and finishing touches. If someone in the group has editing and grammar skills, great! Clean the piece up as best you can. If not, don't get too bogged down with the editing. When your material is submitted to the World Literature Committee, it will be evaluated and edited before final distribution.

In large workshops where many groups are involved, take your completed draft to the full workshop group, and repeat the flow reading process until the larger group is satisfied with the draft. Experience has shown that a larger group more accurately represents the needs and views of N.A. as a whole.

APPROVAL-FORM WORKSHOPS

Approval-form literature is literature that has been developed through our literature process to as complete a form as is possible. Literature in the approval-form is either accepted or rejected as N.A. Conference-approved literature by the WSC. (see section 10, WLC guidelines) Since this literature is distributed for final consideration, and not for input, a workshop on this literature will reflect this difference. Normally, this type of workshop is for the purpose of offering members the opportunity to evaluate the piece so that they can make a decision on whether to vote to approve the piece when their home-group decides questions of the Conference Agenda.

The following are some basic suggestions that help us in evaluating an approval-form piece:

1. Will this piece of literature be a helpful tool to aid our groups in fulfilling our primary purpose?
2. Is there material in this piece that is in conflict with our basic philosophy of Narcotics Anonymous as expressed in our Twelve Steps and Twelve Traditions?
3. Do the positive aspects of the piece outweigh certain shortcomings?
4. Overall, is the item acceptable or unacceptable?

If you feel an item has major problems, vote no. If you feel the item is great with no problems, vote yes. If you feel the item is in basically good shape, but you would like to make some minor comments, changes or recommendations, you may still choose to vote yes and send your comments directly to the WLC. All input on approved literature is filed and considered, as provided for in the literature development process. Do not send changes on approval-form literature with your regional service representative to the WSC with the thought that changes have to be made before you can vote yes. If you feel the piece has problems which are unacceptable, you must simply vote no. Any changes considered at the Conference would not have the benefit of review by the entire Fellowship.

DEVELOPING NEW LITERATURE

It seems that every year new topics on recovery spring up within the Fellowship and members wish to write literature on them. Our literature development process does not discourage members from writing their experience and understanding. To do so would rob all of us of experiences and understandings that could help us in our recovery.

If, as a member or group, you feel a strong need to write a new original piece of literature it is very important that you get in touch with the World Literature Committee. There are several reasons for this, one of which is to not see members effort and time wasted on a topic that is in conflict with our Steps and Traditions. Also the World Literature Committee will be able to guide you in developing your new piece of literature within our literature development process. We understand that the need you may feel to write on this topic is more important than to write on the pieces that the Fellowship is currently developing. In making your decision to write on this topic we ask you to take into consideration the importance of the current pieces of literature that the Fellowship has set priorities to develop.

(Note: See appendix for outline on developing new literature.)

WORKSHOP RECORDS

It is a good idea to maintain copies of the originals of each draft. The original, or a clean copy, should be forwarded to the next level of service. The next committee then becomes responsible for evaluating and forwarding the new material.

Please forward a copy of the minutes and final draft of the workshop to the World Literature Committee. This can help the WLC's awareness of your efforts and help reduce duplication of effort which sometimes occurs when more than one committee works on the same piece without the other's knowledge.

It is good practice for the literature committee to maintain their draft copies until a new draft is generated at the next level of service. In this way no material will be lost and complete records will be available if it should become necessary to reconstruct the piece because of lost records in another committee.

The World Literature Committee is responsible for the evaluation and distribution of all new material for our world-wide Fellowship. Regional and area workshops generally focus on serving the members of their local Fellowship, and allow the WLC to coordinate the review of literature.

PROCEDURE FOR FILING AND DOCUMENTATION

Filing is an important part of literature work. As we accumulate material it gets harder and harder to keep track of it all. Paper work is the substance of our work in literature and if we organize it we are able to locate important material easily and avoid excessive revisions and duplication of effort. The purpose of a filing system for literature in progress is to track its development and prevent irreplaceable losses.

The chairperson and secretary are most often designated to be responsible for the literature committee's files. This includes delegating responsibility for creation and maintenance of files as well as providing protection for and access to the materials.

Important files should always be kept in two separate locations. If local service centers or offices are available, keep one set in the office and another in a separate place, usually in the care of the committee chairperson or secretary. Often, until offices are established, the secretary and chairperson will maintain duplicate files. This duplication helps ensure that important files aren't lost. If computers are used, it is a good idea to have duplicate diskettes stored in a second, separate location. They can be taken home by either the secretary or chairperson or kept in a computer storage bank.

The type of filing systems used varies from place to place depending on an area or region's resources and needs. A filing system could be as small as an envelope or as large as a computerized system in an office. Some offices hire special workers to handle the filing and other clerical or secretarial duties. Any method your committee decides to use is better than none.

The filing system should be developed with the idea in mind that it will be passed on to others. It needs to be as simple and understandable as possible. The size and complexity of the filing system depends on the size of the project. Depending on the scope of your committee's work, it should include any combination of the following file names:

1. General Correspondence
2. Archives
3. Input on Existing Materials
4. Original Input
5. New Material

All files, input and drafts should be dated. Archive files contain original copies of all items which are to be kept for an indefinite period of time. If these materials are

needed for any other reason, they should be copied and returned to the archive files immediately after copies are made. If applicable, copyright release forms would be kept in the archive files attached to the corresponding piece. Along with copyright release forms should be information on the originating source. Because these archives are your most important materials they should be stored in the place which has been determined to be the safest for the area or region's literature material.

Two major headings of files most commonly found among literature committees are: Administrative and Work in Progress. Administrative files include minutes, names and address of committee members, guidelines. Work in progress files contain outlines, drafts, input.

An index of files can be very helpful. For more help and guidance contact the World Literature Committee members. The WSO Literature Coordinator can also provide additional experience and help.

WORLD LITERATURE COMMITTEE LITERATURE DEVELOPMENT PROCESS

The first step in our literature development process is submitting a draft of new material to the World Literature Committee. When the WLC receives a new piece of literature, the material is evaluated to determine its status. Based on this review, the WLC assigns the material to one of its work lists - B, C, or D - except in some cases where the piece is returned to the originator with suggestions for improvement. The World Service Conference has final authority to decide which items are placed on the 'A' list. 'A' list literature is a priority piece, for development in the current Conference year.

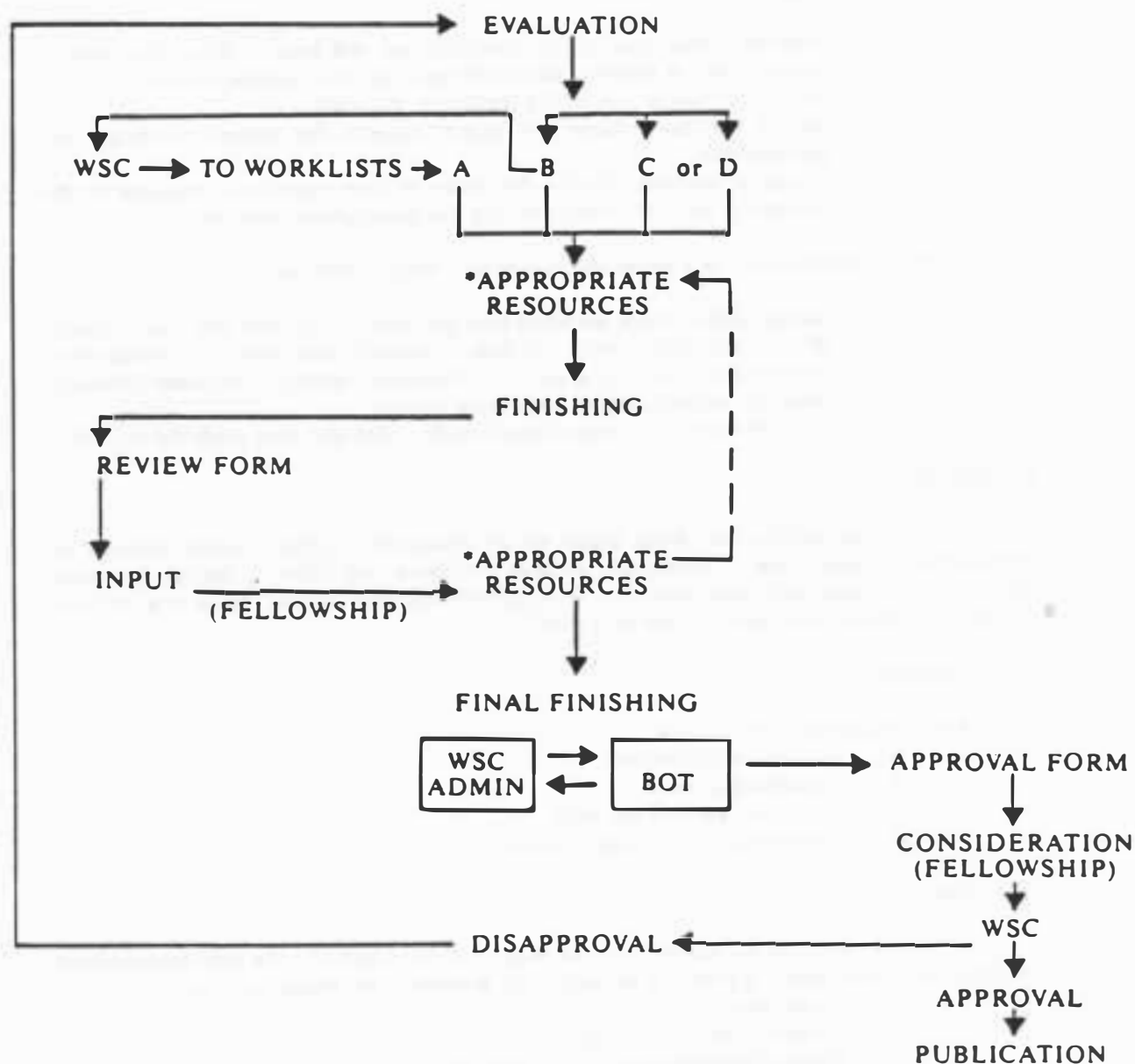
The next step in the development process is to assign the piece to an appropriate resource. This resource can be WLC working groups, task forces, ad-hoc committees or a world literature conference. Appropriate resources also include assignment to regional literature committees and special workers. The appropriate resource continues to develop the piece under the direction of the World Literature Committee. It is the responsibility of the World Literature Committee to make sure that a piece is in as complete a state of development as is possible before it is sent out to the Fellowship as review-form literature. When a piece has been brought to this state of completion it is proofread, typeset, and prepared for publication.

The review-form draft is distributed to the Fellowship for review and input. Input from the Fellowship is submitted to the World Literature Committee for use in the creation of a new draft. This new draft may then be sent back out to the Fellowship for review and input, or if acceptable, submitted to the Fellowship as approval-form literature. Before any piece is sent out as approval-form literature, the draft receives final finishing by the WLC Administrative Committee and is reviewed by the Board of Trustees.

The finished draft is distributed to the Fellowship as an approval-form draft for a one year final review period. The Fellowship reviews the draft and considers whether it is acceptable for approval as Narcotics Anonymous literature. This final review is not intended to produce input, instead it is for the purpose of making certain the piece reflects our understanding of the principles of Narcotics Anonymous.

Finally, at the World Service Conference a motion is made to approve the piece of literature. If the motion to approve fails, the literature is evaluated by the WLC Evaluation Committee for re-entry into the literature development process. If the motion to approve passes, the piece becomes Conference-approved Narcotics Anonymous Literature. Approved Literature is published by the World Service Office.

LITERATURE DEVELOPMENT PROCESS FLOW CHART



***APPROPRIATE RESOURCES**

Working Groups
Task Force
Ad-hoc Committee
Literature Conference
Regional Literature Committee
Special Workers

**Refer to Section 6 of the Guidelines for descriptions of these resources*

Appendix #4

New Literature Workshops

All literature begins with an idea: something that was heard in a meeting, a personal struggle, recognition of a need, etc. To begin, the following list may be helpful in organizing your thoughts:

1. Determine the topic of the material you will cover. State the idea or concept, title or problem to be addressed in clear, simple terms.
2. List ideas your group thinks pertain to the topic.
3. Out of the list, choose the major subjects for outline headings and subheadings.
4. Choose a working title for the material (this sometimes happens at the beginning, the end or even during the development process)

Next is development of your source material -- notes, input, etc.

1. Gather and/or write material that pertains to the topic you have chosen. Write and tape notes (utilize research and resource materials); brainstorm. Use 3 x 5 cards, multi-tablet writing, computer indexing, free-flow writing, taping...whatever works!
2. Make at least two copies of each source. Set one copy aside for the file.

OUTLINES

Use of an outline has been found to be invaluable. Most outlines include an introduction, a body, and a conclusion, so that the ideas will follow a logical sequence. That way, all notes and main ideas can be organized into the outline. Here is a skeleton outline with details that you can use as a model.

I. Introduction

An introduction might include:

- A. Statement of purpose
- B. Statement of need
- C. An explanation of the work
- D. Statements to stimulate interest

II. Body

The body includes all material on the major sub-headings and the information/notes which belong under each. It presents the topic and is usually the largest section.

- A. Supporting data
- B. Quotes (Basic Text p.10 says "...")
- C. Explanations/elaborations of concepts
- D. Definitions of terms

III. Conclusion

The conclusion can include:

- A. Summary - a summing up of the main points
- B. Drawing conclusions from the main discussion

- C. Suggested directions/Visions for the future
 - 1. Where this piece might lead to
 - 2. Additional work needing to be done on topic
 - 3. Relationship to other recovery or service literature
- D. A closing statement
- E. A final inspirational statement

IV. Rough Draft

- A. Organize all your information and write more about it if necessary.
 - 1. Write each section separately by major sub-heading or topic.
 - 2. Write at least one paragraph per heading, paying less attention to grammar and more attention to meaning and content (grammar will be cleaned up in subsequent drafts).

V. Revised Draft

- A. Evaluate rough draft
 - 1. Look for omissions. Strengthen weak spots. Check for redundancies, develop transitions between ideas and subheadings.
 - 2. Read and adjust for continuity and flow.
 - 3. Mark the work copy as it pertains to the topic outline. Cross out material that doesn't apply.
 - 4. Edit for punctuation, spelling, tense, grammar
 - 5. (Optional) Cut the marked material and separate into piles by topic and item numbers. Arrange the material in each pile for continuity and paste up on a piece of paper. Re-type in new order and re-read.

NOTE: The cut and paste method can be very effective with some material and totally inappropriate for other pieces. Sometimes input received is well-written and complete. Cutting it apart may disconnect the logical sequence, in which case it may be appropriate to proceed directly to the next section.

- 6. Any revisions are re-typed and read before the group for evaluation and approval. Consider the draft in terms of the topic outline and the source material.
- 7. Repeat as needed

VI. Completed Draft

By this time, for an individual or a committee, all major problems with the piece should be resolved. There should be a sense of completion with the content and presentation, and the feeling that the piece has been taken as far as possible. (This may not be the final draft however, and more work may need to be done by others.) We take a piece as far as we can and then pass it on. Remember, all material written about N.A. recovery is valuable. Each of our words and thoughts are important.

Production note: The flow chart needs to appear opposite of this page.

ADDENDUM 2

GROUP STARTER KIT

Welcome to the growing worldwide Fellowship of Narcotics Anonymous.

The information contained in this booklet will give you the basics in starting an N.A. meeting. More detailed information is available. May we suggest that you read this material well before starting.

We are grateful for your desire to help carry the message of recovery in Narcotics Anonymous. Our best wishes go out to your new group and its members. Keep in touch with Narcotics Anonymous as a whole; we are here to help in any way we can.

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The 12 Steps of N.A.
The Member
The Group
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Trusted Servants of the Group
Public Information.....
Carrying the Message in Hospitals
and Institutions
About N.A. Unity.....
The 12 Traditions of N.A.
Complimentary Literature and Order Form	
Enclosed in This Booklet.	

The four center pages of this kit contain a group registration and group update form and a sample group treasurer's record, which should be pulled out for your use.

From this day forward, may we provide the necessary services to assure that no addict seeking recovery need die without having had a chance to find a better way of life.

THE TWELVE STEPS
OF NARCOTICS ANONYMOUS

If you want what we have to offer, and are willing to make the effort to get it, then you are ready to take certain steps. These are the principles that made our recovery possible.

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood him*.
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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THE MEMBER

Any addict can be a member, and the only requirement for membership is the desire to stop using. It is the individual member in the group who carries our message of recovery and works with others.

We are not responsible for our disease of addiction, but we are responsible for our recovery. Also, it is the responsibility of each of us to share freely our experience, knowledge of our Twelve Steps and hope with the addict who still suffers. We work to ensure that which was freely given to us remains available to the newcomer and old-timer alike.

The gathering of two or more addicts, for the purpose of learning how to live a drug-free life by practicing the principles of Narcotics Anonymous, constitutes an N.A. meeting.

THE GROUP

A Narcotics Anonymous group is any meeting of two or more recovering addicts who meet regularly at a specific time and place for the purpose of recovery from the disease of addiction. All Narcotics Anonymous groups are bound by the principles of the Twelve Steps and Twelve Traditions of N.A. N.A. meetings are conducted by addicts, for addicts. It is a personal and spiritual program, therefore personal experiences, N.A. principles and N.A. general information should be the topics of our meetings.

The primary purpose of an N.A. group is to carry the message of recovery to the addict who still suffers. The group provides each member with the opportunity to share and to hear the experience of other addicts who are learning to live a better way without the use of drugs. The group, in essence, is a vehicle by which our message is carried. It provides a setting in which a newcomer can identify with recovering addicts and can find an atmosphere of recovery.

SECURING A MEETING PLACE

Although a meeting can be held in a private residence, we have found it unwise to remain there long. Meetings held in public locations are much more successful in carrying the message. The following organizations may have meeting rooms in their facilities that are suited to our needs: schools, union halls, public meeting places available to private groups, nonprofit organizations, various religious organizations, hospitals, treatment centers, etc.

Before securing a location it may be well to consider whether or not it would be accessible for an addict regardless of any physical limitations. For example, addicts may need ramps or elevators adequate door widths and bathroom facilities to accommodate a wheelchair. Parking and unloading space may also be a consideration.

Finally, when seeking a meeting space, it is a good idea to take literature along and be prepared to describe what our Fellowship is all about.

Agree on a specific day of the week and time, explaining the importance that the meeting takes place regularly. There may be arrangements to make--unlocking the meeting room, obtaining chairs or making coffee.

In keeping with our Seventh Tradition, we need to be self-supporting, therefore an amount for rent will need to be arrived at. Most meeting facilities will be very cooperative and generous. Even though they may want to donate their space, we still need to pay rent.

Some facilities that come in contact with addicts seeking recovery may prefer their rent to be paid in literature. This arrangement is beneficial to the growth of the Fellowship and to the addict who receives that literature.

It is a good idea to contact your local Hospitals and Institutions Committee before starting a meeting in a facility that treats addiction. (For meetings in hospitals or treatment centers also see section on Carrying the Message in Hospitals and Institutions.)

DIFFERENT KINDS OF MEETINGS

N.A. meetings fall into two basic categories:

- 1) Closed: A closed meeting in Narcotics Anonymous is only for those individuals who are there because of their own drug addiction problem. These meetings do not exclude people who are undecided about identifying as an addict; however, participation is still limited to drug addicts only. A closed Narcotics Anonymous meeting provides the freedom which is necessary for a more personal and intimate sharing by Narcotics Anonymous members.
- 2) Open: An open meeting is an N.A. meeting which may be attended by anyone interested in recovery from addiction. However, verbal participation is limited to N.A. members only. An open meeting in Narcotics Anonymous serves several functions. It allows people from outside of the Fellowship (for instance - judges, probation officers, professionals, family members) to observe what Narcotics Anonymous is and how it functions. It provides a place for anyone to gain information regarding the disease of drug addiction and how to find recovery. This can be very helpful to those individuals who are striving to reach a decision regarding their personal status as an addict.

N.A. meetings have several different styles:

- 1) Topic Discussion
- 2) Step
- 3) Tradition
- 4) Literature Study
- 5) One or Two Speakers
- 6) Beginner's Meetings
- 7) Question & Answer
- 8) Combinations of the above.

Meeting styles and procedures may vary from one geographical location to another. For consistency's sake, if there is an established service area or region, it is good to find out what is working for other meetings. Our groups are autonomous and have their freedom in choosing the meeting styles, formats, and meeting outlines that best suit their needs... as long as it does not affect the integrity of N.A. as a whole. However, only N.A. conference approved literature should be read in meetings.

FIRST BUSINESS MEETING

The group should hold a business meeting as soon as the group is established. At this time the group can choose a name, the weekly format, and meeting style. Trusted servants should also be elected at this time (see section on Trusted Servants of the Group). After the first business meeting, future business meetings should be regularly scheduled, announced in advance, and are generally chaired by a trusted servant of the group.

Business meetings are a proper setting for elections, discussions on money matters, group problems (i.e. situations affecting the atmosphere of recovery, how to deal with disruptions, changing format, area or regional input, service issues), or any subject which is of interest to the members but not appropriate for discussion at the recovery meeting.

The Group Registration Form needs to be completed. This is to help assure that your meeting will be registered with the WSO. This registration will insure two things, one, your nearest N.A. service committee will be notified, two, your group will be placed on

the N.A. Newline mailing list. Both of these will give added assistance and support to a new group.

To insure that communication remains intact it is important that the group have a stable mailing address other than a individual member's address.

CONDUCTING A MEETING

Chairing a meeting is an important responsibility to the group and is a form of Twelfth Step work. The duties of a chairperson include starting and closing the meeting on time, keeping the meeting flowing, and seeing that everyone has a chance to share in the discussion.

The chairperson also needs to keep the atmosphere of recovery in mind and contribute to maintaining that atmosphere. If a disturbance or problem arises, the chairperson should handle it in a firm, but caring manner.

There are several discussion formats that can be used. It is good to have a consistent format that works for the group. Some are more suited to large attendances and others are better for smaller groups. There may be instances in a large meeting when everyone may not have a chance to share.

The format can be the same from week to week, decided on by the group or by the chairperson. Among these different formats are:

- 1) Simply choose someone to start and go around the table or the room in one direction until time to close.
- 2) Choose someone to start, and when the member is finished sharing, they choose another member and so on.
- 3) The chairperson opens the floor for discussion and members speak in turn as they are personally moved to share, introducing themselves first.
- 4) The chairperson calls on members at random, letting the newcomers absorb the meeting. Newcomers are then asked to share before closing.

It is a good idea to go over the meeting outline with another trusted servant of the group before the meeting starts, especially if it is your first experience of being chairperson.

New ideas can be good for a group, however, they need to be talked over with other members of the group before they are tried. Changes in group format, style or other matters affecting the group should be discussed in a group business meeting. A group business meeting may be requested by any member of the group and should be conducted after the regular meeting. All concerned members regardless of length of clean time may attend. As long as we are within the bounds of our Twelve Traditions, these ideas will probably be beneficial and effective. With growth, changes of one kind or another may be necessary to better serve the addict seeking recovery, as well as the regular members of the group.

GROUP TREASURER'S RECORD**Monthly Meeting Record For:** _____**Balance From Last Month: \$** _____

Secretary _____ Treasurer _____ G.S.R. _____
 Phone Number _____ Phone Number _____ Phone Number _____

WEEKLY REPORTS

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance(Total) _____

Old Balance	\$ _____	<u>Financial Credits</u>	Collection	\$ _____
Income	_____		Other Income	_____
Sub-Total	_____		Total Income	_____
Expenses	_____	<u>Debits</u>	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance(Total) _____

Old Balance	\$ _____	<u>Financial Credits</u>	Collection	\$ _____
Income	_____		Other Income	_____
Sub-Total	_____		Total Income	_____
Expenses	_____	<u>Debits</u>	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date _____ Newcomers _____

Leader/Chairperson _____ Attendance(Total) _____

Old Balance	\$ _____	<u>Financial Credits</u>	Collection	\$ _____
Income	_____		Other Income	_____
Sub-Total	_____		Total Income	_____
Expenses	_____	<u>Debits</u>	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

WEEKLY REPORTS

Date _____

Newcomers _____

Leader/Chairperson _____

Attendance(Total) _____

Old Balance	\$ _____	<u>Financial Credits</u>	Collection	\$ _____
Income	_____		Other Income	_____
Sub-Total	_____		Total Income	_____
Expenses	_____	<u>Debits</u>	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

Date _____

Newcomers _____

Leader/Chairperson _____

Attendance(Total) _____

Old Balance	\$ _____	<u>Financial Credits</u>	Collection	\$ _____
Income	_____		Other Income	_____
Sub-Total	_____		Total Income	_____
Expenses	_____	<u>Debits</u>	Rent	_____
New Balance	_____		Literature	_____
			Refreshments	_____
			Total Expenses	_____

MONTHLY REPORT

This information should be included with your G.S.R. report to the area

Beginning Balance (ending balance from last month) \$ _____

Income:

Collection:	\$ _____
Literature:	\$ _____
Other:	\$ _____

Total Income: + \$ _____

Expenses:

Rent:	\$ _____
Literature:	\$ _____
Supplies:	\$ _____
ASC Donation:	\$ _____
Other:	\$ _____

Total Expenses: -\$ _____

Ending Balance: \$ _____

SAMPLE MEETING OUTLINE

(N.A. meetings worldwide are variations on this theme)

1. Welcome members to the meeting and introduce yourself.
(Hello I'm _____, an addict, serving as your chairperson.
Welcome to the "Beginner's Group" of Narcotics Anonymous.)
2. Open with moment of silence (approx. 15 - 20 sec.) for the addict who still suffers, followed by the Serenity Prayer.
3. Is there anyone attending their first N.A. meeting? We like to extend a special welcome to newcomers. Is there anyone attending this meeting for the first time?
4. Make it known:
 - a) This is an "open" or "closed" meeting.
 - b) There is a must that applies to everyone attending:
THAT NO DRUGS OR PARAPHERNALIA BE ON YOUR PERSON AT MEETINGS. This is for the protection of the group and the Fellowship, as well as the meeting facility.
 - c) If you've used today, please listen and talk to someone after the meeting.
 - d) It costs nothing to belong to this Fellowship, you are a member when you say you are.
5. Recognize 24 hours or less, 30 days continuous clean time, 60 days, 90 days, 6 months, 9 months, 1 year or multiples of 1 year. (Keytags, chips or medallions may be given out.)
6. Suggestions for literature readings. (Refer to the "White Book" or Who, What, How and Why pamphlet.)
 - a) Who is an Addict?
 - b) What is the N.A. Program?
 - c) Why are We Here?
 - d) How it Works.
 - e) The Twelve Traditions of N.A.Get members involved by asking them to read.
7. Secretary's report and any announcements of upcoming N.A. conventions, conferences, local N.A. functions, new meetings, member's N.A. birthdays or anniversaries.
8. Ask for topic or step for discussion. (Or introduce the speaker.)
9. Discussion or speaker.

10. Before closing the secretary or treasurer passes the basket and reads the Seventh Tradition. To further explain our Seventh Tradition and what the basket goes for some groups read something like this: "Our Seventh Tradition states that every N.A. group ought to be fully self-supporting, declining outside contributions. The money collected in the basket pays for rent, literature and refreshments. It also helps carry the message of N.A. recovery in our area and around the world. When we need help, N.A. groups and services are there. The way that we financially support these services is by putting money in the basket."
11. Closing. Usually members join in a circle and close the meeting with a prayer of their choice.
- 12 "Keep coming back; it works!"

BEFORE AND AFTER THE MEETING

It helps if members of the group are at the meeting place at least 30 minutes before meeting time to help the secretary get the meeting set up. Preparing coffee, setting up the room, putting literature in plain sight and being there to welcome someone to their first meeting is important. In doing this we begin to feel a sense of belonging. This allows us to participate in the group's welfare and our own as well. We learn to give freely of ourselves and not expect anything in return. It *will* make a difference.

We will get no respect unless we give it. The meeting room should be left in as good as or better condition than it was found.

TRUSTED SERVANTS OF THE GROUP

The group needs members who are concerned with its growth and well being. Trusted servants are chosen at the group business meeting. We need to work together to serve the group to the best of our ability. Carrying out the commitment to serve is important. The trusted servants are the backbone of the group and their regular attendance is needed. They generally serve for a term of six months or a year.

Read the literature. Become acquainted with the Twelve Traditions of Narcotics Anonymous. Keep the lines of communication open and well used. This will help the group develop a strong sense of unity and a great spirit of recovery.

THE SECRETARY

The secretary sees that the meeting takes place when and where it should and maintains the day-to-day needs of the group. The secretary is responsible for making literature available each week and selecting a chairperson. Another duty is to let the treasurer know when the group needs to order literature, purchase supplies, etc. The secretary can keep information records or logs from meeting to meeting such as the number in attendance, the topic or step discussed and the chairperson. This information is used as general reference and can be included in the treasurer's duties if preferred.

THE TREASURER

The collection and distribution of the group's funds is handled by the treasurer. It is the responsibility of the treasurer to pass a basket during the meeting and to purchase literature and supplies, keeping accurate financial records. Generally literature may be purchased from the area service committee if one exists, or from the World Service Office. Make sure to have plenty of literature on hand and place orders well in advance.

After group expenses are met, excess funds should be passed on to the local area service or regional service committee. If no area or region is in existence, then funds can be donated directly to the World Service Conference.

NOTE: The secretary and treasurer's duties can be combined if it works better for the group.

THE GROUP SERVICE REPRESENTATIVE

The group service representative (GSR) is the communication link between the group and N.A. as a whole. When a few meetings exist in your city or geographical location, an area service committee (ASC) can be formed. The GSR attends these monthly service meetings to share group experiences and discuss more effective ways of carrying the message to the addict who still suffers. The GSR keeps the group informed about new meetings, upcoming N.A. functions, new ideas, etc. There may already be an established ASC in your locality.

An alternate GSR is elected to work closely with the GSR, to learn these responsibilities, and to substitute if necessary.

The N.A. service structure is described in detail in our N.A. Service Manual which is available from the World Service Office.

PUBLIC INFORMATION

A Public Information committee has a two-fold responsibility. Its first purpose is to inform the public at large about Narcotics Anonymous. This is done in a number of ways usually by describing what N.A. is, how it works, and how to obtain information on Narcotics Anonymous. The second part of P.I. is to inform the fellowship itself on how to best accomplish P.I. efforts. These efforts are best served whenever possible by a Public Information committee. A comprehensive booklet called *A Guide to Public Information* is available from the:

World Service Office, Inc.
P.O. Box 9999
Van Nuys, CA 91409 U.S.A
The telephone number is: (818) 780-3951

Other public information materials available from the office include *A Guide to Phoneline Service* and the *P.I. News*, as well as information about how to contact your area or regional public information committees, or other N.A. members nearby who are experienced in public information work.

CARRYING THE MESSAGE IN HOSPITALS & INSTITUTIONS

The purpose of an H&I meeting is to carry the N.A. message of recovery to addicts in hospitals or other institutions who do not have full access to regular Narcotics Anonymous meetings. H&I Panels, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. Program.

When local members of groups see the need for an H&I meeting at a facility the local H&I subcommittee should be contacted. H&I meetings are a function of the H&I subcommittee. Individuals should not take it upon themselves to do H&I work. Groups should only do it in places where an area H&I subcommittee has not yet been formed. Guidance can be obtained from their regional H&I subcommittee. At these meetings, outside participation should be limited to the panel members who are invited in advance.

For a more comprehensive look at Hospitals and Institutions service work see the *Hospitals and Institutions Handbook* which is available from the World Service Office.

ABOUT N.A. UNITY

By sharing with one another throughout greater N.A., we get a wider perspective of N.A. recovery. It gives hope in times of despair...especially for a "loner" meeting that is geographically isolated. For the "loner" group or individual please note the W.S.O. publications I.P. 21 The Loner-Staying Clean in Isolation, and the monthly publication for loner members, "Meeting by Mail."

Many members have experienced the growing pains involved with starting a new group. In the beginning, the growth of membership was usually slow. The development of local Fellowship takes time, faith and hope. Please stay in contact through communication, with other groups, areas, regions, and the World Service Office.

This booklet was prepared to give general guidelines for N.A. groups from the experience of the Fellowship as a whole. As our experience and our desire to further carry the message of recovery grows, so will our literature and general information.

Maintaining the needs of our Fellowship in the course of growth, the development of new literature, and an improved service structure is an ongoing responsibility. Only through our unity in fellowship and service will these needs be met.

Our Gratitude Speaks...
When We Care and
When We Share
with Others the N.A. Way

THE TWELVE TRADITIONS
OF NARCOTICS ANONYMOUS

We keep what we have only with vigilance, and just as freedom for the individual comes from the Twelve Steps, so freedom for the group springs from our Traditions.

As long as the ties that bind us together are stronger than those that would tear us apart, all will be well.

1. Our common welfare should come first; personal recovery depends on N.A. unity.
2. For our group purpose there is but one ultimate authority--a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants, they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or N.A. as a whole.
5. Each group has but one primary purpose--to carry the message to the addict who still suffers.
6. An N.A. group ought never endorse, finance, or lend the N.A. name to any related facility or outside enterprise, lest problems of money, property or prestige divert us from our primary purpose.
7. Every N.A. group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. N.A., as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the N.A. name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our Traditions, ever reminding us to place principles before personalities.

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NARCOTICS ANONYMOUS
NEW GROUP REGISTRATION FORM

This form is for new groups only. If you are updating group information, please use the
"Group Update Form."

Meeting Information

Area: _____ Region: _____

Meeting Day: _____ Time: _____ ☐ A.M. ☐ P.M.

Type of Meeting: _____ ☐ Open ☐ Closed

Name of Group: _____

Location: _____

Street: _____

City: _____

State: _____ Country: _____

Does this group offer services for addicts who are:

Hearing impaired? ☐ yes ☐ no

Sight impaired? ☐ yes ☐ no

Wheelchair-bound? ☐ yes ☐ no

Group Mailing Information

The following information is necessary for any communications with the group. A group
P.O. Box is preferred, otherwise list the information for the contact person. ☐ GSR ☐
Secretary

Group Name (or contact): _____

Address: _____

City: _____

State: _____

Zip: _____

Please mail this form to:

N.A. WORLD SERVICE OFFICE
P.O. Box 9999
Van Nuys, CA 91409

NARCOTICS ANONYMOUS GROUP UPDATE FORM

Please fill in the appropriate lines for any changes in group information. If the group is being registered for the first time, please use the "New Group Registration Form."

Group Code _____ *You must have a group code to use this form. The group code can be found on the confirmation letter which was sent upon original registration. If unable to locate the group code, contact the WSO.*

Area: _____ Region: _____

OLD

NEW

Meeting Day: _____

Time: _____

Location: _____

Address: _____

City: _____

State: _____

Zip: _____

Country: _____

Does this group offer services for addicts who are:

Hearing impaired? ☐ yes ☐ no

Sight impaired? ☐ yes ☐ no

Wheelchair-bound? ☐ yes ☐ no

Group Mailing Information

A group P.O. Box is preferred, otherwise list contact information.

Group Name: _____

(Contact Name:) _____

Address: _____

City: _____

State: _____

Zip: _____

Please mail this form to:

N.A. WORLD SERVICE OFFICE

P.O. Box 9999

Van Nuys, CA 91409

ADDENDUM 3

WSC LITERATURE COMMITTEE WORK LIST For Information Only

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

They are listed here for your information and consideration. These lists have been approved by the WLC based on the recommendation of the WLC's Evaluation Committee. During the 88-89 conference year the Evaluation Committee reviewed all of the literature proposals in the files of the WLC. From this review material has been either placed on these work lists, returned to the originator of the material, or forwarded to another Conference committee. What is left listed on these work lists is the material remaining in our working files. As new material is received it too will be evaluated by the Evaluation Committee, who will then recommend a development plan to be approved by the World Literature Committee.

A-List (Items for Final Development)

The A-list consists of items in final stage of development. The A-list is recommended by the World Literature Committee but is reserved for approval by the World Service Conference. The WSC may add or subtract items from the list, however this list has been developed by discussion and debate within the World Literature Committee and has been determined to be maximum amount of material that the WLC can reasonably be expected to accomplish during the 89-90 Conference year. (These items are listed in motion #13.)

B-List (Items Awaiting Final Development)

The B-list contains items from which the Fellowship makes choices to fill openings on the A-list. This year the WLC is recommending that the I.P. *Questions and Answers about N.A.* be moved from the A-list to the B-list. This recommendation is being made in part so that we can use the financial resources that the Fellowship makes available to work on the remaining A-list items. We also feel that the development of *Questions and Answers* should be coordinated with the WSC Public Information Committee as the piece is an informational pamphlet geared toward informing the general public about Narcotics Anonymous.

C-List (Ready for Regional Development)

The C-list consists of material that needs more Fellowship writing and input to bring it to a first draft stage. C-list material may be assigned to regional literature committees whose responsibility it then becomes to create the forum and atmosphere where members of their region can write

on the assigned project. The following are items placed on the C-list by the World Literature Committee with a brief description of each.

1) *A Daily Meditation Book (Just for Today)*

The World Literature Committee has a considerable amount of input which has been generated over the years toward the development of a daily meditation book. In early 1988 the WLC submitted a survey to the Fellowship concerning this book, seeking guidance and direction on the eventual format and content of the piece. The WLC is in the process of evaluating the survey information to establish a format which may be used to further develop the Fellowship's input, and as a basis for ongoing work on this book.

2) *Living Clean*

A book length piece (136 pages) which is intended as a newcomers guide to the Fellowship of Narcotics Anonymous. The book addresses many of the questions which a newcomer has, sharing what works in a very direct way, hopefully eliminating some of the pitfalls of early recovery. The draft includes thirty-two sections such as: Are you an Addict?; What are your Chances?; What is N.A.?; Meetings; People, Places and Things; Sponsorship; Relationships and Recovery; and Anger and Resentment; just to name a few.

3) *Unity*

A six page pamphlet on the 87-88 work list which has been regionally assigned and developed. The outline includes Common Disease, Personal Recovery, Commitment, 24 Principles, Group Unity, Unity - N.A. as a Whole, and Unity in Purpose.

4) *Step Writing Guide*

This file contains step study/writing guides which have been received in the process of developing a book on our Twelve Steps. (35 pages)

D-List (General Development)

The D-list contains all other unapproved items of literature which have been submitted as possibilities for Narcotics Anonymous literature. These are items which may be assigned to members, groups, and area literature committees. These pieces are in a very raw state and will require considerable work prior to final development.

1) *The History of Narcotics Anonymous*

This file consists of material which has been gathered over the years which will need a great deal more work and research before it can be compiled into a meaningful, comprehensive history of N.A. The 1984 WSC gave the World Service Office and the World Literature Committee the job of collecting, reviewing, verifying and correlating all pertinent information regarding the history of N.A. The WSO is currently in the process of developing an outline and has started the process of interviewing some of the early members of Narcotics Anonymous to gather more raw material for the work. The WSO will continue to work on the piece while it remains on the D-list.

2) *Restoring Relationships in Recovery*

This is a 19-page draft based on the premise that besides staying clean, restoring relationships is one of the most difficult parts of the recovery process. It is set up in three parts, an Introduction, Addiction and the Spiritual Disease, and Restoring our Relationships. This piece may be either developed separately or used as source material for other literature such as *Living Clean*.

3) *To the Gay*

Two short I.P. length pieces to the gay and lesbian addict. The piece speaks of the availability of gay meetings in large cities and at conventions. It is made clear that sexuality need not be a barrier to recovery from drug addiction.

ADDENDUM 4

PUBLIC INFORMATION AND THE N.A. MEMBER

What is public information?

Public information is informing the public about the existence of Narcotics Anonymous, how our Twelve Step recovery program works, and where to find us. This is different from sharing personal recovery, one addict to another.

Public information is a very rewarding and exciting aspect of service. As members, we will reap the rewards and gratification from our service efforts.

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

Every N.A. member should be prepared to offer a response to people outside the fellowship who request speakers or information, by conveying the request to the appropriate contact person. This contact person is usually the P.I. Chair/Vice Chair. If a public information contact person is unavailable, the request should be turned over to your group service representative or area chairperson. We handle requests in this manner because each request demands immediate and appropriate attention. When you are approached with a request, remember: this is not a personal request, but a request for Narcotics Anonymous as a whole.

Why not work alone?

No individual can ever represent Narcotics Anonymous. This is a "we" program and in public information, the "I can't, but we can" is vital. Anonymity, our "spiritual foundation," can be seriously damaged by members acting independently. By working within the Public Information Committee, we can all be assured that information released will be good for the fellowship as a whole.

What is the importance of anonymity?

Tradition Eleven cautions us to maintain our anonymity at the level of press, radio and films. Our Twelfth Tradition reminds us to place principles before personalities.

When individual members of the fellowship find themselves speaking for N.A., it creates a barrier between those members and other members of our fellowship. It may also tap into character defects and set up that person as an expert, which, of course, none of us is. Breaking anonymity at the level of press, radio and films is dangerous to an individual's recovery and may harm N.A. as a whole.

Our fellowship must be very careful in selecting members to do P.I. work. The persons best qualified are those who understand anonymity and are willing to serve out of love for the fellowship, not ego needs.

How do members get involved?

If you have the willingness and think you would enjoy P.I., we openly invite you to come to a P.I. Committee meeting. Like most committees, P.I.

always needs willing hands and minds. Carrying this message is part of our recovery and has helped us discover and nurture our abilities. With your support, the N.A. message of recovery will reach many more people.

The demand for information is greater than ever. Being a part of a P.I. subcommittee gives us the opportunity to reach out and make a positive difference in the lives of others.

How does the work get done?

As a member of the Narcotics Anonymous fellowship, you are a part of many groups. Usually, these groups establish an Area Service Committee (ASC). An organized and informed public information subcommittee is established and supported by its ASC. Requests for information come from many different sources, such as individuals, agencies or the media.

Some of the ways we inform the public include:

1. Responding to requests from the public for presentations by sending P.I. members to speak to churches, civic organizations, or the media.
2. Developing and distributing posters and flyers to let the public know how to reach us.
3. Mailing meeting directories, informational letters and pamphlets to people who may come into contact with suffering addicts.
4. Where separate phonenumber or office committees do not exist, P.I. committees may be responsible for operating a helpline.

There are many forms of Public Information. Some of these are informal, such as how we behave and carry ourselves in public when identifiable as N.A. members. Each one of us may be seen as representative of N.A. Our behavior and the way in which we maintain the facilities we use for our meetings and functions affect how the public views N.A. as a whole.

The feelings one experiences from being part of a group that carries a message that may directly bring the suffering addict to our love and fellowship cannot be expressed, but only experienced.

More comprehensive material is available in *A Guide to Public Information*.

ADDENDUM 5

SPEAKING TO NON-ADDICTS

PREPARATION:

1. Investigate the audience.
 - A. Make sure there is a need for a presentation. What are their needs, wants, and expectations?
 - B. Consider how we can best relate to the audience.
2. Plan.
 - A. Select persons who will deliver a positive presentation about N.A.
 - B. Read the section on "do's & don'ts" in *A Guide to Public Information*.
 - C. Consider with whom the audience may best identify when selecting speakers.
 - D. Establish goals as to what points we wish to communicate to the audience.
 - E. The individuals making the presentation should prepare an outline (i.e., a list of brief points from which the presenter will elaborate).
3. Practice.
 - A. Make your presentation to your committee.
 - B. Did we achieve our predefined goals?
4. Consider.
 - A. In addition to presenting information about N.A., you are demonstrating a living example of recovery.
 - B. You may share from your personal experience in such a way as to enhance the presentation.
 - C. CAUTION: Remember, the focus is on the fellowship of N.A., not on your personal life. Try not to get drawn into a lengthy discussion of your personal history.
 - D. Based on our experience, the use of personal stories before teenage student groups is not advised.

The following information may be helpful:

1. Meeting lists
2. Literature order forms
3. Basic Text (for display)
4. I.P. #1 or White Book (Newly Revised)
5. N.A. Way magazines
6. Select a few I.P.'s most appropriate to your audience.
7. Current *Phoneline Directory*

State your local helpline number and/or put up your local N.A. poster so it is visible throughout the presentation.

The following is not intended to be a canned speech, but rather a reference outline.

1. IDENTIFY YOURSELF

2. STATEMENT OF PURPOSE

- A. Thank the person(s)/agency(s) who invited us.
- B. Why are we here? What do we hope to accomplish?
- C. These are three examples which may be helpful when speaking to audiences of different orientations:

(1) "We have accepted this opportunity to share with all of you about the fellowship of Narcotics Anonymous. We understand that you, as professionals in the field of addiction treatment, come in contact with addicts daily. Our program is designed to help the addict stop using and find a new way of life. We have by no means found a cure for addiction. We do have a program for recovery that is working successfully for many addicts. A large number of our members were referred to us through various hospitals or institutions such as this one."

(2) "We came here today to tell you about the fellowship of Narcotics Anonymous: who we are, what we are and where we are. We are not here to tell any of you that you have a problem. We are always grateful to have the opportunity to let people in schools know about N.A. so that no addict seeking recovery need die from addiction. Perhaps you or someone you know will need help in the future because of a drug problem. It is our hope that you will remember the name Narcotics Anonymous."

(3) "We are thankful to have this opportunity to share with you about the fellowship of Narcotics Anonymous. We are grateful that your organization is concerned about drug addiction. All of us know that addiction is a tragic problem which is causing many people great harm. We in N.A. know that addicts can recover. Our members come from all walks of life. Regardless of age, race, education or social background, we all share the common problem of addiction."

We have found a common solution through helping each other in Narcotics Anonymous."

3. HISTORY

- A. In 1953, a handful of addicts seeking recovery held the first N.A. meeting in California.
- B. Gradually, new meetings started in other areas of the United States and other parts of the world.
- C. In 1982, we published a book entitled *Narcotics Anonymous*.
- D. Our literature has been translated into many different languages.
- E. We now have more than 14,000 weekly meetings in over 40 countries.
- F. Your local history may be added here.

4. DESCRIPTION OF NARCOTICS ANONYMOUS

The name "Narcotics Anonymous" does not refer to any particular drug or group of drugs. Our program focuses on addiction and recovery, not on specific drugs. The only requirement for membership is a desire to stop using.

You may want to read "What is the N.A. Program?" or. . . .

- A. We have found that the therapeutic value of one addict helping another is without parallel.
- B. There are no dues or fees for participation in N.A.

5. THE GROUP

- A. Describe open and closed meetings.
- B. Groups allow for the identification of one addict with another; addicts' recognition of themselves in others.
- C. Groups are a place for the sharing of personal experience, strength and hope.
- D. Groups are the most effective way to carry the message to the addict who still suffers.
- E. Groups meet regularly at a specified time and place and follow the 12 Steps and 12 Traditions of N.A.
- F. Groups do not have any opinion on outside issues.
- G. Groups have no outside affiliations and receive no outside financial support.

6. THE NARCOTICS ANONYMOUS STRUCTURE

- A. State the different levels of service, identifying the member as the highest level of service.
- B. Hospitals and Institutions Committee
 - (1) Carries the message to addicts who are unable, for whatever reasons, to attend our groups.
- C. Literature Committee
 - (1) Develops new literature concerning our fellowship, from its inception to review and finalized draft.
- D. Public Information Committee
 - (1) Informs the public about who and what we are, and where we can be found.
- E. (If you choose to talk about our service structure, make it brief.)

7. ABSTINENCE AND RECOVERY

- A. We have found that we must abstain from all drugs in order to recover.
- B. We follow a 12 Step program based on a set of principles written so simply that we can follow them in our daily lives.
- C. The progression of recovery is always up to the individual member (N.A. does not guarantee a scheduled recovery).

8. SPIRITUALITY

- A. N.A. is not religious, nor are we in conflict with any religious beliefs.
- B. We encourage addicts to seek a belief or spiritual concept of their own understanding.
- C. Discuss the spiritual principles in the steps (i.e., making an honest admission; finding hope; developing faith; coming to a better understanding of ourselves; changing our attitudes, belief systems and old behaviors; making amends; continuing to develop faith and improve our lives; and sharing with others).

9. LIFE AFTER DRUGS

- A. It is possible for us to develop new interests.
- B. We plan and attend social activities.
- C. We have conventions where large numbers of recovering addicts meet to celebrate their recovery.

- D. When we practice spiritual principles in our lives, it is possible to experience freedom from self-obsession.
 - E. It is possible to become productive and responsible members of society and to gain self-respect, as well as the respect of others.
 - F. "Narcotics Anonymous offers a program of recovery that is more than just a way of life without drugs" (*Narcotics Anonymous*).
10. WHERE TO FIND NARCOTICS ANONYMOUS (meetings and/or literature)
- A. Local phoneline number.
 - B. Service office or committee address
 - C. World Service Office address and telephone number.
11. EXPRESS THANKS FOR THE OPPORTUNITY TO SHARE ABOUT NARCOTICS ANONYMOUS
12. QUESTION AND ANSWER PERIOD

Revised 11/88

ADDENDUM 6

MASS MEDIA

PUBLIC INFORMATION

PREPAREDNESS INVENTORY

The following are types of mass media public information projects currently being used by our fellowship to inform the public of our existence:

1. Radio PSAs
2. Television PSAs
3. Billboards
4. Bus benches
5. Transit signs
6. Other mass media tools

The mass media public information preparedness inventory is based on a series of questions for regional and area committees to answer. With their answers and assessment, public information committees can then approach their respective service committee to proceed with a mass media project. We have used the word "area" as a model for the questions to follow. If the committee in question is an RSC, insert the word "region" wherever "area" has been used.

Don't rush your mass media project as it may have a long-term impact on your community. Follow-up on this project is a priority. If your committee is having trouble completing this mass media preparedness inventory, it may be an indicator of problems your committee will incur trying to follow through with your project.

If other areas are going to be affected by your project, invite them to participate with your committee from the beginning phases through the completion of the project.

Public Information Committee Questions

It has proved beneficial to develop a long term plan on how the mass media project will be accomplished. Development of this plan will need the support of your phonline committee. Upon completion of your plan, present it to your ASC.

1. Why does your committee want to do this project?
 - A. Does this project fit the need of your area/region?
 - B. Does this project fit the experience of your committee?
2. Do you have a functioning committee? How many members on the committee have a history of following through with their service commitments? It's not only what we do well that counts, but what we can do consistently well.

3. What types of projects has the current public information committee accomplished?
4. Does your committee have a working, updated contingency plan? See sample contingency plan in *A Guide to Public Information*.
5. How will this project affect the normal functioning of your committee?
6. Has your committee considered setting up an ad hoc committee that will coordinate and follow up on this project?

Phoneline Committee Questions

1. What type of phoneline service does your area have? Will this type of service be compatible with this project? A member's phone number should never be used with a mass media project.
2. Is your phoneline listed in the phone book?
 - A. How long has your area had the same phoneline number?
 - B. Can your area determine that your phoneline number will not be changed in the near future?
3. Does your area consistently meet the costs of your phoneline service? Would additional costs become a problem?
4. Can your phoneline committee handle an extra influx of calls, particularly from non-addicts? Does your phoneline committee have a contingency plan if your phoneline becomes overloaded with addict or non-addict calls?
5. Is your phoneline committee functioning? Do you keep log books and are they up to date? Are volunteer positions consistently filled? What is the average response time to calls received on your phoneline service?
6. How does your phoneline committee handle the following?
 - A. calls for meeting locations
 - B. requests for speakers
 - C. requests for literature
 - D. calls from family members
 - E. calls from professionals and institutions
 - F. calls from the media
 - G. calls for other fellowships
 - H. crisis calls

Often these calls are referred to specific subcommittees, service offices or designated trusted servants. It is our experience that many of these calls should be covered in your contingency plan.

Area Service Committee Questions

1. Is your area service committee well organized and receiving support from the groups? Does your ASC agree to support this public information project?
2. Is your financial situation stable with a consistent fund flow from group to area to region?
3. Can your area afford to allocate sufficient funds to complete this project? We have found that the costs vary widely from area to area.
4. Are the WSC and adjacent areas/regions aware of this project? Have you discussed this project with your WSC P.I. liaison?
5. Have you discussed this project with other areas and regions to gain their experience or input?
6. Have your public information and phoneline committees developed a thorough plan for implementation and follow through on this project?

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ADDENDUM 7

HOW TO DEVELOP

BILLBOARDS, BUS BENCHES AND TRANSIT SIGNS

Considerations for the content are:

1. Billboards, bus benches and transit signs should always include the full name, Narcotics Anonymous.
2. Phoneline number may or may not be used, according to area/regional needs.
3. The message on the billboard, bus bench or transit sign should be tasteful and in keeping with N.A.'s positive message.
4. The message should be simple and easily comprehended.
5. The billboard, bus bench or transit sign should not be cluttered with extraneous material.
6. The message should mention drugs in general or that N.A. is a program of recovery from drug addiction.
7. Care should be exercised in the layout and art work done for this project. Committees should consider using contrasting colors and limiting their layouts to two types of print.

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ADDENDUM 8

Section 4

KEEPING THE N.A. FELLOWSHIP INFORMED

The two-fold responsibility of a public information committee is to:

- Inform the public at large about N.A., and
- Inform the fellowship about Public Information.

Communication and sharing of information are the ways in which we do this.

P.I. members at every level of service need to share their materials, experience, and knowledge. This information exchange is important both in P.I. and throughout the fellowship.

LEARNING DAYS

Learning days are a collection of workshops, roundtable discussions, discussion groups, mock meetings, theater-style presentations, brainstorming, committee meetings, visual aids presentations, speaking rehearsals and example interviews. These are all ways we teach and learn to carry a P.I. message of recovery in Narcotics Anonymous. Learning days enhance our ability to carry a quality P.I. message.

So now you've decided to do a P.I. learning day. A great many questions may come to your mind, such as:

- Where do we start?
- How do we start?
- Where do we have it?
- When do we have it?
- How is it funded?
- Who comes to it?
- What topics do we cover?
- Who presents the topics?
- Does it fit in the service structure?
- Will it be a success?

As you can tell, each of these questions brings up more questions and all need to be carefully considered when planning your Public Information learning days. Let's take this opportunity to explore these questions.

WHERE DO WE START?

The best place to begin is with a decision of your area/regional P.I. subcommittee. Decisions made using our committee process produce the best results and ensure the fullest participation.

Your group may ask, "Why should we have learning days?" or "Do we need learning days?" To answer these questions, we need to think about the nature of P.I. service. We need to understand and discuss the larger issues of unity, anonymity, and attraction continually. Only through sharing with each other do we stimulate new learning about ways to carry the message. Our understanding of the Twelve Traditions of N.A. is broadened as we apply them to all aspects of P.I. work.

HOW DO WE START?

The best way to start is with cooperation and communication between area, regional and World P.I. committees.

Usually an area P.I. committee, with the support and coordination of the regional P.I. committee, will be willing to host the event. The suggestion for a learning day can originate with either committee (refer to *A Guide to Public Information*, page 5, par. 1).

At this point a learning day subcommittee can be formed, with interested members coming from both area and regional P.I. committees. Experience has shown that committees which include a chairperson, vice chairperson, and secretary are the most effective. Remember to share your tasks among all committee members. The committee can now determine a course of action.

WHERE DO WE HAVE IT?

Several factors can be discussed to help the learning day committee arrive at a decision. Geographic location, cost, size, availability, and length of event are certainly key components when beginning your discussions.

Possible sites include hotels, college campuses, community centers, campgrounds, or any place space is available. If your learning days are to be a multi-regional event it is suggested that they be held over the course of a weekend. At this point, overnight accommodations become a factor.

Your committee needs to determine specific criteria according to the needs you have identified. Your criteria can include number and size of meeting rooms, a registration table, arrangements for meals, and space for an entertainment function. Your committee should select the best site for your learning day.

WHEN DO WE HAVE IT?

We need to allow ample time for committee formation, site selection, content development, speaker selection, printing of materials, and pre-registration. As with all successful P.I. projects, sufficient time to prepare is essential. With multi-regional P.I. learning days, six months is considered

to be a usual minimum amount of planning time. With regional P.I. learning days, three to six months' planning time is suggested. At the area level, one to two months is appropriate. While it is important that the date of the learning day does not conflict with other major N.A. events, no date will be perfect. Non-holiday weekends are considered a good choice.

A helpful tool for keeping your learning day committee on track is a time-line or timetable. Specific tasks may be scheduled for completion at target dates. If this method is utilized, it should be started early in the process.

HOW IS IT FUNDED?

In keeping with our 7th Tradition, the money to initiate this project will come from the sponsoring area(s)/region(s). You may want to determine who is sponsoring your learning day and who is hosting your learning day at the time of the formation of the learning day committee.

Additional funds may be obtained by utilizing pre-registration and whatever other methods are available in your area/region(s). While small amounts of money may be raised in this way, it is important that fundraising not become the primary focus of P.I. learning days. It is hoped that by careful planning your learning days will be self-supporting.

HOW DOES THE FELLOWSHIP HEAR ABOUT IT?

This question asks us to inform the fellowship of the learning days. There are several ways to do this. Among these are:

- Word of mouth (e.g., announcements at meetings).
- Interval mailouts to the fellowship right up to the date of the event.
- Newsletters (i.e., *Newsline*, *P.I. News*, *N.A. Way*, and area/regional newsletters).
- Pre-registration flyers.
- Contacting all your neighboring area/regional P.I. committees.
- Keeping the WSO P.I. Coordinator and the WSC P.I. Committee informed of your progress.

As with all P.I. projects, follow-up is a necessary ingredient of success. A helpful suggestion is to get in touch with your regional P.I. chairperson for names and addresses of contacts.

WHAT TOPICS DO WE COVER?

Topics should be of a P.I. nature and of current interest. Although topics will vary from time to time and from place to place, they should address the needs of the participants involved. Samples include:

- WSC P.I.
- Billboards

- Traditions in P.I.
- Rural P.I.
- Urban P.I.
- P.I. start-up
- H&I/P.I. cooperation
- Broadcast media
- Print media
- Non-N.A. events
- P.S.A.'s
- Posters
- P.I.-Do's and Don'ts
- Information packets for non-N.A.'s
- Information fairs
- WSC P.I. Committee input
- Letter writing
- Attraction rather than promotion
- Anonymity
- 12th Step lists and member involvement
- Phoneline structure
- Handling phone calls
- Phoneline volunteer procedures
- Addicts with additional needs

WHO PRESENTS THE TOPICS?

Speaker selection is always a high priority. Individuals must be available to serve as resource people for the discussions or presentations. Speakers should have an experience-based knowledge of the subjects to be covered. To be effective as resource people, they should be able to answer questions on the topic they are presenting. Multi-regional P.I. learning days have traditionally included members of the WSC P.I. Committee.

Whoever your speakers are, they should bring with them a broad background in Narcotics Anonymous P.I. service work.

DOES IT FIT IN THE SERVICE STRUCTURE?

Yes, Public Information learning days are an example of addicts sharing experience, strength and hope. As our P.I. committees at various levels of service work together to carry the N.A. message, we learn through sharing. This sharing occurs with an exchange of information, defining common problems, and working toward mutual solutions.

The spiritual principle of the N.A. concept that "We can do together what we could not do alone" serves as the basis for uniting us in loving service. The result is a coming together of our ideas and efforts which provide for a consistent P.I. message of N.A. recovery.

WILL OUR LEARNING DAYS BE A SUCCESS?

The unity created, the experience gained, the knowledge and ability shared, not the attendance nor the financial outcome, are the true measures of success.

Learning days are different from a celebration of recovery such as a convention or unity day. One of our goals is to inform the fellowship of how to inform the public. Therefore, when consistency of message, unity and spiritual principles guide our actions, all will be well.

IN CONCLUSION

As you can tell by the answers to these questions, planning, preparation and presentation are what make learning days a success. As with any P.I. project, communication between the various levels of service is essential.

Knowledge and experience are available through your WSC P.I. Committee member serving as a liaison. You can find out who your liaison is by contacting the WSO P.I. Coordinator.

ADDENDUM 9

GUIDELINES FOR P.I. COOPERATIVE EFFORTS

A cooperative effort is defined as a group of people working towards a common understanding. In our public information endeavors, a cooperative effort will work to:

Coordinate Public Information efforts that overlap areas/regions (i.e., learning days, workshops, community meetings).

Channel Public Information requests (i.e., government agencies, media contacts, national organizations).

Update and keep current helpline information.

Maintain contact between areas and regions.

Membership and Cooperative Effort Structure

Because our subcommittees are directly responsible to those they serve (areas/regions), voting and decision making are not our purpose.

Membership should be open to all P.I. subcommittees and helpline members who have a concern with cooperative efforts. Good sources for contacts within the area/region are your WSC P.I. Committee liaisons.

Generally speaking, structure should maintain and increase the flow of information and communication.

RSCs and ASCs need to stay informed of your progress. Our experience shows that successful work comes from good beginnings: writing guidelines, and defining purpose and procedures.

ADDENDUM 10

WSC H&I HANDBOOK

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GENERAL INFORMATION

INTRODUCTION

This handbook was developed by the World Service Conference H&I Committee and based on extensive input from H&I subcommittees throughout the Fellowship. Every attempt was made to tap the wealth of H&I experience that exists in our Fellowship, and to use it here to provide the most up-to-date policies, concepts and procedures for providing H&I services. Whether your H&I work is being done at the area, regional or world level, we strongly recommend that you follow the suggestions in this handbook carefully.

WHY IS AN H&I MEETING/PRESENTATION NEEDED?

The purpose of an H&I meeting is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. Program.

WHAT CONSTITUTES AN H&I MEETING/PRESENTATION?

1. In order to form a clear understanding of an H&I meeting/presentation, it is important to know where it fits in our service structure. Rather than being an N.A. group, which may be represented at the area service committee by a GSR, an H&I meeting/presentation is a service provided by that area service committee through its H&I subcommittee. See the *Temporary Working Guide to Our Service Structure* for more information on the differences between the group and area levels of N.A. service.
2. An H&I meeting/presentation is always held under the auspices of an H&I subcommittee. Any meeting not linked into the service structure in this way is not an H&I meeting. Where there is no existing H&I subcommittee, groups conducting H&I service can be accountable by following the WSC H&I Guidelines and reporting to an ASC or RSC.
3. H&I meetings/presentations are held in facilities where addicts do not have full access to regular Narcotics Anonymous meetings.
4. Meetings which are held in a facility, but which are fully self-supporting and free of restrictions, are not H&I meetings.

5. All H&I meetings/presentations are closed to outside participation. N.A. members from the outside should attend the H&I meeting only when invited by the panel leader. The only people to attend H&I meetings are the panel leader, panel chair, panel member and speaker or anyone approved by the H&I subcommittee to go into that H&I meeting.

If there is any confusion over whether or not a meeting should be an H&I meeting/presentation or a regular meeting, please contact your H&I subcommittee for assistance.

WHERE AND HOW TO START AN H&I MEETING/PRESENTATION

The initial approach to start a H&I meeting/presentation should be made through an H&I subcommittee--don't ever act alone. Often a facility will approach Narcotics Anonymous and ask to have an H&I meeting. At other times an H&I subcommittee will approach the facility to propose a meeting/presentation. In either case, the H&I subcommittee should work in conjunction with the P.I. subcommittee

H&I/P.I. COOPERATION

Rules of Thumb for Cooperation between H&I and P.I.

1. *Remember, we all belong to the same fellowship and our primary purpose is the same no matter to which committee we belong.*
2. *Communication between the two subcommittees ahead of time (that means planning together on how to proceed) will help avoid problems and promote unity.*
3. *Flexibility will allow for cooperation that responds to the needs of the facility while upholding our traditions.*
4. *"I can't, but we can" applies to subcommittee members and subcommittees.*
5. *Work together. When we don't, we divert ourselves from our primary purpose.*

There may be instances where the most effective and productive presentation can only be accomplished by a combined effort of representatives from H&I and P.I. This, of course, is a perfect application of our Twelve Steps and Twelve Traditions--working together to carry the message of N.A. recovery to the still-suffering addict.

Examples:

A hospital treatment center calls for a presentation to their doctors and nurses--P.I.

A hospital treatment center calls for a presentation to their clients--H&I.

A call comes requesting information, maybe a meeting, doesn't know--H&I and P.I.

If a P.I. subcommittee doesn't exist in an area or region, H&I subcommittees may take on many of the responsibilities generally taken on by P.I. subcommittees. Ask your ASC/RSC for support and information.

Generally, a P.I. activity is geared to people outside our fellowship and includes people who come in contact with addicts and can help addicts to find N.A. The approach with non-addicts differs from the more personal sharing appropriate to talks given to addicts.

At the world, regional and area levels, P.I. committees and subcommittees are working to develop materials to use in presentations to people in the helping professions.

Cooperation and flexibility are the keys that will allow H&I subcommittees and P.I. subcommittees at all levels to keep informed on what is being done by other subcommittees in their area or region. if we work together, we can accomplish any task. Unity of purpose is vital to our efforts.

Note: The above text in italics is taken from A Guide To Public Information, Revised 4/88.

The purpose of an H&I subcommittee is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I panels, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. program.

When local members of groups see the need for an H&I presentation at a facility, the local H&I subcommittee should be contacted. H&I panels are a function of the H&I subcommittee. Individuals should not take it upon themselves to do H&I work and groups should only do it in places where an area H&I subcommittee has not been formed, with guidance from their regional H&I subcommittee. At these presentations, outside participation should be limited to the panel members who are invited in advance.

If your subcommittee plans to send out letters to facilities introducing them to N.A. and offering to hold an H&I meeting/presentation in their facility, it is advisable to have letterhead stationary printed. All your

letters should be on that stationary and should be typewritten, formal letters with examples of N.A. literature enclosed. Keep copies on file of all letters you send. Examples of form letters can be found in Appendix A.

Before you approach the facility to suggest holding an H&I meeting/presentation there, the first step is to find out in advance who is the appropriate administrative person to contact. Your initial calls or letters of inquiry should be addressed to that person. If that initial contact is by mail, it should be followed up shortly with a phone call.

If the facility is interested in an H&I meeting/presentation, you should schedule an initial interview to make the arrangements. Before the first H&I meeting/presentation is held in the facility, thorough discussions should take place between the representatives of Narcotics Anonymous and the representatives of the facility. The final agreements about proper procedures and expectations should be put in writing. See Appendix B, page iii, for a sample form to use during the initial interview. The completed form will serve as a written agreement between your committee and the facility.

Remember when you show up for that initial interview that you are seen as a representative of Narcotics Anonymous. The Fellowship as a whole may be judged by how you conduct yourself, so common courtesy is essential. For example, show up on time for the appointment. Be neat in your appearance and be courteous. Be prepared to make your presentation; bring Narcotics Anonymous literature, think through in advance what points you need to cover, have your checklist in front of you so your presentation is clear. When your material is covered and your contact person wants to finish the interview, do so promptly and politely.

The use of Narcotics Anonymous Conference-approved literature is an important part of an H&I meeting's effort to carry the message. These initial discussions provide a good setting to determine the proper methods for distributing literature inside the facility. Many facilities will agree to buy Narcotics Anonymous literature on their own. We encourage that. If the facility is unable to do so, the local H&I subcommittee may be able to assist. For information on the budgeting necessary for this, see page 9 of this manual.

Once these steps have been taken, and the H&I meeting/presentation is being held regularly in the facility, it is important to keep channels of communication open. Anyone involved in H&I should be familiar with and respect the facility's policies that affect us. We should also be familiar with our own policies, as outlined throughout this handbook. Orientation sessions for new H&I workers should be used to accomplish this.

An H&I meeting provides the first exposure to recovery in Narcotics Anonymous for many addicts, so it is imperative that we carry a clear and consistent message of Narcotics Anonymous recovery, and project a positive

image of our Fellowship. This also applies to how we handle the facility administration. In order to keep any difficulties to a minimum, take care to maintain consistent contact between the facility and the committee.

WHO IS BEST SUITED TO CARRY THE NARCOTICS ANONYMOUS MESSAGE IN A HOSPITAL & INSTITUTION MEETING?

In our experience, it is best for members to have three months clean before attending an H&I meeting, and six months clean before speaking at one. It is not important whether or not we have been in a similar facility ourselves. Anyone with a clear and consistent Narcotics Anonymous message who is willing to share is well suited for H&I work.

THINGS TO CONSIDER

Adolescents

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or country. We need to remember that adolescents are prospective members, and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure, or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In N.A., we learn to deal with our feelings and emotions and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during meetings. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I meetings/presentations are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

In addition to the do's and don'ts found on pages 31 and 46 we feel that the following should be included.

Do

Remember that this is a "we" program. No addict should feel that he/she is being preached to.

Remember that an addict is an addict, regardless of age.

Tell them that there is fun in recovery, i.e., social events, fellowship, etc.

Acknowledge and validate their feelings and emotions.

Acknowledge and validate their clean time.

Don't

Glorify your past.

Say, "I feel like I'm talking to my kids".

Compare your bottom to theirs.

Patronize adolescents.

Use profanity.

Additional Needs for Addicts in Hospitals and Institutions

We in this Fellowship have become keenly aware of a large portion of the population who are unable, because of a disability, to receive the message that was so freely given to us. In the following section, we suggest ways to better carry the message to those addicts with such additional needs who are served by H&I. We write this in the spirit of our Fifth Tradition, dedicated to the proposition *"that no addict anywhere need die without a chance to know a better way of life."*

General Preparation

1. Find out what materials are available through the World Service Office to assist addicts with additional needs. Update your current stockpile of Narcotics Anonymous materials to include the items for addicts with additional needs.
2. Investigate the availability of community resources for addicts with additional needs and look into services such as sign language interpreters.
3. Every effort should be made to contact the state drug and alcohol commission, department of corrections, treatment centers, etc., to inform them of additional needs and of Narcotics Anonymous materials that are available.

4. Some H&I subcommittees and areas may have members with additional needs. Your committee should make efforts to allow them to participate in H&I service work.

The H&I subcommittee may provide braille literature, large-print White Books and tapes in addition to other services outlined in this handbook. While the H&I subcommittee may pay for the literature and other items purchased from our World Service Office, the facility is responsible to provide for other additional needs.

Hearing Impaired

1. Speak directly full face, speak slowly and distinctly.
2. A sign language interpreter should be used whenever possible during a panel discussion meeting, at the expense of the facility. The sign interpreter must have clear eye contact between the speaker and the hearing impaired.
3. When lip reading is necessary, hearing impaired addicts will need to sit close to the speaker and not have their view obstructed by such obstacles as people, poles, etc.
- 4.. Keep pencil and pad handy during all meetings with hearing impaired persons. This is a simple and easy way to ensure that hearing and non-hearing addicts can communicate with each other. It is important to remember that dramatic facial expressions while speaking are very helpful to members who read lips.

Visually Impaired

A wide range of resource materials for the blind are available through the WSO, such as tapes and publications in braille.

1. Do not touch blind addicts without their permission--they cannot see you coming, and it can be a frightening experience for them.
2. Before helping a blind person be sure to ask if they need help.
3. Only about ten percent of the blind read braille.
4. As a preparation for helping blind addicts, it might be helpful to sit through a meeting with your eyes closed to get a feel for their experience.

Physically Challenged

1. Inform appropriate staff in facilities, of the accessibility of Narcotics Anonymous to physically challenged addicts.
2. When carrying the message to the physically challenged, we need to consider accessibility, i.e. bathrooms, ramps, and other necessities. Most city codes list buildings with access for the physically challenged.

Bathrooms, ramps, and other necessities are considerations when planning H&I meetings.

Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

SERVICES OTHER THAN MEETINGS

Often H&I subcommittees are requested to provide services other than H&I meetings/presentations. In responding to such requests it is essential that we are clear about what kinds of services are appropriate for an H&I subcommittee to provide. Treatment facilities and correctional institutions cannot be expected to completely understand the scope and function of an H&I subcommittee. They may make requests which we are either unable or unwilling to meet. It is the responsibility of the H&I subcommittee to establish limits to their services based on the Twelve Traditions, the H&I structure, and current resources.

Many of the services requested will call for cooperation and coordination between the H&I and P.I. subcommittees, since much of this work could reasonably fall into the domain of either committee.

We do provide

Literature: When the facilities themselves are unable to provide approved literature to their residents H&I subcommittees should do so. This is especially important in facilities where there is not a regular H&I meeting/presentation. If there is a request for N.A. literature then this request should be forwarded to the ASC for action.

Tapes: Only tapes that have been approved for sale by the WSO should be used at H&I meetings/presentations. The most current WSO order form lists tapes that have passed through the review and approval process.

Serial Publications: *The Reaching Out*, and *The N.A. Way* may be taken into facilities for the residents' use, but since they are not Conference-approved, they should not be used during meetings/presentations.

Coordinator: Coordinators of meetings in facilities should be connected to an H&I service committee where there is no panel system in place. No individual N.A. member should agree to "sponsor" an H&I meeting on his/her own. A meeting that is held in a facility where there is no connection with an H&I service body is not an H&I meeting/presentation. Facilities often use the term "sponsor" for a member of N.A. who is considered the outside contact. We have used the term coordinator to prevent any possible confusion with personal sponsorship.

We do not provide

Transportation: H&I subcommittees do not provide transportation for residents to outside N.A. meetings. Providing rides could create a liability for the H&I subcommittee and the Fellowship, i.e., accidents, escapes, and false accusations.

Pen Pal/Jail Mail: This is not a function of an H&I subcommittee.

BUDGETING AND LITERATURE DISTRIBUTION

A budget needs to be prepared and submitted to the area service committee. Budgets may be prepared yearly, quarterly, or monthly according to your local needs. The H&I chair's report to the ASC should include a monthly statement detailing literature and administrative expenses.

When the time comes to prepare your H&I budget, it is important to get input from members who are familiar with the needs of your subcommittee, i.e., the past H&I chairperson, and the area or regional treasurer. It is important to take an inventory of your past budget to assist in projecting your upcoming expenses. This will help determine what you will need for a budget.

The H&I subcommittee should receive literature from the area rather than funds for literature. Administrative expenses may be advanced to the committee for budgeted items, with receipts presented later, or the H&I subcommittee may present receipts and be reimbursed for budgeted expenses. Budgets are not perfect, and occasional expenses beyond the budgeted amount may be necessary. Such expenses should be approved by the ASC.

New areas should proceed very slowly in preparing a budget for the amounts of literature needed to effectively carry the message. Small monthly allotments in literature may well suffice. As the area H&I subcommittee expands to the point where more H&I meetings consistently have active panels and more literature is needed, then the area can vote to accept a budget increase. It seems more prudent to go slowly and continue

to fill whatever literature needs there are, rather than to have an abundance of literature left over from unsound planning practices.

Some basic aspects that you may wish to consider when preparing a budget are:

1. Literature (see literature disbursement and tracking forms in Appendix B, pg. viii and ix). You should be able to evaluate your monthly literature needs based on past experience. It is advisable to project a little above the monthly average to cover any unusual circumstances.
2. Reevaluate the disbursement of literature to facilities which allow their clients to go to outside meetings. Also, we need to streamline the types of literature that we take into facilities. Make Basic Texts available to be placed in libraries of correctional institutions, one for every fifty residents, if possible.
3. Hospitals, treatment centers and institutions should be urged to use their budgets and funds to purchase N.A. literature for use by their residents.
4. Administrative costs might include copies of minutes, guidelines or policies, reports on projects from other levels of service or other committees, postage, and rent for H&I subcommittee meetings if needed.

You will, of course, find expenses not included on this list and you may also see some here that don't apply to your H&I subcommittee. Remember, sound planning and common sense are the best guides when planning your budget.

After it has been approved by your H&I subcommittee, the budget must be presented to the ASC or RSC for adoption. We should be cooperative in order to allow other subcommittees to have workable budgets also. Remember our unity of purpose. We are not in competition with other subcommittees, but rather, each subcommittee has its own way of reaching the same goal, to make recovery more available to the addict who still suffers.

The forms located in Appendix B may be used to keep track of the literature taken into all H&I commitments to avoid over-supplying literature to any facility and to effectively plan a budget. The I.P.'s noted on the forms are those suggested by the WSC H&I Committee as being especially well suited for use in H&I meetings.

INTERNATIONAL CONCERNS

This Handbook was put together with care and the understanding that it was to be a comprehensive work. There are 50 states in the United States, each one different in its laws and regulations governing hospitals and institutions. This becomes a major problem when making decisions on a world level. The problem is further complicated when we address H&I service work in other countries as a world-wide fellowship.

The information in this handbook was developed over a long period of time, and only through years of trial and error have we found what works best. A lot of the material and suggestions will work well in most H&I settings, however individual countries will need to follow the laws and regulations that govern them.

The language used in this handbook was carefully considered. Our hope is that by not using colloquial and slang terms this work can be more easily translated into languages other than English.

QUESTIONS AND ANSWERS ABOUT H&I

The WSC H&I Committee receives many questions about H&I work from individuals, areas and regions. In this "question and answer" format we will present the Committee's responses to some of the more commonly asked questions.

- Q. *Some facilities want their residents to be allowed to continue to attend the H&I meeting at the facility after they are released. How does the H&I subcommittee deal with this when those newly released residents do not meet our requirements for our outside members to come in?*
- A. In most cases this is not a problem, the H&I panel carries the message to addicts who are residents/clients of that facility. Like any member of the Fellowship, these members should not be asked to participate on the H&I panel until they are able to meet the requirements established by the H&I subcommittee. If a member of the Fellowship goes on a panel to the facility from which they were released, it is a good idea to make it clear to that member that our role is to carry a Narcotics Anonymous message of recovery, not to make comments about the facility or its program.
- Q. *In our area we have requests from a number of facilities to come in regularly. We can't keep up with all the requests. How should a subcommittee decide which facilities to bring the message into first?*

A. One important factor is the degree to which the residents are restricted from outside meetings. Addicts who have full access to regular N.A. meetings usually do not require H&I services. If they are completely restricted from outside meeting attendance, they should be high on the priority list. Another factor is the length of time that a facility has been waiting for your subcommittee to bring in an H&I meeting/presentation. After considering these and other factors, the decision is up to each H&I subcommittee. A subcommittee should not make a commitment to start an H&I meeting until it is capable of being responsible to that commitment.

Q. *We have H&I meetings in our area where some or all of the residents are on some type of medication. Are these appropriate facilities in which to carry the Narcotics Anonymous message? If so, can the residents share at meetings before they are clean?*

A. Yes, these are appropriate facilities. As to whether these residents can share, a more comprehensive discussion of this and other related issues is provided on page 30 of this handbook.

Q. *We have had problems with facilities that require that their residents attend our meetings. How should we deal with this?*

A. In H&I service work, we carry the Narcotics Anonymous message of recovery into different types of facilities that have different objectives and methods. We do not try to decide which are proper and which are not. We do not, therefore, challenge this practice on principle. If, on the other hand, there is a specific problem that has developed in the meeting/presentation because some who attend are consistently disruptive, it may be appropriate to approach the facility about this. When such a disruption happens during a meeting, it can be handled in an understanding yet firm manner, asking for order in the meeting and talking to the individuals after the meeting/presentation. In this way we can usually defuse situations before they escalate. But if it continues to happen regularly, it should be addressed with the staff.

Q. *Should the H&I meetings be listed along with the regular Narcotics Anonymous meetings in our local meeting directory?*

A. No. Participation in H&I meetings/presentations is coordinated through the H&I subcommittee. Your local meeting directory may include a statement referring interested members to the H&I subcommittee.

Q. *We have a situation where individuals take it upon themselves to start H&I meetings. The H&I subcommittee is concerned because in the past when there were problems and the meetings were canceled, the*

facilities wouldn't have any more involvement with Narcotics Anonymous at all.

- A. A Narcotics Anonymous meeting held in a facility where there is no direct involvement by the local H&I subcommittee is not considered an H&I meeting/presentation. Such meetings fall under the responsibility of the area or regional service committee. This may be a sensitive issue, however, for those involved in the new meeting. Such situations should be handled with care and with respect for those involved.

Q. *Our H&I subcommittee was asked to prepare a sponsorship list for a facility so that they could match their residents up with a sponsor prior to release. Also, we have been asked to arrange for rides to meetings. Should we do this or not?*

- A. These are services that H&I subcommittees should not become involved in. Sponsorship is an aspect of personal recovery, and it is up to the individual member to select someone that they feel would be a good sponsor.

Q. *How should we deal with the situation when a facility requires that a Narcotics Anonymous panel member report any violation of their regulations heard shared in a meeting?*

- A. Occasionally facilities want us to become involved with them in ways which are not consistent with our primary purpose. If a facility makes requests of this nature to us we have the following options:

1. Work with the administration and staff to achieve an understanding of our principles so that we are not required to make such agreements.
2. If that is not possible, make it clear that we cannot accept such responsibilities, and that a staff person must be provided at the meeting/presentation to meet the facility's needs.
3. If these issues cannot be resolved, we will not be able to provide a meeting/presentation in the facility.

Q. *What if drugs are passed at H&I meetings?*

- A. Read in the opening statements that "No drugs or paraphernalia be on any person at this meeting. If you don't respect this request the meeting may be discontinued." If drugs are passed, pack up and leave the meeting/presentation immediately. Let the staff know simply that the meeting is over for today and that we will be back again next week. *(See question above for dealing with facilities that require reporting this or other activities.)*

- Q. *A facility has asked us to change the format of our H&I meeting/presentation. In this particular case, the residents want us to dispense with some of our usual readings in the beginning of the meeting, and to read a statement at the end that does not pertain to Narcotics Anonymous. How does H&I stand on this issue?*
- A. The format of an H&I meeting is up to the H&I subcommittee, not the facilities or the residents of the facilities. We are bringing in a presentation of Narcotics Anonymous, and it is imperative that we carry a clear message of Narcotics Anonymous. If the facility insists, see options one and three of the second question on page 13.
- Q. *When taking an H&I meeting/presentation into facilities for minors, do we need different procedures ?*
- A. Just as our behavior in a facility must be respectful of that facility's policies, we must respect all laws and ordinances as well. Such restrictions are beyond the control of Narcotics Anonymous. Be sure you are aware of the rules and regulations of any facility before bringing in an H&I meeting/presentation. It is suggested that when dealing with an adolescent facility, a staff member be present. This is for the protection of the Narcotics Anonymous members. It is not our responsibility to see that the residents follow the rules of the facility. We are there to carry a message of recovery within the framework of our Traditions.
- Q. *Do staff members need to be present during an H&I meeting/presentation?*
- A. In some cases, we may request that the facility not have staff members present during the H&I meeting; in others we may request that a staff member be provided. Each case is different, but the presence or absence of staff members is ultimately up to the facility.
- Q. *Should recovery keychains/chips be brought into facilities?*
- A. No. The regulations regarding the use of anything brought into a facility, at the federal, state, or local levels, are often many, varied, and confusing; placing an undue burden on H&I subcommittee members. More importantly, the possibility of compromising the residents' anonymity, due to a loss of continuous clean time, are too great.
- Q. *Can a meeting in a correctional facility be "sponsored" by a member who is incarcerated there?*
- A. No. This is never appropriate, whether in a hospital or a jail. Coordinators must be able to attend outside subcommittee meetings.

(Long term prisons in which it is not possible for an H&I subcommittee to bring in weekly H&I meetings may have an outside liaison help them. Remember only meetings/presentations where H&I members are present are H&I meetings.)

Q. What can we do if a facility's policy is a violation of our Traditions?

A. Occasionally problems arise because facilities do not understand our Traditions or the nature and function of N.A. in general. Usually this can be avoided or handled successfully. See sections throughout this handbook on initial contacts, relationship with facilities and follow-up. Remember facilities cannot "violate" Traditions; they don't have Traditions. The responsibility for upholding our Traditions, or choosing to participate in situations which compromise them, is ours alone.

Q. We have an H&I meeting in a long-term correctional facility. The inmates who attend want to elect officers, including a G.S.R. How should we respond?

A. In a long-term facility, this H&I meeting may be the only N.A. recovery these addicts experience. Because of this, the addict should have the opportunity to participate in the full recovery experience and this includes service to fellow addicts. One thing we have to share with these addicts is the difference between an H&I meeting and regular meetings and that they can't have a Group Service Representative or participate in area service, that the meeting they are participating in is a function of an H&I subcommittee. The election of officers should be limited to the internal function of the meeting, such as secretary, chairperson, coffee maker, and literature person (someone who keeps track of the literature and lets the panel leader know the need for literature).

TREATMENT

H&I IN TREATMENT FACILITIES

INTRODUCTION

Before reading this section, be sure you have read the section entitled General Information. That section covers most of the important basics of H&I work. This section expands on those basics as they apply specifically to H&I in a treatment setting.

We have used the word "treatment" to include all facilities which have a goal of helping addicts to live clean and/or as responsible, productive members of society. These facilities will include short-term treatment, long-term treatment, therapeutic communities, rehabs, recovery houses, half and three-quarter houses, detoxification centers, and psychiatric wards.

The information included covers our purpose and relationship with facilities, making initial contacts and presentations to facilities, and setting up H&I meetings/presentations. The section on setting up H&I meetings encompasses selection of a format, a sample format and special considerations for specific types of facilities. There is also a list of Do's and Don'ts.

Even though you may only be directly concerned with one particular type of facility, it is important that you read the entire treatment section to gain as much help as possible in your H&I service efforts.

PURPOSE

The purpose of an H&I meeting/presentation is to carry the message to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to recovery through the program of Narcotics Anonymous.

One of the most important tasks of an H&I subcommittee in clarifying its own purpose is to establish its priorities. Usually, the highest priority is given to facilities which house addicts who cannot attend any regular N.A. meetings. Some treatment facilities fall into this category. Treatment centers which allow some limited access to regular meetings are somewhat lower on the priority list.

These decisions about priorities are not clear cut, particularly when residents are allowed limited access to outside meetings. If we are not making an effort to inform these addicts about Narcotics Anonymous, then we are leaving it up to the facilities to inform them about us, or we are leaving them uninformed. It is important that these residents learn about N.A. from informed members of our Fellowship. H&I meetings/presentations have the advantage of the question and answer

period, which allows residents to address specific questions and concerns about Narcotics Anonymous with members of Narcotics Anonymous.

Decisions about priorities may become quite difficult. For example, recent graduates of particular facilities may have a strong desire to see "their" facility served. Decisions about priorities must be made more objectively than that.

Our resources are limited, and no committee can effectively meet every possible need. The quality of meetings is more important than their quantity. Our primary purpose is not best served when we allow ourselves to become over-committed.

OUR RELATIONSHIPS WITH FACILITIES

We should make it clear from our earliest contact with the facility staff that we have no opinions on treatment methods or any issues other than recovery from addiction through the application of the program of Narcotics Anonymous.

It is important that Narcotics Anonymous and our H&I service efforts remain clearly separate from any facility in which we provide services. Efforts must be made to be sure this is understood by the facility, the residents, and the H&I workers. The principles of N.A. are often quite different from, or even in conflict with, the principles taught by the treatment centers or other fellowships the residents may be required to attend. This often causes confusion among the residents. Nowhere is this more apparent than in the language used in meetings. Perhaps an initial statement at the H&I meeting/presentation regarding our use of language consistent with our literature and explaining our literature, in terms of our First Step and Sixth Tradition, could be helpful.

Those who do H&I service work need to realize the limitations we place on ourselves in order to remain consistent with our Traditions while providing H&I services. If a member who is doing H&I work does not clearly understand that N.A. does not approve or disapprove of any treatment methods, these issues must be addressed directly with that member. Attending learning days (see section beginning on page 65) and H&I subcommittee meetings are good ways to inform members who are willing to be of service in H&I. Encourage all those who do H&I work to become familiar with this Handbook, local guidelines and specific facility rules and policies.

If you are involved with an existing H&I meeting/presentation where there is not a clear understanding of our relationship to the facility, you may wish to take the following actions to improve understanding (be sure you have read the General Information section of this handbook thoroughly).

1. Make sure you are familiar with this handbook.
2. If the facility has not assigned a staff member to serve as your contact person, try to get one designated.
3. Make an appointment to see the contact person.
4. Ask if there are any issues the facility would like to discuss with, or communicate to, the H&I subcommittee. If you are asked questions that you aren't sure how to answer, don't hesitate to admit that you aren't prepared to answer right now. Explain that you will take the question to the subcommittee for discussion and report back.
5. Present issues or questions that the H&I workers feel need to be clarified with the facility. Be open-minded. Often, what seems to be a problem is resolved by improved communication.
6. Our relationship with the facility may need to be reestablished each time there is a change in staff contact person, administration, or H&I panel coordinator.

Occasionally, facilities want us to become involved in ways which are outside our primary purpose. We may become aware of this during an initial presentation or as a result of changes in existing policies. In spite of our desire to carry the message of N.A. recovery to the residents, we cannot negotiate our Traditions. The principles by which we recover become diluted when we do not uphold our Traditions. For example, we do not participate in staff training, nor make presentations to residents about medical aspects of addiction or the effects of various substances. We do not monitor and report on residents' behavior. That is the responsibility of the staff. If issues like these cannot be resolved, we cannot hold a meeting/presentation at the facility. Even in these cases, we try to keep communications open in case the situation changes. The keys to a satisfactory relationship with a facility are a thorough knowledge of the application of our Twelve Steps and Twelve Traditions to H&I work and good communications.

HOW TO START AN H&I MEETING/PRESENTATION.

The initial approach to start an H&I meeting/presentation should be done by an area H&I subcommittee, coordinating efforts with P.I. where applicable. (See the General Information section, page 2, of this handbook, for additional information.)

Sometimes a facility will approach the H&I subcommittee and ask to have an H&I meeting/presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting, we explain at the appointment that we cannot service their request at this time, and will maintain communication with them. We also may provide them with the WSO Catalog and make them aware of the *Reaching Out*, the N.A.

Way, tapes approved for sale by the WSO, and the availability of N.A. literature.

Sometimes the H&I subcommittee will approach the facility to propose a meeting/presentation. This can be done with a phone call or through a form letter. In any case, be sure that this is a team H&I effort. Do not act alone.

1. A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
2. When writing a letter, place on letterhead stationery and type in business format. Keep a copy for the area H&I subcommittee files.
3. Follow up letters with phone calls.

Contact initiated by the H&I subcommittee should only occur if you are prepared to support an H&I meeting/presentation. Once contact with the appropriate facility representative has been made, set up an appointment. Whether or not a meeting/presentation is established, try to get a contact person at the facility.

Make the appointment and be there on time. This may be a joint response from the P.I. and H&I subcommittee members. Dress appropriately and be courteous. Remember, you are seen as representing Narcotics Anonymous. Bring pamphlets, literature, local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, this handbook, and your local guidelines.

Explain what an H&I meeting/presentation is and is not. What N.A. offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. N.A. is not a benevolent society. We are not amateur social or welfare workers. We do not do any counseling or education of staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.

What the facility requires from Narcotics Anonymous: We must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (see form in Appendix B, page iii). If reference letters, "sunshine letters," are needed, they are available through the WSO H&I Coordinator.

MEETING/PRESENTATION FORMATS.

There are many different types of facilities with different rules and regulations. We offer some general guidelines for choosing a format for the meeting/presentation, and a general outline around which to develop your own format. One thing which is common to all H&I meetings is that they are closed unless by invitation of the panel leader or the H&I subcommittee.

When choosing a format, the first thing to consider is the Fifth Tradition, "Each group has but one primary purpose, to carry the message to the addict who still suffers." The format should provide a structure which ensures that the N.A. message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting. They tend to lend themselves to an atmosphere which is inappropriate for an H&I meeting/presentation. The best formats are those in which outside members are delivering a message of recovery in Narcotics Anonymous. The best examples are speaker presentations, panel presentations, question-and-answer, literature discussions and topic discussions. Meetings/presentations should be limited to one hour.

The following is a general format for an N.A. H&I meeting/presentation. It may be modified according to local needs or customs. It is presented here for those seeking some direction. Remember, it is our responsibility to maintain an atmosphere of recovery.

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the Serenity Prayer.
- c. Invite all attending the meeting/presentation to give their first names.
- d. Briefly explain that this is a hospitals and institutions meeting/presentation. Because residents' access to regular N.A. meetings is limited, the area service H&I subcommittee is bringing this special meeting here.
- e. At this time have residents volunteer to read from Conference-approved literature. Usually, "Who Is an Addict," "What Is the N.A. Program," "How It Works," "Why Are We Here," or other selections are used.
- f. Depending on the format selected, proceed as follows: "After the speakers have finished there will be time for any questions. There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting."

Specific Formats

There are many different meeting formats that may be used; however, whichever format is chosen it is important that the H&I panel maintain control in the meeting/presentation. Many times the use of

extremely liberal meeting formats will cause the meeting to be unruly and difficult to control.

Speaker Presentation

(Appropriate for both long and short term facilities)

In a speaker meeting, one or more N.A. members share their experience, strength, and hope. That tends to lay out some basic symptoms and characteristics of the disease, and shows how N.A. has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc. carries a powerful message of recovery and the fact that our disease is progressive, incurable and fatal.

(Note: This follows a-f on Page 21)

- g. Introduce the speaker(s).
- h. Leave sufficient time for questions and discussion at the end of the presentation.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, speakers available to talk after the presentation, etc.).
- j. Close with the prayer of your choice.

Panel Presentation

(Appropriate for both long and short term facilities)

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in N.A. each and share on that subject. This way topics that supply a variety of relevant information and experience on different subjects can be selected in advance.

(Note: This follows a-f on Page 21)

- g. Explain how the format works (each member of the panel shares on one topic or on separate topics and then there will be time for questions and discussion).
- h. Introduce the panel members one at a time to make their presentation (you should discuss the length in advance so that the timing works out).
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the presentation, etc.).
- j. Leave sufficient time for questions and discussion at end of meeting.
- k. Close with the prayer of your choice.

Topic Discussion

(Appropriate only in long term facilities)

This type of meeting/presentation allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The leader, or chairperson, should call on speakers one at a time rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery oriented.

(Note: This follows a-f on Page 21)

- g. Introduce the topic and share first to set a recovery oriented tone.
- h. Call on several residents and then a panel member repeating this process.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- j. Close with the prayer of your choice.

Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. There are a multitude of topics that relate to our personal recovery in N.A. There are also many topics that have nothing to do with recovery. It is important to remember in H&I meetings/presentations that we are dealing with addicts who are relatively inexperienced with recovery. When we select the topic for an H&I meeting, their needs should be considered first. The following list is not complete, but you will find a number of topics that are appropriate for most H&I meetings/presentations. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

Some Suggested Topics

- 1. Any I.P. or selection from the Basic Text
- 2. H.O.W. (honesty, open-mindedness and willingness)
- 3. Surrender
- 4. Acceptance
- 5. The basics (Don't use, meetings, phone numbers, literature, sponsor and the Steps)
- 6. H.A.L.T.S. (Don't get too: hungry, angry, lonely, tired, or serious)
- 7. Responsible for our own recovery
- 8. Freedom from active addiction
- 9. Identify rather than compare

10. Spiritual not religious program
11. Going to any lengths
12. Transition to the Fellowship from treatment
13. Tools of the Fellowship
14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds and playthings
18. Living just for today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship

Literature Discussion

(Appropriate for both long and short term facilities)

For a literature discussion meeting, parts of the Basic Text or other Conference-approved literature are read and discussed. Passing the literature around and allowing everyone a chance to read can be an easy way to get the residents involved. If you do that, though, be sure to include in the format a statement like, "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read out loud.

(Note: This follows a-f on Page 21)

- g. Explain how the format works (will read through the selected literature stopping periodically to share, or read through entire piece of literature before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected piece of Conference-approved literature. Residents can be involved with the sharing but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

Questions and Answers

The question and answer format allows residents to write or state questions and topics they might feel frightened or embarrassed about. This format seems to be especially well received at adolescent facilities. The

panel leader asks the residents to write topics or questions that are of concern to them and place them in a basket. After introducing the format, the questions are pulled one at a time and one or two of the panel members respond. If the question has already been adequately addressed the next question would be drawn and so on. The panel leader must judge whether a topic or question is appropriate to the meeting/presentation before it is read out loud. If not, just move on to the next question.

(Note: This follows a-f on Page 21)

- g. Explain how the format works (residents write topics or questions they would like discussed and place them in a basket or residents simply ask questions they would like to have discussed).
- h. Introduce the panel members.
- i. The topics are drawn out of the basket and addressed by the panel one at a time. Inappropriate topics should not be read out loud.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

Step Study

(Appropriate for long-term facilities)

A step study meeting may be held in an H&I setting. The Basic Text, *Narcotics Anonymous*, or other conference approved literature is used to read the step and then the material is discussed. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting/presentation usually works well in longer term facilities where the residents have had some previous exposure to the Narcotics Anonymous program of recovery. This format allows the residents of the facility to have more participation.

(Note: This follows a-f on Page 21)

- g. Explain how the format works (will read through the selected step stopping periodically to share, or read through entire piece of literature before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected step from Conference-approved literature. Residents can be involved with the sharing but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.

- j. Make any announcements that are pertinent (i.e. meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

General Hints about Conducting H&I Meetings/Presentations

A question and answer session can be included somewhere toward the end of the meeting/presentation regardless of the format you use. When answering questions it is important to remember that N.A. has no opinion on outside issues. Frequently the residents want us to discuss issues that do not pertain to N.A. Some examples are: "Do I need to stay in treatment? What about other fellowships or recovery programs? Should I stay on the medication the doctor gives me?" and many others. Do not be drawn into these discussions. Don't hesitate to say, "I'm sorry, I have no experience I can share with you on that subject." Even when you do have personal experience on such outside issues, it is important to remain consistent with the Tenth Tradition and not discuss it in this setting. Always remember to only share your experience, strength and hope about your recovery in Narcotics Anonymous.

We may not have all the answers to their questions, but we can always convey a feeling of acceptance and interest in the person who asked. That may do more than the information contained in our answers.

The duration of the average resident's stay should be considered when selecting a meeting/presentation format. You may wish to use a different format for each week of the month. This might be especially beneficial in a long-term facility. For example: week one, speaker; week two, panel; week three, panel with time for discussion; week four, step.

Another factor to consider is whether or not the residents are medicated. Our experience has shown the medicated residents cannot effectively participate in meetings; therefore, speakers or panel formats are better suited for presentations in facilities which medicate their residents (See page 30 for additional information).

If you cannot provide a weekly H&I meeting/presentation, perhaps a panel can be taken in once a month. Literature and meeting schedules may be supplied, or the facility can be encouraged to buy N.A. literature for its residents.

Make sure the facility is aware of the *Reaching Out*, the N.A. Way and speaker tapes approved for sale through the WSO.

Try to avoid a return to old attitudes when you walk into a facility. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed.

FOLLOW-UP

- A. Maintain correspondence with the staff contact person in the facility to keep communication lines open, and to be aware of any developing situations.
- B. Report and discuss progress and problems at the area H&I subcommittee meeting regularly.
- C. Once a meeting/presentation is well established as a healthy environment for recovery, encourage N.A. members within the facility to participate.
- D. Make sure meeting lists and helpline numbers are available to members upon release from the facility.
- E. Be aware of any changes in contact person or administration, and make a repeat presentation if necessary.
- F. Keep copies of all relevant correspondence at the area subcommittee level.
- G. Encourage N.A. members within facilities to write to *Reaching Out*, or the *N.A. Way* magazine.
- H. Be sure current copies of *Reaching Out* are brought into the facility.

It may become necessary to temporarily shut down an H&I meeting/presentation for a variety of reasons, such as changes in facility policies or lack of adequate manpower in the local H&I subcommittee. If such a situation should arise, it is of paramount importance that the H&I subcommittee continue to supply the facility with meeting schedules as well as any literature as may be deemed appropriate.

In the event that an H&I meeting is shut down due to the negligence or misconduct of a member of the H&I subcommittee, it is important that several objective members of the H&I subcommittee take all steps necessary, within our guidelines, to reconcile the situation and resume the meeting/presentation.

Above all, we must remember that our primary purpose is to carry the N.A. message of recovery to addicts who cannot get to us.

TYPES OF TREATMENT FACILITIES

SHORT TERM FACILITIES

Detox Centers

When doing H&I work in detoxification centers, keep in mind that the addicts you are working with are in the earliest stage of recovery. Your subcommittee should also be aware of the type of detox center with which you are working. Some serve as interim care for addicts who are waiting to go to a treatment unit and may therefore remain in the detox for two or three weeks. Others are short-term only with a maximum stay of three to seven days.

The panel format is suggested for meetings/presentations held in detoxification centers. You may wish to allow time for a brief discussion and/or questions about N.A. Do not plan a meeting/presentation which lasts more than one hour. These addicts will often be in withdrawal, with scattered thinking and short attention spans.

Because of the physical and mental state of these addicts, topics for the meeting should be selected carefully. There is a need for panel members to talk about what it used to be like so that the addicts in the facility can identify. Be sure that the N.A. members you take are able to talk about their using without glorifying it. In addition to talking about what it used to be like, the panel will wish to discuss what happened when they were in the earliest stages of recovery. Some suggested topics include: "denial," "Step One," "just for today," "we do recover" or "my first N.A. meeting." It is a good idea for panel members to also speak about what it's like now, but they should remember that these addicts will not be as likely to identify with what our lives are like after living clean for a while.

Your committee will have clean time requirements, and the facility may have some requirements too. Try to include at least one panel member with the minimum amount of clean time required. Often newcomers will identify more readily with a relative newcomer than with a member with long term clean time.

There are a variety of methods used to detoxify addicts. Some methods include the use of medication. Narcotics Anonymous has no opinion on methods of detoxification. While a member doing H&I work may wish to simply state that N.A. is a program of complete abstinence from all drugs, no member should ever advise someone in a detox to refuse the method of detoxification used by the center. We do not deal with the rules or procedures of any facility in which we do H&I work.

Twenty-eight Day Facilities

These facilities may utilize various methods of detoxing residents. Once again we are reminded that Narcotics Anonymous has no opinion on methods of detoxification. In these facilities, as in detoxes, it is important to keep in mind that the addicts you are carrying the N.A. message to are in the earliest stage of recovery. It is therefore important that the H&I subcommittee refer to the previous section (Detox) for additional information.

It may be appropriate to change the meeting format weekly, so that the residents are exposed to four different formats during their twenty-eight day stay. Formats recommended include speaker meetings, topic discussion, questions and answers and literature/Basic Text discussion. Some topics might include: "the basics," "the first three steps," "sponsorship," "we do recover," "just for today," etc.

Some facilities encourage residents to attend regular N.A. meetings during their treatment. The H&I panel may inform residents about regular meetings, covering such topics as the language used in N.A. meetings, meeting formats, etc. You may also provide them with meeting lists.

Outpatient Facilities

When H&I committees carry our message to addicts who otherwise have full access to regular Narcotics Anonymous meetings, an unnecessary drain is placed on already limited H&I resources. Addicts in outpatient treatment settings generally have full access to regular N.A. meetings. Where this is the case, H&I meetings are not appropriate. H&I subcommittees may choose to make meeting schedules available to such facilities and provide them with order forms for our literature. Also, they may ask P.I. to do presentations.

LONG TERM FACILITIES

Recovery Houses and Therapeutic Communities

Recovery houses and therapeutic communities which house residents for longer than twenty-eight days are considered long term facilities. The H&I services which are provided by the area or region are performed in a variety of ways.

Successful H&I meetings/presentations in long term facilities usually use the panel system. Since N.A. meetings are not "therapy groups," and residents in these facilities often easily fall into their familiar therapy group behavior in an N.A. meeting, panels often work well to avoid that problem and maintain an atmosphere appropriate to an H&I meeting/presentation.

The panel system format may consist of speaker presentations, panel presentations, topic discussions, step study or literature discussions. These

formats will give the residents an idea of recovery from the disease of addiction by hearing the panel members share their experience, strength and hope. The fact that these residents will be leaving and eventually be back in society is of importance to the panel coordinator. With this knowledge the panel coordinator can coordinate meeting/presentation formats to give the residents the best opportunity for experiencing recovery in the Narcotics Anonymous program when they leave the facility.

The H&I panel may inform the residents of the terminology used in N.A. meetings to better acquaint them with the Narcotics Anonymous program. Meeting lists may be given to the residents upon their release. The most important thing an H&I subcommittee can give the residents is hope that there is recovery in Narcotics Anonymous.

Halfway Houses or 3/4 Houses

These types of facilities are usually for addicts who are newly released from jails, hospitals or treatment facilities. Some of these places have a structured program and some do not. We have found that panel presentations, question-and-answer or topic discussion are the best types of meeting/presentation formats for these facilities. Because the residents usually have free access to outside meetings, these types of facilities should not be considered as having high priority for H&I. Meetings/presentations in these settings should be structured to avoid having the meeting become a therapy group. Within that structured meeting, you may wish to encourage more participation from the residents, and suggest that they attend outside meetings where possible.

Psychiatric Hospitals

In psychiatric hospitals we often find addicts who at this time have emotional and mental problems besides addiction. Many residents are probably on some sort of medication. As committee members we do not debate or discuss these other problems. Because of these unique considerations, we should hold speaker or panel presentations, with a possible question and answer session. We should choose topics that deal with early stages of recovery. Extra care must be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to ask that a staff person be present. This will provide H&I members with the maximum protection when working with these facilities.

Our Role with Facilities that Provide Medication to Their Clients/Residents

During the initial planning meetings with the facility we must be very clear about what N.A. is and what our basic message is. N.A. is a program of complete abstinence from all drugs. We have no opinions on outside issues and our approach is non-professional, so we must be very sure

that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug.

In facilities which provide medication, residents inevitably ask the question, "Am I clean if the doctor has me on medication?" When that question comes up, it is important not to judge. Based on our Eighth and Tenth Traditions, we are not in a position to discuss the issue. We can only tell them to keep coming back--they are welcome at meetings--and to read the Basic Text. The people on the H&I panels should not tell residents to stop taking their medication. We are not doctors!

INTERACTION WITH THE STAFF

Our relationship with the staff of the facility is important for the continued success of the H&I meeting/presentation. Although the staff's designated contact person may be on the administrative level, our week-to-week interaction will most likely be with the other staff.

It is important that we establish a rapport with these staff members that will make it much easier to deal with any difficulties that may come up. This positive relationship will facilitate everything from making sure that there is a table to put the literature on to handling a resident who has a seizure during the meeting/presentation.

At some H&I meetings/presentations, a staff person may be expected to attend. We should make it clear, not only at the initial stage of setting up the meeting, but also on an ongoing basis, that their role will be as observers only. This also applies if the staff member happens to be a member of N.A. While this person is functioning as an employee of the facility, they wouldn't be able to share about N.A. without the residents becoming confused about N.A.'s relationship with the facility. This is in keeping with our traditions concerning non-professionalism and non-affiliation (Tradition Eight and Six).

Working with Adolescents

There are some issues that should be taken into consideration when working with adolescents. Please refer to the discussion on this on page 5 in the General Section.

DO'S AND DON'TS

Do

Make directories of outside meetings available to residents.

Clarify the facility's rules with anyone you bring in.

Try to get all agreements with the facility in writing.

Start and end on time!

Briefly explain what H&I is.

Make it clear that N.A. is separate and distinct from the facility as well as other fellowships.

Try to get residents involved, especially those in long-term facilities (literature person, readings, coffee maker, etc.)

Obey all dress codes. Exercise common sense and dress appropriately.

Keep staff aware of your whereabouts at all times.

Stamp all literature you bring into a facility with the local helpline number.

Screen all panel members carefully, especially regarding the clean time or other requirements.

Explain the language that we use ("addict," "clean," "recovery") and why we use it (the First Step of N.A. and Sixth Tradition of N.A.).

Emphasize that in N.A., recovery is available to any addict, regardless of "type" of drug(s) used.

Emphasize the importance of getting to an N.A. meeting the first day out.

Emphasize the importance of getting a sponsor and a home group, the ongoing nature of recovery, and the importance of attending meetings (suggest ninety meetings in ninety days).

Use the literature recommended for H&I work, if we are supplying the literature. Encourage the treatment centers to supply N.A. literature on their own if at all possible.

Be selective about who you choose to take into H&I meetings. Clean time requirements are very important. People who sit on N.A. panels should be able to share a message of recovery in Narcotics Anonymous.

Don't

Break another person's anonymity or tell his or her story.

Debate any issues involving the facility's rules or regulations.

Discuss conditions within facility, or opinions about staff members.

Debate the merits of the treatment center's program or other fellowships. Remember, we have no opinion on outside issues. The best approach is to focus on the positive and unique qualities of our program. Keep your Basic Text handy, and read from it. It is the foundation of our program of recovery.

Comment on the methods used by the treatment facility. Not all facilities are Twelve Step based nor do their understandings of the Steps necessarily coincide with the understanding gained in Narcotics Anonymous. We share our experience without reference to the facility's methods or to residents' comments.

While sharing, put too much focus on what it was like. They already know.

Debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.

Carry excessive cash or wear expensive or flashy jewelry.

Show favoritism to any resident(s).

Take messages in or out of the facility.

Give out any other person's address or phone number.

Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Rely on flooding a treatment center with literature to carry our message. The most powerful tool for carrying our message is the N.A. member.

Read too many literature selections at the beginning of the meeting.

Keep it short and simple to keep their attention.

Let the meeting run too long. Most treatment center residents spend much of their day in meetings of one sort or another, often in the same room.

Collect any money.

CORRECTIONAL

H&I IN CORRECTIONAL FACILITIES AND JAILS

PURPOSE

The purpose of an H&I meeting/presentation is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer term facilities, are intended to simply introduce those attending to some of the basics of the N.A. Program.

HOW TO START AN H&I CORRECTIONAL MEETING/PRESENTATION

The initial approach to start an H&I meeting/presentation should be done by an area H&I subcommittee, coordinating efforts with P.I. where applicable (See the General Information section, page 2, of this handbook, for additional information).

Sometimes a facility will approach the H&I subcommittee and ask to have an H&I meeting/presentation brought in. Once we are contacted, we set up an appointment. If we are not able to support a meeting/presentation at this time, we explain at the appointment that we cannot service their request, and will maintain communication with them. We also may provide N.A. literature and make them aware of the *N.A. Way, Reaching Out*, WSO Catalog, Phoneline Directories, tapes approved for sale by the WSO, and the ability to order N.A. literature.

Sometimes the H&I subcommittee will approach the facility to propose a meeting/presentation. This can be done with a phone call or through a form letter. In any case, be sure that this is a team H&I effort. Do not act alone.

1. A phone call should be made only by a person appointed by the H&I subcommittee to establish contact with the facility.
2. When writing a letter, use stationary with N.A. letterhead and type in business format. Keep a copy for the area H&I subcommittee files.
3. Follow up letters with phone calls.

Contact by the H&I subcommittee should only occur if you are prepared to support an H&I meeting/presentation. Once contact with the appropriate facility representative has been made, set up an appointment for presentation. Whether or not a meeting is established, try to get a contact person at the facility.

Make the appointment and be there on time. This may be a joint response from the P.I. and H&I subcommittee members. Dress appropriately and be courteous. Remember, you are seen as representing

Narcotics Anonymous. Bring pamphlets and literature and local meeting schedules with you and discuss our Twelve Steps and Twelve Traditions, our Handbook, and your local guidelines.

Explain what an H&I meeting is and is not. What N.A. offers: we carry a message of recovery from the disease of addiction through the Twelve Steps and Twelve Traditions of Narcotics Anonymous, offering an opportunity to each individual to improve the quality of his/her life, both inside the facility and after release from the facility. N.A. is not a benevolent society. We are not amateur social or welfare workers. We do not counsel or educate staff or residents. We do not provide jobs, housing, money, etc., or letters of reference to judicial systems. The only thing that we have to offer is a message of recovery from active addiction.

What the facility requires from Narcotics Anonymous: we must adhere to their rules and regulations (i.e., dress code, their do's and don'ts, clean time requirements, if any, etc.). Get specifics about the facility's requirements in writing if possible (See form in Appendix B, pg. iii.) If reference letters, "sunshine letters", are needed, they are available through the WSO H&I Coordinator.

CORRECTIONAL MEETING FORMATS

There are many different types of facilities with different rules and regulations. We offer some general guidelines for choosing a format for the meeting/presentation, and a general outline around which to develop your own format. One thing which is common to all H&I meetings is that they are closed unless by invitation of the panel leader or the H&I subcommittee. When choosing a format the first thing to consider is the Fifth Tradition, "Each group has but one primary purpose, to carry the message to the addict who still suffers." The format should provide a structure which ensures that the N.A. message of recovery is carried. For this reason, open sharing types of meetings are not used in the H&I setting. They tend to lend themselves to an atmosphere which is inappropriate for an H&I meeting/presentation. The best formats are those in which outside members are delivering a message of recovery in N.A. The best examples are: speaker meetings, panel presentations, question-and-answer, literature and topic discussions. Meetings/presentations should start and end at the pre-arranged time.

The following is a general format for an N.A. H&I meeting/presentation. It may be modified according to local needs or customs. It is presented here for those seeking some direction. Remember, it is our responsibility to maintain an atmosphere of recovery.

- a. Introduce yourself and welcome everyone to the meeting.
- b. Have a moment of silence followed by the Serenity Prayer.
- c. Invite all attending the meeting to give their first name (when appropriate).
- d. Briefly explain that this is a hospital and institutions (H&I) meeting. Because these residents' access to regular N.A. meetings is limited, the area service H&I subcommittee is bringing this special meeting/presentation here.
- e. At this time have residents volunteer to read from Conference-approved literature. Usually, "Who Is an Addict," "What Is the N.A. Program," "How It Works," "Why Are We Here," or other selections are used. Within long-term facilities the reading "What Can I Do?" and the Twelve Traditions can be used.
- f. Depending on the format selected, proceed as follows: "After the speakers have finished there will be time for any questions. There will be no cross-discussion while anyone is sharing. Please hold your questions until the end of the meeting."

Specific Formats

There are many different meeting/presentation formats that may be used; however, whichever format is chosen it is important that the H&I panel maintain control in the meeting. Many times the use of extremely liberal meeting formats will cause the meeting to be unruly and difficult to control.

Speaker Presentation

In a speaker meeting, one or more N.A. members share their experience, strength, and hope. This tends to lay out some basic symptoms and characteristics of the disease, and to show how N.A. has brought about recovery. A narrative of events accomplishes little, but a sharing of feelings, self-image, turning points, new awareness, etc., carries a message of recovery.

(Note: This follows a-f on Page 37)

- g. Introduce the speaker(s).
- h. Leave sufficient time for questions and discussion at end of presentation.
- i. Make any announcements that are pertinent (i.e., meeting directories or literature being available, speakers are available to talk after the presentation, etc.).
- j. Close with the prayer of your choice.

Panel Presentation

This is similar to a speaker presentation. Rather than all sharing on the same topic, panel members usually take one aspect of recovery in N.A. each and share on that subject. In this way, topics can be selected in advance that give information and experience on a variety of relevant subjects

(Note: This follows a-f on Page 37)

- g. Explain how the format works (each member of the panel shares on one topic or on separate topics and then there will be time for questions and discussion).
- h. Introduce the panel members one at a time to make their presentation (you should discuss the length in advance so that the timing works out).
- i. Leave sufficient time for questions and discussion at end of presentation.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

Topic Discussion

This type of meeting allows for the participation of the residents. This format differs from open participation in that more structure is provided for the discussion. One or two members from the outside should share first to set the tone and direction of the meeting. It is a good idea to keep another experienced member in reserve to call on if the discussion gets away from recovery from addiction. The leader, or chairperson, should call on speakers one at a time rather than letting the discussion go spontaneously. This will allow for more control in keeping the meeting recovery-oriented.

(Note: This follows a-f on Page 37)

- g. Introduce the topic and share first to set a recovery oriented tone.
- h. Call on several residents and then a panel member repeating this process until it is time to end the meeting.
- i. Make any announcements that are pertinent, (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc).
- j. Close with the prayer of your choice.

Topics should be chosen carefully, with the Twelve Steps and Twelve Traditions in mind. There are a multitude of topics that relate to our personal recovery in N.A. There are many topics that have nothing to do

with recovery. It is important to remember in most H&I meetings we are dealing with addicts who are relatively inexperienced with recovery. When we select the topic for an H&I meeting, their needs should be considered first. The following list is not complete, but you will find a number of topics that are appropriate for most H&I meetings/presentations. You are not restricted to this list by any means. It is only presented as a resource so that you may get some ideas.

Some Suggested Topics

1. Any I.P. or selection from the Basic Text
2. H.O.W. (honesty, open-mindedness and willingness)
3. Surrender
4. Acceptance
5. The Basics (Don't use, meetings, phone numbers, literature, sponsor and the Steps)
6. H.A.L.T.S. (don't get too: hungry, angry, lonely, tired, or serious)
7. Responsible for our own recovery
8. Freedom from active addiction
9. Identify rather than compare
10. Spiritual not religious program
11. Going to any lengths
12. Transition from correctional facilities to the Fellowship
13. Tools of the Fellowship
14. Letting go
15. Feelings
16. Learning to trust
17. Giving up old playmates, playgrounds and playthings
18. Living just for today
19. The first three steps
20. Denial
21. Reservations
22. Sponsorship

Literature Discussion

For a Literature Discussion meeting, parts of the Basic Text or other Conference-approved literature are read and discussed. Passing the literature around and allowing everyone a chance to read can be an easy

way to get the residents involved. If you do that, though, be sure to include in the format a statement like, "Feel free to pass the literature along if you'd rather not read." Not everyone is willing or able to read out loud.

(Note: This follows a-f on Page 37)

- g. Explain how the format works: (will read through the selected literature stopping periodically to share or read through entire piece before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected piece of Conference-approved literature. Residents can be involved with the sharing but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- j. Make any announcements that are pertinent, (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc).
- k. Close with the prayer of your choice.

Questions and Answers

The question and answer format allows residents to write or state questions and topics they might feel frightened or embarrassed about. This format seems to be especially well received at adolescent facilities. The panel leader asks the residents to write topics or questions that are of concern to them and place them in a basket. After introducing the format, the questions are pulled one at a time and one or two of the panel members respond. If the question has already been adequately addressed the next question would be drawn and so on. The panel leader must judge whether a topic or question is appropriate to the meeting/presentation before it is read out loud. If not, just move on to the next question.

(Note: This follows a-f on Page 37)

- g. Explain how the format works (residents write topics or questions they would like discussed and place them in a basket or residents simply ask questions they would like to have discussed).
- h. Introduce the panel members.
- i. The topics are drawn out of the basket and fielded by the panel one at a time. Inappropriate topics shouldn't be read out loud.
- j. Make any announcements that are pertinent, (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc)
- k. Close with the prayer of your choice.

Step Study

A step study meeting may be held in an H&I setting. The Basic Text, *Narcotics Anonymous*, or other Conference-approved literature is used to read the step and then the material is discussed. It is important to have members on the panel who have practiced the particular step being studied. This type of meeting/presentation usually works well in longer term facilities where the residents have had some previous exposure to the Narcotics Anonymous program of recovery. This format allows the residents of the facility to have more participation.

(Note: This follows a-f on Page 37)

- g. Explain how the format works (will read through the selected step stopping periodically to share, or read through entire piece of literature before sharing).
- h. Introduce the panel members.
- i. Begin the reading of the selected step from Conference-approved literature. Residents can be involved with the sharing but if it gets out of hand be sure to have a panel member prepared to shift the tone back to recovery.
- j. Make any announcements that are pertinent (i.e., meeting directories or literature being available, panel members are available to talk after the meeting, etc.).
- k. Close with the prayer of your choice.

General Hints About Conducting H&I Meetings/Presentations

Regardless of the format you use, a question and answer session can be included somewhere toward the end of the meeting. In this way, the speakers can fan any sparks of hope or interest that may have ignited during the meeting. We may not have all the answers to the residents' questions, but we can always convey our interest in the person who asked. That may do more than the information contained in our answers.

In a facility where residents are incarcerated for long periods of time, step meetings have been very beneficial to the incarcerated addicts. They give a sense of belonging, and of being part of the N.A. Fellowship.

If you cannot provide a weekly H&I meeting/presentation, perhaps a panel can be taken in once a month. Literature and meeting schedules may be supplied, or the facility can be encouraged to buy N.A. literature for its residents.

Make sure the facility is aware of the *N.A. Way*, *Reaching Out*, and the speaker tapes approved for sale through the WSO.

Try to avoid a return to old attitudes when you walk into a facility. We need to remember that ours is a program of attraction, and our attraction lies in the ways we have changed.

CORRECTIONAL FOLLOW-UP

If you have followed the proper procedures for establishing your H&I meeting/presentation, there is now a clearly established contact person from your committee, and one from the facility. It is important to keep the channels of communication open between the two.

- a. Maintain ongoing contact, and be aware of any developing situations. Any problems that may arise should be handled early, before they grow into larger problems.
- b. Keep copies of all written correspondence between the subcommittee and the facility.
- c. It is important also to be aware of any changes in the facility's staff contact person or administration, and be ready to make a repeat presentation if necessary.
- d. Regular reports and discussions of your meeting should be held with the area H&I subcommittee.
- e. Once a meeting is well established as a healthy environment for recovery, encourage N.A. members within the facility to participate in the meeting (i.e., selecting someone to make coffee or set up chairs, etc.).
- f. Another kind of follow-up to be aware of is follow-up with members who are released. Make sure meeting lists and helpline numbers are available to such members upon release from the facility, and that they understand clearly how to make proper contact with N.A. after their release.
- g. Encourage N.A. members within facilities to make the best use of N.A. serial publications. Be sure they have copies of *Reaching Out*, and where possible other publications such as *The N.A. Way* magazine. Encourage them to write letters or articles for these publications.

Making a sincere commitment and following through rigorously once a commitment has been made is the most important aspect of H&I work in correctional facilities. We must not make promises that we cannot keep. Irresponsible or inconsistent behavior with regard to commitments affects N.A. as a whole. A decision to give up a commitment is a serious matter. If such a decision must be made, the H&I subcommittee should be informed immediately.

TYPES OF CORRECTIONAL FACILITIES

H&I meetings in correctional facilities will vary in format from one facility to another. It is important to exchange information with the facility at all stages of planning and on an ongoing basis. Facilities will have different policies that we must take into consideration when planning a format or bringing panel members to the H&I meeting. It is important not to make broad assumptions about one facility based on your experiences with another. Communications with the administration will be an important factor in maintaining a good relationship with the facility.

Due to classifications, location of the residents within the facility, or other policies at the institution, a single H&I meeting may not be accessible to all of the residents. If your subcommittee has enough members involved with H&I, one option may be to have several meetings at the institution to reach different segments of the population. This is an example of how we may work within the rules of the facility and still carry the N.A. message to the suffering addict.

In the following descriptions we have tried to lay out some of the basic characteristics of different facilities and suggestions for formats that seem to work best. Experience and common sense will guide you in working with facilities in your area. The needs and situations of the residents will determine the type of H&I meeting that you plan.

While we realize that we cannot hope to describe every type of correctional facility, we believe that our experience in carrying the message of recovery in a variety of settings may be of benefit.

Short Term Facilities

The term "short term" is used to refer to facilities in which inmates are held for less than one year. This will include some city and county jails, work farms, honor farms, and privately owned prisons. In short term facilities, formats may be suitable which allow for limited participation by incarcerated addicts. Because these addicts will be held for a period of some months, panel members may wish to share about their experiences in early recovery. We feel it is important to give practical information about the N.A. program of recovery. Inmates may tend to get involved in discussing what they are going to do about recovery when they get out. We need to clearly state that recovery need not depend on, nor require, a particular living situation. We learn in Narcotics Anonymous that we can stay clean no matter what and that the time to begin our recovery is now.

If you choose a format that allows for inmate participation, you may want to alternate sharing by outside members and inmates. This will help keep the discussion on recovery in N.A.

Be sure you are familiar with the rules of the short term facility. You may be asked by inmates to meet them upon their release or for personal

information so they may contact you. Some members choose, as individuals, to arrange to meet inmates upon release. This is not a service provided by an H&I subcommittee (see General Information, page 9). Our do's and don'ts, and most facility rules, discourage giving out phone numbers. While we may be clear about this difference, it is not reasonable to expect the inmate or facility to understand it, especially since we made the contact with the inmate while participating on an H&I panel. In general, all our actions involving a facility or its inmates will be seen as reflections of Narcotics Anonymous.

In short term facilities, some inmates may choose to attend the N.A. meeting for the novelty, to see other inmates, to look good to the parole board, to get out of their usual surroundings, or for a variety of other reasons not related to recovery. We trust that no one gets to Narcotics Anonymous by mistake. However, these inmates may be distracting or disruptive in the meeting. Do not hesitate to ask for respect, attention and quiet from those in the meeting.

The facility may have a staff member in attendance at the meeting, or we may request that a staff member be present (see General Information, second question, page 13). If we maintain communications with administrators and staff, they may become willing to remove the staff person from the meeting after a period of time.

Work Release, Halfway Houses, Honor Camps and Prison Farms are known by a wide variety of names but basically they are facilities which house inmates after their release from jail or prison and before they are allowed to fully re-enter society. Some of these are privately owned and operated but residents are still considered to be in custody and risk being returned to prison for infractions of the rules. If residents' schedules allow for limited attendance at regular N.A. meetings, such facilities will probably have a low priority for your committee. If the residents do not have full access to regular N.A. meetings, your committee will probably give the facility a high priority.

Long Term Facilities

We consider facilities to which addicts are sentenced for more than one year to be long term facilities. In these facilities you are more likely to be dealing with addicts who are maintaining their recovery while incarcerated. There may be inmates attending the meeting who are newcomers or who are there for reasons other than recovery (see Short Term Facilities, above).

Increased participation and sharing by residents should be encouraged. That participation may be having inside members reading from N.A. literature to opening up the meeting. In a long term facility, this H&I meeting may be the only N.A. recovery these addicts will experience for

years. By allowing them to be more directly involved forms a common bond for them to work the program within and throughout their stay.

You may wish to use a topic discussion format in these facilities. Literature and step study formats may also be appropriate. The panel members will want to be sure to share about staying clean today, practical specifics of working the N.A. program, and freedom from active addiction. It is important that panel members are familiar with Narcotics Anonymous literature.

Addicts incarcerated in long term facilities may have started a meeting on their own, separate from the presentation of the H&I Subcommittee. If there is no involvement and participation by H&I Subcommittee members, it is not an H&I meeting. These meetings are not within the scope of the H&I subcommittee. The responsibility for supplying them with literature or other services falls on the local ASC. It is important that efforts are made to clarify this with the facility administration. This may avoid H&I being held responsible.

Forensic

A forensic unit is a court-ordered maximum security correctional facility for those classified as mentally unstable, incompetent, needing psychiatric evaluation or classified as criminally insane.

In forensic units, we often find addicts who at this time have emotional and mental problems besides addiction. Many residents are on some sort of medication. As committee members, we do not debate or discuss these other problems. Because of these unique considerations, it is clearly indicated that a highly structured H&I format is needed for this basically long term population. A good example is a panel or speaker meeting with possible questions and answers.

Carrying the message in these facilities is an especially sensitive type of service. Only the most experienced H&I member should be selected to participate. These facilities usually have extensive requirements regarding participation from the outside. Extra care must be taken to fully acquaint ourselves with the facility's policies and restrictions. You may wish to provide H&I members with the maximum protection when working in these types of facilities.

During the initial planning meetings with these facilities, we must be very clear about what N.A. is and what our basic message is. N.A. is a program of complete abstinence from all drugs. We have no opinions on outside issues; however, our approach is non-professional, so we must be very sure that it is understood that we do not advocate going against a physician's advice. Neither do we endorse the use of any drug.

In facilities which provide medication, residents inevitably ask the question, "Am I clean if the doctor has me on medication?" Based on our Eight and Tenth Traditions, we are not in a position to discuss this issue.

We can only tell them to keep coming back, they are welcome in meetings and to read the Basic Text. The people on the H&I subcommittee should not tell residents to stop taking their medication. We are not doctors!

Adolescents

There are some issues that should be taken into consideration when working with adolescents. Please refer to the discussion of this on page 5 in the General Section.

DO'S AND DON'TS FOR H&I WORK IN CORRECTIONAL FACILITIES

The World Service Conference H&I Committee has compiled this list based upon the experiences of subcommittees around the world that have sent input on H&I service matters. They provide some very helpful guidelines, and should help you avoid some of the common pitfalls.

Do

Make directories of outside meetings available to residents.

Clarify the facility's rules with anyone you bring in.

Try to get all agreements with facility in writing.

Start and end on time!

Try to get residents involved, especially those in long-term facilities (i.e., literature, coffee maker, readings, etc.).

Obey all dress codes. Exercise common sense and dress appropriately.

Keep the staff aware of your whereabouts at all times.

Follow all security regulations at all times.

Stamp all literature you bring into a facility with the local hotline number and regional/area address.

Screen all speakers and chairpersons carefully, especially regarding the clean time requirements of the facility and the H&I committee.

Contact the facility contact person and let them know they can purchase literature from the RSO and WSO (Most jails and correctional facilities have funds available for this).

Inform the contact person that we have literature order forms available for their use.

Make sure all speakers carry a clear N.A. message of recovery.

Follow the guidance found in the WSC H&I Handbook.

Don't

- Break another person's anonymity or tell his or her story.
- Take a member who has friends or family in the facility.
- Get involved in discussion about an inmate's guilt or innocence.
- Debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.
- Discuss conditions within the facilities or opinions about staff members.
- Give or accept gifts.
- Carry excessive cash or expensive or flashy jewelry.
- Show favoritism to any inmate(s).
- Carry letters in or out of the facility.
- Carry in any contraband items.
- Give out another person's address or phone number.
- Give the residents money.
- Take a person into a correctional meeting who is on parole or probation unless they specifically get permission from the parole/probation officer and the facility.
- Take a person with outstanding warrants.
- Give anyone your personal address or phone number.

COMMITTEE STRUCTURE & FUNCTION

INTRODUCTION

The ultimate goal of H&I work is to get our message of recovery to any addict whose attendance at regular N.A. meetings is restricted. A strong and stable H&I subcommittee, with support and willingness from the local N.A. community, is crucial if we are to do this.

H&I committees are subcommittees of the area or regional service committee, and as such they are directly accountable to that committee in all matters. Subcommittees are not autonomous; they are established by areas and regions to serve a specific need. Budgets, new guidelines, and reports of the subcommittee's work should be submitted for approval to the appropriate service committee.

Much of the emphasis of this section is on the area H&I subcommittee, since the direct coordination and effort for H&I work is performed at this level. We present several different ways of structuring an area H&I subcommittee. Each should be studied carefully to see which best suits local needs. In an effort to present each model clearly, we have provided a flowchart for each. If you have any questions about them, your regional H&I subcommittee or the WSC H&I Committee should be able to help you.

After many years of experience with various types of H&I meetings/presentations, we recommend the "panel system" as the most effective. The H&I meeting sponsored or conducted by a particular N.A. group does not allow for the H&I subcommittee to have enough influence over the meeting and defeats the subcommittee system our Fellowship utilizes. We then lose the benefit of the full-time consideration of H&I matters that an H&I subcommittee provides. This often gives rise to problems in communication and consistency. Some groups wish to begin H&I meetings/presentations before an ASC has been formed. We have provided guidance for this type of situation in this section, but this should be entered into only where no ASC exists, and any commitments should be turned over to the H&I subcommittee when it is formed.

There is occasionally some confusion with the terms "panel system" and "panel format." The panel system refers to the general approach to structuring your H&I effort which uses panel presentations. The "panel format" refers to the specific way in which a given panel structures its presentation.

A subcommittee using the panel system has a "panel coordinator" who oversees several different H&I commitments to assure that communications between the facility and the H&I subcommittee are going well. Each H&I meeting has a panel leader/panel chair, who makes all the necessary arrangements to put on the meeting itself. "Panel members" are those who attend the meeting to share their recovery. A variety of formats can be used within such a panel system.

H&I subcommittees at the regional level exist primarily to lend assistance to area H&I subcommittees. The regional H&I subcommittee should never find itself in a position of dictating or trying to control the actions of the area H&I subcommittee. Many times, areas will come to the regional H&I subcommittee with questions about H&I work or situations they are not sure how to deal with. This is where the benefit of the regional committee acting as a pooling place for area H&I subcommittees to share their experiences pays off.

Also included in this section is material on the WSC H&I Committee. If you are interested in finding out more about this Committee, this should be a valuable resource for you.

As is always the case in committee work, it is important to work together as a team. The experience of many members of the Fellowship shows that the unity of purpose and the subcommittee members' ability to work together will be vital to the success of our service efforts.

PURPOSE OF AN AREA H&I SUBCOMMITTEE

The area H&I subcommittee plays a central role in the overall H&I service effort. It initiates, coordinates and conducts all local N.A. hospitals and institutions meetings and activities within the area. This subcommittee is the hub of H&I planning and organization.

The area H&I committee is a subcommittee of the area service committee (ASC). It meets regularly, and its chair reports to and is accountable in all matters to the ASC. The subcommittee is composed of an H&I chairperson, H&I vice chairperson, H&I secretary, and other elected officers, as well as any other members of the Fellowship who wish to be involved. Here is what the subcommittee does:

1. Provides a monthly forum to pool experiences. "I can't--we can."
2. Prepares H&I policies and guidelines for the H&I subcommittee's and the ASC's approval.
3. Serves as a communications link between local H&I meetings/presentations and H&I subcommittees at the regional and world levels.
4. Selects the members who are to conduct the H&I meetings.
5. Serves as a distribution point for literature for the meetings and reports these transactions to the ASC.
6. In cooperation with P.I., makes all initial contact with facilities.
7. Conducts learning days, workshops, and orientations on relevant topics.
8. Is responsible for all H&I oriented services within the area.

FORMING AN AREA H&I SUBCOMMITTEE

When an area decides that the time has come to form an H&I subcommittee, it should set a date for an initial subcommittee meeting. All persons interested in H&I work are invited through an announcement made at local meetings. The ASC, meanwhile, takes nominations and then elects a chairperson for the subcommittee.

The first order of business at the organizational meeting is to set a direction for the subcommittee. If the ASC has not already selected a chairperson, the area vice chair, who is responsible to coordinate the activities of the subcommittees, should preside over the meeting.

It is important for the subcommittee to develop a set of internal working guidelines. Experience shows that this will make each person's responsibilities much clearer, and will make for a much more stable subcommittee. Several samples of guidelines are included as examples (see resource section). Also guidelines from neighboring areas may provide some useful information. Your regional H&I subcommittee or the WSO H&I Coordinator has copies of these available for this purpose.

After you have done this initial set-up work, you will be ready to set your priorities for H&I meetings/presentations and start to carry a message of recovery in N.A. Members of the area may have been doing H&I work before an H&I subcommittee was established, and hopefully you have included them in the subcommittee already. If not, then it would be a good idea to contact them and get them involved.

It is a good idea to start out slowly and not to start a large number of H&I meetings/presentations until the subcommittee starts to take shape and you are able to see just how many members are actually going to follow through and do the H&I work. This number is usually smaller than those who initially indicate a willingness, but hopefully over time the number will grow.

A TYPICAL AGENDA FOR AN AREA H&I MEETING

1. Moment of silence for the still-suffering addict
2. Opening prayer
3. Read Traditions
4. Take attendance
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures including literature disbursements
7. H&I panel coordinators report
8. H&I panel leaders report
9. Old business
10. Elect officers (if appropriate)

11. New business
12. Schedule next subcommittee meeting
13. Closing prayer

RESPONSIBILITIES OF AREA H&I OFFICERS

The responsibilities of the subcommittee officers are shown below, but the list is only a summary. Officers will often do a lot more than this outline describes. The success of subcommittees depends upon the dedication and leadership of good officers.

A. Chairperson

1. Minimum clean time requirement is two years.
2. Keeps order in the meeting.
3. Keeps discussion on the topic.
4. Prepares an agenda for each subcommittee meeting.
5. Ensures that the traditions are upheld in all matters.
6. Maintains a link of communication between the H&I subcommittee and the area service committee, including giving a monthly report to the ASC.
7. Attends each meeting of the regional H&I subcommittee and brings a report of its activities back to the area H&I subcommittee.
8. Works with the panel coordinator(s) to draft all correspondence to facilities served by the subcommittee.
9. Maintains meeting referral information about the Fellowship so that panel leaders can refer those leaving an H&I setting for another area, to a meeting or helpline number.
10. May have other responsibilities, depending on the local H&I guidelines

B. Vice Chairperson

1. Minimum clean time requirement is one year.
2. Helps chairperson keep proceedings orderly.
3. Acts as chairperson in the case of chairperson's absence.
4. If the office of chairperson becomes vacant, serves as the chair until confirmed by the ASC or until a new chair is elected.
5. May have other responsibilities depending on the local H&I guidelines.

C. Secretary

1. Minimum clean time requirement is one year.
2. Takes an accurate set of minutes at each monthly meeting, and distributes them to subcommittee members prior to the next meeting.
3. Keeps an updated volunteer list of members who would like to go to H&I meetings.
4. Maintains an ongoing file of all correspondence and minutes.
5. May have other responsibilities depending on the local H&I guidelines.

There are other responsibilities of the H&I subcommittee that could fall under the job descriptions of the above officers, or could become positions of their own. How many different positions you have will depend on the number of members you have available to your subcommittee who can serve, and how the subcommittee decides to structure itself. Flowcharts illustrating the basic structures an area may choose are included in the Resource section.

D. Literature Coordinator

1. One year clean time required, and one year term.
2. It is the responsibility of the literature coordinator to distribute N.A. Conference-approved literature and any other items the subcommittee uses in carrying the message, such as copies of *Reaching Out* and *The N.A. Way*, to the panel leaders. To assure accountability, a complete record of all transactions must be kept, and a report given at the regular subcommittee meetings. This person should always be aware of the amount of literature being distributed so the panel leaders' literature request remain prudent and the subcommittee can fairly distribute the literature without exceeding its budget. Regular audits should be done to ensure that the literature outlays are reasonable and accounted for.

The Panel

Gathering all the people needed to conduct the H&I meeting is the responsibility of the panel leader who puts together several members (a panel) to go and put on an H&I meeting/presentation at the facility. Here is a description of these positions:

A. Panel Coordinator

1. One (1) year clean time required, and one year term.
2. It is the panel coordinator's responsibility to see that the meetings/presentations are conducted in accordance with the policies of the H&I subcommittee and the rules of the facility.

This person acts as the liaison between the H&I subcommittee and a given facility. A panel coordinator may be responsible for only one facility, several, or all the facilities that the subcommittee is working with. This will depend on the needs and conscience of the H&I subcommittee. In some areas the responsibilities the panel coordinator falls under the job description of one of the other officers, such as chairperson or vice chairperson. This would work in a smaller area but as the number of facilities you are dealing with grows, you may want to elect one or more panel coordinators to handle the job.

B. Panel Leader

1. One (1) year clean time require, six month term.
2. Panel leaders should be selected by the H&I subcommittee at its regular subcommittee meetings. The term should be six (6) months. The panel leader can decide what type of meeting to have by using one of the meeting formats.
3. The panel leader selects members of the Fellowship to be panel members usually from the panel member list. The panel leader is responsible to insure that the meeting starts and ends on time. Any problems should be reported to the panel coordinator and then included in the regular report to the H&I subcommittee.

C. Panel Member

1. Six (6) months clean time, and a willingness to share their experience, strength and hope.
2. This is the essential element of H&I work, the member who goes to share his or her experience, strength and hope at the H&I meeting. Without these people, our H&I work would be completely impersonal at best.
3. Areas should develop some basic requirements for members who are to carry the message in H&I. A good understanding of the fellowship and the policies relevant to this H&I meeting is essential. A packet may be developed that will outline what is expected of panel members (see sample in Appendix A, page ii). Orientation of inexperienced members is a good idea. Have a new panel member attend the meeting to listen and observe the panel the first time or two. This will make them more aware of what their role on the panel will be.
4. A clean time requirement is important to ensure it is truly a message of recovery we are carrying and not just the disease. Although some areas will have to be more flexible with clean time, six months continuous abstinence is a good minimum requirement. Some facilities will not have any clean time

requirements, but we should still place this standard upon ourselves to ensure consistency of the recovery message. Some facilities will require more clean time than six months, and we should try to work with them too, if the area has a sufficient number of members with the clean time who are willing to make the commitment.

H&I MEETINGS/PRESENTATIONS WHERE NO AREA SERVICE COMMITTEE OR H&I SUBCOMMITTEE EXISTS

As Narcotics Anonymous grows, meetings are starting up more and more frequently in smaller communities and rural areas. Often because of their geographical location, or because of the limited development of N.A. service structure in an area or region, formation of and participation in an ASC and its H&I subcommittee is not yet possible or practical. Yet once an H&I meeting/presentation is started, the news seems to spread very quickly. Facilities may seek out local members and request an N.A. meeting. Usually, these original members in an area are very committed and try to say yes to all requests, so H&I meetings are started. We have included a flowchart that illustrates structure in newer or smaller areas (See flowchart example A, pg. 56).

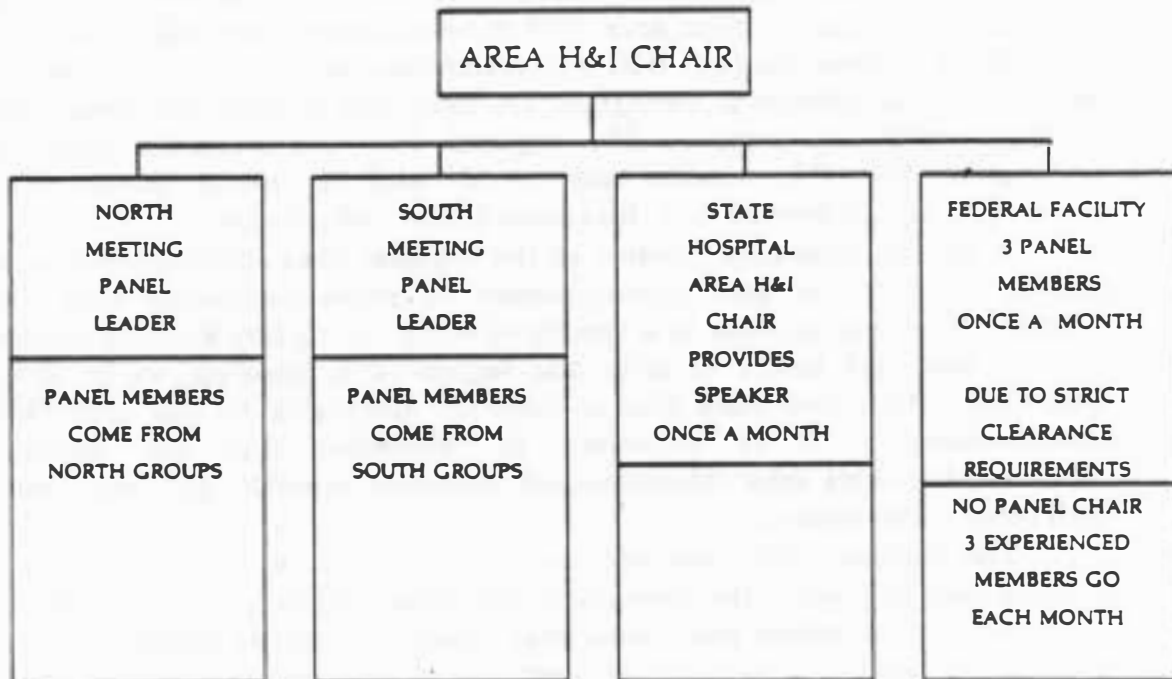
These commitments are many times taken on by one or a few dedicated members who mean well, but usually discover that the demands of supporting one or more H&I meetings, week in and week out, can quickly lead to burn-out. It is possible to do H&I work in such circumstances, but be sure to use some common sense. Here are some tips:

1. Never take on an H&I commitment alone. In the absence of an area H&I subcommittee, any H&I work has to be the effort of one or more groups. Remember, I can't - we can. The H&I member working alone may end up doing more harm than good in the long run.
2. Make sure the group is ready for the responsibility. Don't be afraid to say "No, we're just not able to support a meeting in your facility at this time." Don't take on additional commitments until you are ready.
3. Get other groups involved whenever possible, perhaps alternating weeks or months. Reach out. There is the possibility that some member from neighboring areas or the region would be able to come and help occasionally.
4. Use these guidelines. You will find much material in here that will be helpful in your efforts.
5. If you find that you have over-committed yourselves, go to the facility and let them know that you need to discontinue the meeting for a

while. They will respect you more for letting them know face to face than if you just stop showing up.

6. Always keep an awareness that H&I work is done best by area H&I subcommittees using the panel system. As soon as it is possible to form an ASC or join an existing one, do so.

EXAMPLE A Newer or Smaller Areas



Here are some variations:

1. The chairperson is responsible to keep a line of communication open with the facilities, possibly even working with panel leaders on this. The vice chair is in charge of literature distribution. Any other responsibilities are divided among these two and the secretary.
2. The vice chair is the panel coordinator, while the secretary is in charge of literature distribution.

THE REGIONAL H&I SUBCOMMITTEE

A strong and stable regional H&I subcommittee can provide the guidance and direction that area H&I subcommittees need when facing unfamiliar or problematic situations. To be able to do this it is essential to

get the area H&I subcommittees involved with the regional H&I subcommittee. Together we can do what alone we can not.

The subcommittee at this level provides some clerical services, serves as a pooling place for area experience, provides a communications link between the world and area levels and may perform certain support and outreach services. This committee is a subcommittee of the regional service committee (RSC).

The clerical services mentioned include keeping a list of hospitals and institutions in the region, keeping track of which ones are served by which area H&I subcommittee. Also the RSC H&I subcommittee should keep on hand support materials that area H&I subcommittees may utilize in their H&I efforts. Some regional H&I subcommittees may choose to produce a regional H&I newsletter to strengthen the unity and increase the awareness of H&I within the region. The regional H&I subcommittee may, in cooperation with P.I., communicate directly with facilities to inform them about N.A. and to provide N.A. literature and/or order forms.

A second important function of the regional H&I subcommittee is to provide a forum for area subcommittees to share experience with one another. This may be done in a variety of ways. A regular learning session may be held just before or after the regular RSC meeting, or at some prearranged time and place that is mutually acceptable for the area H&I subcommittees. It is important to remember that the regional subcommittee helps area subcommittees overcome isolation and learn from each other's experiences.

The regional subcommittee may be involved in various outreach projects that help carry the message to the addict within the region. Some examples are: a mobile H&I panel that travels to various facilities over a weekend, or sending subcommittee members to isolated areas to help them develop or stabilize their H&I subcommittee. There are of course other ways you may choose to reach out. The point is that the regional subcommittee provides whatever services the areas need.

A fourth function of the regional subcommittee is to serve as a communications link. Communications from the world level that were not sent directly to areas can be duplicated and shared. Agendas for regional workshops and learning days can be developed in part from information obtained from the World H&I Committee.

Many regions help shape H&I in the Fellowship by providing input on the items the World H&I Committee is working on and sometimes they even sponsor individual projects and hold workshops to do it. World H&I can be informed of developments or experiences at the area level for publication in the H&I newsletter or other Fellowship publications, or for input in the continued development of a handbook such as this.

Minutes of your subcommittee meetings and your guidelines should be sent to the WSO (attn: H&I). This increases awareness of what is

happening with H&I throughout the Fellowship. The WSC H&I Committee serves as a resource and an information and communication link among regional H&I subcommittees worldwide. At this level we make decisions, generate new material for use in H&I work, budget for distribution of the newsletter *Reaching Out*, and send literature to H&I subcommittees in need based on the information we have about H&I endeavors throughout the Fellowship. Participation in regularly sending H&I regional reports (see form in Appendix B, page vii) will ensure your region's inclusion in this process and allow us to be more aware of the needs and concerns regarding H&I in Narcotics Anonymous.

Communication flows both ways between the area and world levels through the regional subcommittee.

The typical agenda for a regional H&I subcommittee meeting is as follows:

1. Moment of silence for the still-suffering addict
2. Opening prayer
3. Read Traditions
4. Take attendance
5. Read and approve the minutes of the previous meeting
6. Report of budget expenditures including literature disbursements
7. Area H&I subcommittees report
8. Old business
9. Elect officers (if appropriate)
10. New business
11. Learning session
12. Schedule next subcommittee meeting
13. Announcements
14. Closing prayer

THE WSC H&I COMMITTEE

The World Service Conference H&I Committee links H&I efforts worldwide and clarifies Fellowship-wide H&I policies. Reports and publications are developed at the world level, workshops are held in various locations to accomplish annual goals, and reports of these are distributed throughout the Fellowship. WSC H&I works closely with the World Service Office to assist in the formation of new H&I subcommittees and to help areas and regions overcome isolation by communicating directly with regions and areas, and providing a forum for sharing experience among regions and area via an H&I newsletter.

Members to the World H&I Committee are drawn from the most experienced H&I trusted servants in the Fellowship. Each region is asked to nominate members to the pool of the Committee. The WSC H&I Committee requirements are at least four years abstinence from all drugs, three years previous H&I experience, the willingness and ability to regularly attend Committee meetings, and the time and resources to actively participate on the projects of the Committee. A region may nominate any member it deems appropriate to the pool at any time, but no more than two nominees from any one region may be in the pool simultaneously. A nominee may hold other service positions within the Fellowship and this will not conflict with being an H&I member or nominee unless it prevents them from participating with the Committee. The guidelines for the Committee are included in this section. Also, in Appendix B, page x, you will find a nomination form. All nominations must be approved by a regional service committee.

THE WSC H&I WORKING GUIDELINES

Basic Purpose of the Committee

The basic purpose of this Committee is to collect, clarify, define and state the decisions of the Fellowship within the scope of H&I work and to initiate and coordinate actions based on these decisions. This Committee does not govern. We are, instead, the servants of the Fellowship performing necessary tasks.

The WSC H&I Committee acts as a resource to regions, areas, groups and individual members in their efforts to carry the message into institutions such as jails, hospitals, detoxification centers and recovery houses. Its goal is to help uphold Traditions while carrying our message to those who cannot come to us. The Committee will also serve as a resource for H&I related matters with individuals, organizations or associations outside the Fellowship.

Function of the Committee

The WSC H&I Committee links H&I efforts world-wide and clarifies Fellowship-wide policies. Reports and publications are developed at the world level that are distributed throughout the Fellowship. Workshops are held in various locations to accomplish annual goals and reports, these are distributed throughout the Fellowship. The World H&I Committee works to assist in the formation of new H&I subcommittees and to help areas and regions overcome isolation by communicating directly with regions and areas, and by providing a forum for sharing experience among regions and areas via an H&I newsletter. The Committee is assisted with this work by the World Service Office through the efforts of the H&I Project Coordinator.

The Voting Membership

The voting membership of the WSC H&I Committee shall consist of 21 registered members. To encourage that Fellowship wide participation in the WSC H&I Committee is maintained, no more than 2 nominees from any region may serve on the pool of the Committee simultaneously. The voting membership is as follows:

- A. WSC H&I Chairperson
- B. WSC H&I Vice chairperson
- C. WSB Trustee(s) assigned to WSC H&I Committee
- D. The Committee will be comprised of the most informed and experienced members who have shown and demonstrated their ability in service to H&I in their regions. These members will be chosen from a pool of qualified individuals who have been selected as representatives from their regions and whose names are brought by the RSR's from that region. These members shall serve a two year commitment to the WSC H&I Committee to assure that continuity of the tasks assigned to the Committee members is maintained.
- E. There will be one non-voting member of the Committee from the WSO BOD. This person will function as an informational conduit between the Committee and the WSO. This person will serve a term to be determined by the chairperson of the WSO Board.
- F. A quorum of one third of the voting participants must be present for any vote to be taken on the work that is being presented to the Committee. A voting member can send a proxy vote to be cast when a quorum is met.

Qualifications of Voting Members

- A. Members should be among the most informed, active, experienced H&I service workers in the Fellowship.
- B. Minimum clean time for a member of the WSC H&I Committee shall be no less than four years. This amount of clean time is necessary to ensure the commitment made by each Committee member to serve for a period of two years.
- C. The member should have at least three years H&I experience on the area or regional H&I subcommittee level.
- D. There is a two year commitment of service to the WSC H&I Committee made by each voting member. Each of the voting participants of the Committee can be selected to only one succeeding term (excluding the BOT member assigned to the Committee along with the chair and vice chair elected by the Conference). This

commitment is made in the effort to ensure continuity in the Committee.

- E. Shall be active in the Committee either in person, by mail, or by phone.
- F. Shall have demonstrated a working knowledge of the N.A. Twelve Steps and Twelve Traditions, service structure, and the H&I Handbook.
- G. Shall have the time and ability to make the commitment to serve on the WSC H&I Committee.
- H. Removal from the Committee is necessary when any of the following situations arise:
 - 1. Relapse.
 - 2. Failure to notify Committee of absence, prior to any scheduled meeting.
 - 3. Failure to carry out tasks and responsibilities delegated to each of the Committee members.
 - 4. Misappropriation of Fellowship funds.

Officers Qualifications and Responsibilities

A. Chairperson

- 1. Should be nominated from the current Committee.
- 2. Minimum clean time of five (5) years.
- 3. Minimum four (4) years active experience in H&I work on area, regional, and world levels.
- 4. To chair in an orderly manner all meetings of the Committee with a general understanding of *Robert's Rules of Order*, and to prepare reports to the WSC for regular inclusion in the *Fellowship Reports*.
- 5. To ensure proper and speedy communication of all work being done by the Committee and to stay in regular contact with Committee members (i.e., minutes sent out within three weeks, input for the tasks being performed by other members, etc.).
- 6. To prepare a budget with the vice chair and the BOT member, along with the Committee, to be submitted for approval by the WSC each business year.
- 7. To prepare an agenda of business with vice chair for each Committee meeting.

B. Vice Chairperson

- 1. Minimum clean time will be four (4) years.
- 2. Should be nominated from the current Committee.

3. Minimum of three (3) years active experience in H&I work on area, regional and world levels.
4. Works closely with the chairperson and coordinates activities of those responsible to the Committee, seeing that all members submit regular reports of their activities.
5. Presides over Committee meetings when the chairperson is unavailable.
6. Assists chair and BOT member in preparing a budget to be submitted for approval by the body of the WSC

WSO H&I Project Coordinator

Although the Project Coordinator is not a voting member of this Committee, he/she is a very integral part in the workings of this Committee. The Project Coordinator will be able to contribute an extensive pool of H&I knowledge and experience to this Committee.

The Project Coordinator has the day-to-day responsibility of handling the administrative needs generated by this Committee. He/she will be able to provide the overall assistance needed in matters which concern the central H&I information files maintained at the World Service Office. Their knowledge and experience in working with the WSC H&I Committees, past and present, provides the kind of continuity essential for H&I activities, especially for transitions during the annual reorganization of the Committee.

Membership Term

The term of membership will be two years beginning at the meeting where a person becomes a member, and continuing for two years. Members may seek reaffirmation for another two year term at the completion of the existing term.

Pool Membership

- A. Anyone nominated by their region may be a member of the WSC H&I Committee Pool. No more than two nominees from a region may be in the pool simultaneously
- B. Eligible pool members will be placed on the Committee by random drawing when openings occur.
- C. To be eligible to be drawn for Committee membership, pool members must meet the requirements specified for voting members, have been in the pool for one year, and have completed Committee assignments.
- D. Pool members do not have a vote in Committee sessions and have a voice at the chair's discretion.
- E. Members will be removed from the pool for the following reasons:

1. Relapse.
2. Failure to carry out Committee assignments.
3. Misappropriation of Fellowship funds.

LEARNING DAYS & WORKSHOPS

H&I LEARNING DAYS AND WORKSHOPS

LEARNING DAYS

The purpose of an H&I Learning Day is to educate the members of the Fellowship about hospitals and institutions work. Learning days are one way to prepare the N.A. member to carry the message to addicts who do not have full access to regular N.A. meetings. We have learning days so that we may benefit from the collective experience of other N.A. members.

Our greatest single source of reference is the Hospitals and Institutions Handbook. It is suggested that each member who does H&I work obtain the handbook and study it. It is an important tool for learning about H&I, and forms the basis for our learning days.

In most areas, the individual N.A. member participates in H&I work through their area H&I subcommittee, as described in detail elsewhere in this handbook. So it is the responsibility of area H&I subcommittees to conduct learning days to educate the members about H&I. By participating, members learn how to properly carry the N.A. message in an H&I setting. Since there are constantly new issues arising concerning H&I work, learning days should take place on a regular basis, and it is suggested that all panel members attend.

PREPARATION FOR LEARNING DAYS

The following suggestions have proven to be beneficial in preparing for learning days:

1. Choose a willing member of the H&I subcommittee to coordinate the activities involved in setting up the learning day.
2. Choose a suitable location.
3. Coordinate the event with all other subcommittees to avoid conflict with other functions.
4. Communicate with local Public Information subcommittees. H&I learning days should be held in conjunction with P.I. subcommittees so that members of both will become better informed about the activities and functions of each.
5. Inform the Fellowship through announcements at local meetings and through the service structure. Fliers are often beneficial. Subcommittee members should make every effort to attract support.
6. Prepare an appropriate format (*see page 67*).
7. Assemble a list of volunteers for set-up and clean-up.
8. Choose qualified members to speak and/or to lead discussions and question and answer sessions.

SUGGESTED TOPICS FOR LEARNING DAYS

A panel discussion is often utilized to insure that the most qualified members of N.A. are available to share their experience and knowledge. The following are some suggested topics:

1. The function, purpose, and procedures of the area, regional, and world service H&I committees (*See sections in handbook*).
2. The panel system for area H&I subcommittees.
3. The purpose of an H&I subcommittee.
4. How to start an H&I meeting/presentation, including the initial presentation to staff of a hospital or institution.
5. The application of the Twelve Traditions in H&I work.
6. Generating support and participation among the Fellowship.
 - a. Sign-up sheets should be readily available.
 - b. Discussion of personal H&I experience.
7. The conducting of an H&I meeting/presentation in a treatment center.
8. The conducting of an H&I meeting/presentation in a correctional facility.
9. Do's and Don'ts of H&I work.
10. The history of H&I in the region.
11. Why is an H&I meeting needed?
12. Choosing the format for an H&I meeting.
13. Experiences in new H&I meetings.
14. Our relationship with facilities.
15. Working with adolescent H&I meetings.
16. H&I services other than meetings.
17. Giving away the message of N.A.
18. Questions about H&I work.

In addition to the above, the committee may want to discuss any section of the revised H&I handbook as necessary. Also, individual areas may have particular issues which affect their area and need to be addressed. This is particularly true of smaller or newer areas. For information on these, refer to the Committee Structure and Function Section of this handbook.

The following are general formats for an N.A. Learning Day. It may be modified to local needs or customs. It is presented here for those seeking some direction.

LEARNING DAY AGENDA

1. Start the meeting with a moment of silence followed by the Serenity Prayer.
2. Read the Twelve Traditions.
3. Chairperson's opening remarks.
 - a. Topics to be discussed.
 - b. Local concerns of the H&I subcommittee.
 - c. Introduce speakers.
4. Question and answer session, or after each topic.
5. Closing prayer

Depending on the time allowed or the number of topics to be covered, you may wish to break the day into several sections.

WORKSHOPS

Although the terms "Workshop" and "Learning Day" are often used interchangeably, experience from around the Fellowship shows that they do have separate uses and goals.

The format of a workshop is different from that of a learning day. Actual workshops, as the term implies, are those events during which specific topics or projects are worked on. Workshops are often held after issues arise at a subcommittee meeting, which require an expanded format to be resolved.

Workshops held as part of a regularly scheduled service conference or learning day normally have a specific topic and specific goal, and the format can be highly structured. Time allotments are usually made for the topic or work in progress. The structure may even utilize a chairperson, vice chairperson, and secretary.

When a workshop is scheduled as a specific event, it may be successfully used to review suggested changes in policy, needs of a specific commitment, problems in an ongoing commitment, or the need to present items to the World Service Conference.

WORKSHOP AGENDA

1. Opening Prayer
2. Reading of the Twelve Traditions
3. Chairperson introduces material and explains procedures and format
4. Actual work is done
5. Closing Prayer

GUIDELINES FOR WORKSHOPS & LEARNING DAYS

1. Area or regional H&I subcommittees determines the need for a workshop and/or learning day on local concerns of the Fellowship.
2. The area/regional H&I subcommittee formulates an ad hoc committee to perform the duties of the following:
 - a. Secure a location.
 - b. Choose a day, date, time.
 - c. Prepare a budget for the cost of workshop and/or learning day.
3. The ad hoc committee takes this information back to the area/regional H&I subcommittee for its approval.
4. The area/regional H&I subcommittee then takes this information to the ASC/RSC for its approval.
 - a. If area/regional service committee decides not to approve the workshop, the H&I subcommittee must start over.
5. If area/regional committee approves the proposal, the H&I subcommittee can then move to perform the tasks of putting the workshop together.

THINGS TO CONSIDER

1. When the need for a workshop and/or learning day is felt by an area or regional H&I subcommittee, it is not to raise funds. It is to look at local concerns of the H&I subcommittee, to educate, etc., or to perform a certain task such as reviewing literature, ongoing H&I projects, problems in H&I.
2. When scheduling a workshop, and/or learning day be sure that the function is not scheduled at the same time as other local events, so that as many members of the local fellowship as possible can take part.
3. Try to involve other local area/regional H&I subcommittees in your workshop and/or learning day.

BUDGETING FOR WORKSHOP OR LEARNING DAYS TO PRESENT TO ASC/RSC

1. Flyers to inform the local fellowship and other H&I subcommittees outside of the area/region.
2. Rent of location.
3. Cost of providing refreshments.
4. Possible travel or lodging reimbursement for speaker from outside the area/region.

RESOURCE SECTION

The committee guidelines provided in this section have been taken from local H&I guidelines that are in use around the fellowship. Your Committee will wish to modify them according to local needs and customs. They are presented for those committees which are seeking some direction.

SAMPLE 1

AREA H&I SUBCOMMITTEE GUIDELINES

(Flowchart Example B)

Definition and Purpose

The H&I subcommittee of the _____ Area Service Committee is a group of men and women, members of Narcotics Anonymous, who believe in the concept: "TO ASSURE THAT NO ADDICT IN A HOSPITAL OR INSTITUTION SEEKING RECOVERY NEED DIE WITHOUT HAVING HAD A CHANCE TO FIND A BETTER WAY OF LIFE. FROM THIS DAY FORWARD MAY WE PROVIDE THE NECESSARY SERVICES."

This concept should always be our primary concern. This will insure that when an addict who is housed in a correctional facility, hospital or recovery house reaches out for recovery, Narcotics Anonymous will be there.

This committee is a subcommittee of the _____ Area Service Committee and is directly responsible to that committee.

Functions of the H&I Subcommittee

- A. To carry the message and to disburse literature to all facilities through our H&I panels.
- B. To conduct a monthly business meeting.

Officers

A service board of officers shall consist of a chairperson, a vice chairperson and secretary.

Any subcommittee officer or member who relapses will automatically be removed from the subcommittee. Any subcommittee officer is removed after missing two monthly H&I subcommittee meetings.

In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until ASC elects a chairperson.

If the vice chairperson cannot or will not assume the position, the area vice chairperson will act as H&I chairperson until the ASC fills the position. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the Fellowship is found to serve in the position.

Qualifications and Duties of Officers

- A. It is suggested that the chairperson have one year clean time, plus a minimum of six months activity in H&I work. The chairperson will be

elected by the ASC at its annual meeting in (month) for a term of one year in accordance with their guidelines. Responsibilities include:

1. Bringing before the general meeting of the subcommittee matters that should be acted upon by the subcommittee.
 2. Carrying out policies and orders for the subcommittee.
 3. Attending area service committee meetings.
 4. Attending regional H&I subcommittee meetings.
- B. Vice chairperson should have at least one year clean time and six months experience in H&I work. Responsibilities include:
1. Assumes the responsibilities of the chairperson in the event of the chair's absence.
 2. Helps coordinate H&I meetings/presentations by acting as panel coordinator.
 3. Insures that all panel leaders have adequate literature for their meetings by acting as literature distributor.
- C. Secretary should have at least one year clean time. Responsibilities include:
1. To record minutes of all subcommittee meetings.
 2. To copy and distribute those minutes.
 3. To keep records of all subcommittee members, including addresses and telephone numbers.
 4. To keep copies of all hospital, institutional and recovery house guidelines, rules and regulations.
- D. H&I panel leader should have at least one (1) year clean time and six (6) months activity in H&I work. Responsibilities include:
1. To invite panel members to the H&I meeting/presentation and in general do all the things necessary to conduct the meeting.
 2. Communicates regularly with the panel coordinator (vice chairperson) informing him/her of any problems with the meeting/presentation.
 3. Makes a report on the H&I meeting to the H&I subcommittee at each subcommittee meeting.
 4. Obtains any supplies that are running low for the meeting/presentation (i.e., literature, copies of *Reaching Out*, etc.).
- E. H&I panel members should have at least six months clean time and a willingness to serve. He or she shall be qualified and assigned by the H&I subcommittee, and be cleared by the facilities whenever necessary. H&I panel members are required to:
1. Be familiar with the H&I meeting/presentation format.

2. Be familiar with subcommittees, and facilities, rules.
3. Be able to share a message of recovery in Narcotics Anonymous.

IN ORDER TO QUALIFY FOR ANY OF THE ABOVE OFFICES, H&I MEMBERS SHALL COME TO THE H&I MEETING AND INFORM THE SUBCOMMITTEE OF THEIR DESIRE TO SERVE.

General Information

- A. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
- B. Any member not conforming to these requirements or any others which might be added later, or who refuses to abide by the rules and regulations of the facility being served, shall automatically be relieved of any H&I subcommittee assignments.
- C. No Narcotics Anonymous meeting/presentation regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.
- D. Any N.A. member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
- E. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
- F. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
- G. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of

- the facility and possibly the approval of their judicial officer, if applicable.
- H. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
 - I. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will have full knowledge of their responsibilities in connection with their individual commitments.
 - J. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message--our experience, strength and hope. H&I speakers should try to get residents involved with the meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

SAMPLE 2

AREA H&I SUBCOMMITTEE GUIDELINES *(Flowchart Example B)*

Purpose

The (area) Hospitals and Institutions subcommittee is responsible to carry the Narcotics Anonymous message of recovery into hospitals and institutions whose residents have restricted access to regular N.A. meetings. A hospitals and institutions meeting/presentation may also be held where such a meeting better suits the needs of the addicts within the facility.

The Hospitals and Institutions subcommittee initiates, coordinates and conducts all H&I meetings/presentations in the area but may use other methods, such as distributing literature and meeting lists, to make recovery more available to the addicts in these facilities.

Subcommittee Trusted Servant Positions

A. Chairperson

1. The H&I chairperson is elected by the area service committee as outlined in (your area's initials) ASCNA Guidelines. The H&I subcommittee is directly responsible to the ASC through the H&I chairperson.

2. The H&I chairperson must attend all H&I subcommittee meetings and ASC meetings. The H&I chairperson is a voting member of the regional H&I subcommittee and should attend all of its meetings. He/she acts as a link of communication between the subcommittee, the ASC and the regional H&I subcommittee.
3. He/she also makes sure that a link of communication is maintained between the subcommittee and the individual facilities. This communication is done by the panel coordinator, but the chair should ensure that it is taking place. The H&I chairperson is responsible to ensure that all panel leaders and panel members comply with the H&I subcommittee and ASC policies, as well as the rules of the individual facilities.
4. The chairperson is responsible for giving a monthly report of all budget expenditures except literature disbursements, which the vice chair reports.

The chairperson should be aware of all matters that affect H&I in the (name) area.

B. Vice Chairperson

1. The H&I vice chairperson is elected by the area H&I subcommittee. Requirements are one year clean, a minimum of six months experience doing H&I work and a strong N.A. message of recovery. The vice chair assumes the duties of the chairperson if the chairperson is unable to serve, or until a new chair is elected.
2. The H&I vice chair is responsible for providing literature to the panel leaders in the following manner: panel leaders are to fill out a literature order form and present it to the H&I vice chair. The vice chairperson may approve the request by signing the order. When the panel leader presents the signed form to the literature disbursement person of the ASC, it can then be drawn from the area's funds that were budgeted for the H&I subcommittee.
3. The vice chair works with the chairperson to maintain the smooth operation of this subcommittee.
4. The vice chair must attend all H&I subcommittee meetings as well as the ASC meetings. It is suggested that the vice chair attend regional H&I committee meetings if possible.

C. Secretary

1. The H&I subcommittee elects its own secretary. The secretary must have one year continuous abstinence from all drugs. The position's responsibilities include keeping an accurate set of minutes of all subcommittee meetings. These minutes are to be properly typed, approved by the chairperson, and distributed to all subcommittee

members within two weeks following the subcommittee meeting. The secretary is also responsible to keep these records:

- a. A file of all correspondence to and from the subcommittee.
- b. An ongoing file of all subcommittee minutes and the policies of the various facilities the subcommittee works with.
- c. An updated list of all subcommittee members.
- d. An updated list of all members willing and eligible to be panel members.

D. Panel Coordinator

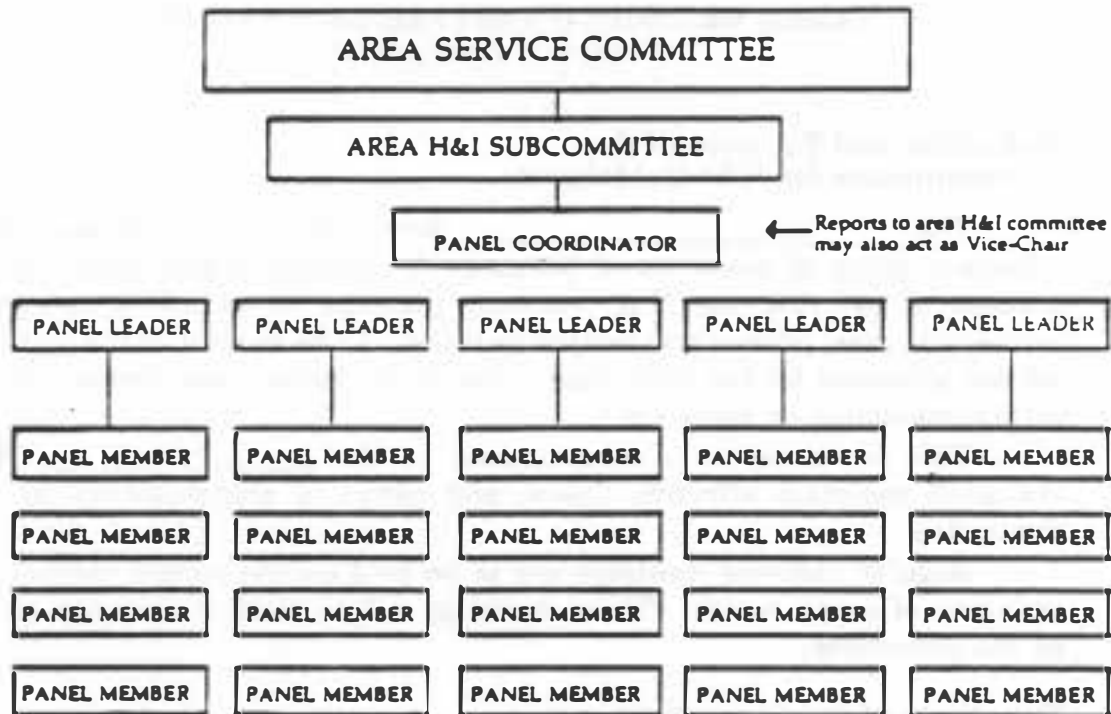
1. The coordinator is elected as needed by the H&I subcommittee. The requirements are one year abstinence from all drugs, a strong N.A. message of recovery and six months previous involvement in the area H&I subcommittee. The coordinator must attend all regular H&I subcommittee meetings, and is responsible to maintain a regular and ongoing link of communication with all of the facilities we take H&I meetings into.

E. Panel Leader

1. Panel leaders are elected as needed by the H&I subcommittee. There is a required one year abstinence from all drugs, a strong N.A. message of recovery and six months previous involvement in area H&I. He or she must attend all regular H&I subcommittee meetings.
2. The panel leaders are responsible for all aspects of the meeting/presentation such as keeping supplies (literature, serial publications etc.) and making sure the meeting begins and ends on time.
3. They are to maintain a link of communication, keeping the H&I chairperson aware of any problems that affect the meeting/presentation. Panel leaders should have regular communication with the panel coordinator to ensure that all is as it should be.

F. The Panel

1. The panel leader selects a panel from the current H&I volunteer list. The panel also includes a member who is currently in the H&I panel orientation process (this member is there to observe and learn only). No panel member is to have less than six months continuous abstinence from all drugs. The panel should never consist of less than two nor more than five members. These panel members should be made aware of all their responsibilities by the panel leader during the orientation stage.

EXAMPLE B

This example is probably characteristic of a medium sized area H&I subcommittee. In this example there is one panel coordinator who will be responsible to regularly communicate with all the facilities, and also with the panel leaders. When the number of facilities you serve increases, it is probably time to elect a second panel coordinator.

At that time, you will need to decide whether it will be the responsibility of the secretary or the chairperson to be literature coordinator.

SAMPLE 3

AREA H&I SUBCOMMITTEE GUIDELINES (Flowchart Example C)

Definition and Purpose of the Subcommittee for H&I Guidelines

The _____ Area H&I subcommittee is a volunteer group of members of Narcotics Anonymous which exists for the purpose of carrying the N.A. recovery message to addicts in hospitals, recovery houses, prisons and related facilities. To be helpful to the residents we are governed by the individual rules of the facility and further impose certain standards on ourselves.

This committee is a subcommittee of the _____ ASC. We shall maintain effective liaison and complete accountability to that committee.

Regular business meetings are to be held on the second Sunday (for example) of every month. These meetings will be held at (location chosen by the committee).

Functions of the Committee

- a. Communication and disbursement of all information to and from all panels through their panel leader.
- b. The distribution of Narcotics Anonymous literature to the panel leaders.
- c. To conduct a monthly business meeting.
- d. To provide an H&I service representative for participation in the regional H&I subcommittee.
- e. To coordinate the development of any new H&I meetings/presentations.
- f. The election of panel coordinators to communicate with the facilities and panel leaders to conduct the H&I meetings/presentations.

Elected Officers

The H&I subcommittee's officers shall consist of a chairperson, a vice chairperson and secretary. All officers are to be elected by a majority vote of the subcommittee at large, except for the chairperson, who is elected by the area service committee.

Eligible voters on the H&I subcommittee include: officers, panel coordinators, panel leaders, panel members and special subcommittee members who have been in attendance at three consecutive subcommittee meetings.

During elections, in the case of more than two nominations for any office, a second run-off ballot shall be taken of the two top names. All officers are elected for a term of one year and will be eligible for reelection for a second term of one year, followed by two years of ineligibility.

Any subcommittee officer, except for the chairperson, may be removed from office by a majority vote of the H&I subcommittee.

In the case of resignation, the vice chairperson shall automatically assume the position of chairperson until the ASC is able to elect a new chairperson. The vice chairperson may decline, however, in which case the area vice chairperson will assume the duties of chairperson until the area is able to elect a new chairperson. In the event of resignation by the secretary, the position shall be held open for a period of one month or until a willing member from the Fellowship is found to serve in the position.

Qualifications and Duties of Officers

A. Chairperson

Requires (check your ASC guidelines) years of uninterrupted clean time, plus a minimum of six months involvement in H&I work.

1. Prepares the monthly subcommittee agenda: bring before the general meeting of the subcommittee matters they should act upon.
2. Carries out policies and orders for the subcommittee.
3. Appoints special subcommittee members when required.
4. Represents the H&I subcommittee at the area level.
5. Attends the regional H&I subcommittee meetings.

B. Vice Chairperson

Requires a minimum of one year uninterrupted clean time, and six months involvement with the area H&I subcommittee.

1. The vice chairperson assumes the responsibilities of the chairperson in the event of his/her absence.
2. Coordinates new panels until a panel coordinator is assigned.

C. Secretary

The requirement for this position includes at least one year uninterrupted clean time.

1. Takes minutes of all subcommittee meetings.
2. Copies and distribute those minutes.
3. Keeps record of all subcommittee members, including addresses and telephone numbers.

4. Keeps records of all hospital, institutional and recovery house guidelines, rules and regulations.
5. Maintains updated lists of all panel members.

D. Panel Coordinator

Requires one year uninterrupted clean time plus at least six months involvement in the area H&I subcommittee.

1. Instructs panel leader(s) in facilities requirements, regulations and general rules covering H&I meetings/presentations.
2. Maintains regular contact with the panel leader(s).
3. Keeps an open line of communication with the facility.
4. Calls upon the officers and general subcommittee membership for any necessary assistance.

E. Panel Leader

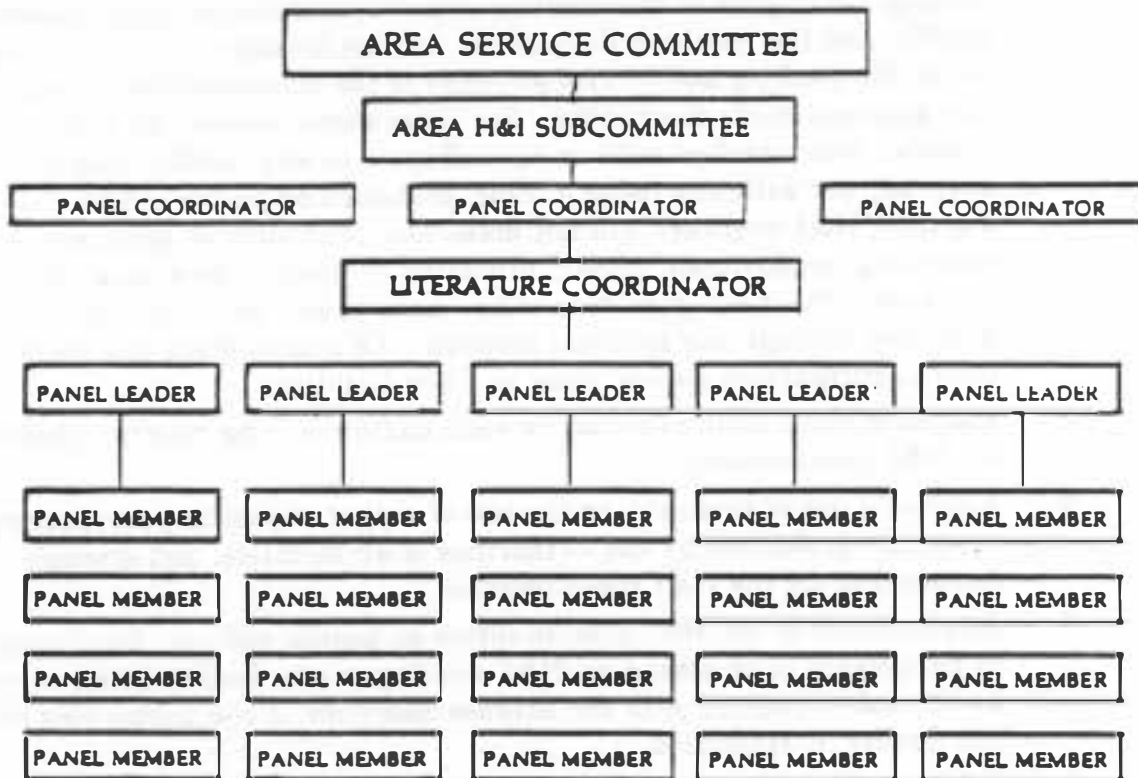
Requires at least six months uninterrupted clean time, experience as a panel member, and a willingness to be of service. Elected by the H&I subcommittee at one of its regular meetings, after being cleared by the facility when necessary.

1. Attends the regular H&I subcommittee meetings.
2. Should be familiar with the subcommittee and facility rules.
3. Reminds the panel members of both the facility's and the subcommittee's rules.
4. Makes sure the supplies are available (literature, etc.) and that the meeting/presentation goes as it is scheduled.

General Information

1. Any member of the H&I subcommittee is automatically disqualified from further H&I activity upon relapse, but may again become eligible when he or she can conform to the requirements in these guidelines. Being clean for the purposes of this H&I subcommittee shall be defined as complete abstinence from all drugs.
2. Any member not conforming to these requirements or any other which might be added later, or who refuses to abide by the rules and regulations of the facility, shall automatically be relieved of any H&I subcommittee assignments.
3. No Narcotics Anonymous meeting regularly conducted under the auspices of the H&I subcommittee shall be held in any facility except when directly supervised by the H&I subcommittee or its delegated leader. This appointment must be acceptable to the facility being served.

4. Any N.A. member who is involved with a given facility on a professional or volunteer basis should not participate in the panels serving the addicts in that facility. This is intended to avoid possible conflict and the resulting damage to: (a) the inmate or patient inside, or (b) the working ability and privilege of the subcommittee to carry the message inside the facility. For these same reasons, no H&I member will interfere with or use influence in any facility, court, or hospital, nor with any judge, doctor, probation or parole officer. Further, H&I members will not make any comments or promises regarding employment, parole, probation or medical problems. We carry only the message of Narcotics Anonymous: recovery from addiction through our spiritual program. Of course these members may participate on panels going to other facilities.
5. Length of time clean required by each facility is to be rigidly upheld by all H&I panel leaders.
6. Excessive use of profanity or the use of vulgar stories in your sharing is strictly prohibited by the authorities of all facilities, and strongly discouraged by the H&I subcommittee.
7. Any member of the H&I subcommittee on parole will only be allowed to participate in or attend an H&I meeting in any facility being served by the subcommittee with the express clearance of the authorities of the facility, if applicable.
8. H&I panel members shall be responsible for their conduct in any facility, and they shall take responsibility to become informed in advance regarding the regulations of the facilities being served.
9. Printed instructions, which will include the foregoing and which shall be compiled and edited to fit the specific requirements of each separate facility, shall be furnished by this subcommittee to all panel members so that they will be in full knowledge of their responsibilities in connection with their individual assignments.
10. You are reminded that the H&I subcommittee exists to share the Narcotics Anonymous message--our experience, strength and hope. H&I speakers should try to get residents involved with the H&I meeting/presentation through reading materials as well as through direct sharing. A personal contact should be established with any resident upon their release.

EXAMPLE C

This example shows an H&I subcommittee that has several panel coordinators. This would probably be found in an area that is well organized and has numerous commitments. The responsibility for the panel leaders is divided based on the panels for which each is responsible. In this example, there may not be a literature coordinator. The vice chairperson may handle this responsibility

SAMPLE 4

AREA H&I SUBCOMMITTEE GUIDELINES AND PROCEDURES (Flowchart Example D)

Definition

The _____ Hospitals and Institutions Subcommittee (H&I) of Narcotics Anonymous is a standing subcommittee of the _____ Area Service Committee (ASC). It is made up of volunteer members from Narcotics Anonymous groups in the area.

Purpose

The Hospitals and Institutions subcommittee exists to carry the N.A. message of recovery from addiction to residents of facilities who are restricted from full access to regular N.A. meetings.

Hospitals and Institutions

These are defined as facilities which either incarcerate persons who may be addicts or have a goal of helping addicts to live clean as responsible and productive members of society.

H&I does not assume responsibility for any meeting in a facility when that meeting is conducted by anyone other than the H&I subcommittee.

Purpose

The purpose of an H&I meeting/presentation is to carry the message to addicts in hospitals and institutions who do not have full access to regular Narcotics Anonymous meetings. H&I meetings/presentations, except for those in longer term facilities, are intended simply to introduce those attending to some of the basics of the N.A. Program.

Literature

Only Narcotics Anonymous approved literature, tapes approved for sale by the WSO, *Reaching Out*, and *The N.A. Way* magazines may be taken into a facility by H&I. Literature or any of these other items will be distributed by the literature coordinator as set forth under that job description. Meeting schedules may be taken into some facilities. However, only Conference-approved literature should be used in meetings/presentations.

Business Meetings

Business meetings shall be held not less than once monthly at a time and place designated by the membership. No business meeting shall last for

more than one-and-one-half hours, except by vote to extend this time limit by the members present.

Membership

Any member of Narcotics Anonymous may become a member of H&I by filling out an information sheet and filing this with the H&I vice chairperson or secretary.

All members are bound to comply with the clean time requirements of six months for H&I service eligibility. Clean time for the purpose of this subcommittee shall be construed as complete abstinence from all drugs.

Voting

Any member having attended previous business meetings within the past year is eligible to vote at business meetings.

Elections

Election of officers shall be held once each year in (name of month, e.g., June) with the officers elected taking over in (name of following month, e.g., July). This subcommittee elects all positions except chairperson, who is elected by the ASC.

Elected Officers

Members of H&I subcommittee shall be elected each year to fill the following positions:

- 1 Chairperson (by ASC)
- 2 Vice chairperson
- 3 Secretary
- 4 Literature distributor
- 5 Panel coordinator

In all cases, the term of office is one year. All candidates for elected office must meet the qualifications stipulated in these guidelines. An officer may resign at any time. When an elected officer becomes unable to discharge the duties of that office, a successor shall be named by the chairperson and approved by the H&I subcommittee at the next business meeting.

Officers may succeed themselves by re-election only one time.

Appointed Positions

As necessary, individuals may be appointed by the chairperson in agreement with the vice chairperson to positions that fulfill a particular need.

Steering Committee/Administration Committee

The steering committee consists of all elected officers, the immediate past chairperson and all members serving in appointed positions. It is the responsibility of this committee to oversee the operation of H&I. This committee as a whole serves within the spirit of Tradition Two.

This committee shall meet as may be necessary. The time and place shall be at the discretion of the chairperson. However, any member of H&I may request that the chairperson call a special meeting of the committee.

H&I Panels

The purpose of an H&I meeting/presentation is to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings. This is accomplished through the operation of panels which visit facilities on a regular basis. These panels are usually made up of (1), a panel leader, and (2), one to three panel members.

Recovery Requirements

Any member of Narcotics Anonymous who is registered with H&I, and who wishes to participate in a meeting/presentation in an institution, must have sufficient clean time to qualify under the requirements of the subcommittee and the facility in which the meeting is conducted. Relapse is grounds for automatic removal from the subcommittee.

The following recovery requirements are strongly recommended:

Elected officer of H&I	1 year
Appointed position	1 year
Literature coordinator	1 year
Panel coordinator	1 year
Panel leader	1 year
Panel member	6 months

All elected officers, those serving in appointed positions, and panel leader shall attend the regular monthly business meetings of Narcotics Anonymous H&I.

For a panel leader, three meetings missed in succession shall result in removal from the duty of leading that panel. Any member dropped from assignment may be reinstated by vote of the H&I subcommittee.

In the instance of elected officers and those serving in appointed positions, three consecutive months, absence will be considered resignation.

Responsibilities and Duties

The responsibilities of each active member Narcotics Anonymous H&I are set forth below:

Chairperson

- a. Coordinates all N.A. H&I activities.
- b. Presides at all regular, special and general subcommittee meetings.
- c. Handles all public relations contacts involving policy matters and/or interpretations at the public level, that pertain to H&I. This will be done with the direct cooperation of the P.I. subcommittee.
- d. Is responsible for interchange of correspondence at the public level, as well as all correspondence within N.A. H&I which involves policy matters.
- e. Makes regular reports to the H&I subcommittee on the status of all current or completed projects.
- f. May at any time visit any meeting/presentation at any facility for a purpose beneficial to H&I, including offering assistance to panel participants.
- g. Shall represent Narcotics Anonymous H&I at the regular meetings of the ASC.
- h. Shall attend the regional H&I subcommittee meetings.

Vice Chairperson

- a. In the absence of the chairperson, or in the event of the inability of the chairperson to perform, or upon the resignation of the chairperson, assumes all those responsibilities normally carried out by the chairperson until the ASC has an election for that position.
- b. Works closely with the chairperson.
- c. May at any time visit any meeting/presentation at any facility for any purpose beneficial to H&I, including offering assistance to panels.
- d. Attends the regular meetings of the Hospitals and Institutions Committee.
- e. Works with the panel leaders to assure that volunteers are placed as panel members.

Secretary

- a. Keeps a complete record in the form of minutes of every regular, special and general subcommittee meeting.
- b. Keeps a complete and updated panel member list with the names, addresses, recovery dates and telephone numbers of all current H&I members.
- c. Shall keep a continuing roster of monthly attendance at the business meetings.
- d. Sends notices or make telephone calls for special meetings.
- e. Maintains all necessary stationary supplies and prepares correspondence as needed.
- f. Keeps a file of all such correspondence.
- g. Shall type and prepare any materials necessary for distribution to members of H&I.
- h. Shall attend the regular meetings of the Hospital and Institution subcommittee.

Literature Coordinator

- a. Shall fill literature orders from the panel leaders.
- b. Shall keep a continuing record of literature distributed to panel leaders.
- c. Shall make a report at the regular H&I subcommittee meetings on literature distributed.
- d. Shall work with the chairperson to ensure that necessary literature is obtained from the ASC as per the H&I subcommittee budget.
- e. Shall audit distribution records on an ongoing basis to ensure that requests for literature from panel leaders are prudent and do not put the subcommittee over budget.

Panel Coordinator

- a. Shall keep in close contact and work with H&I elected officers and the panel leaders for the meetings/presentations for which he/she is the coordinator.
- b. Shall meet with administrators of facilities in the interests of harmony.
- c. Shall make sure that panels are filled for scheduled meetings for which he/she is the coordinator.
- d. Shall keep all panel leaders informed of the rules of the facility and any rule changes.

Panel Leader

- a. Shall conduct H&I meetings/presentations in the facility being served according to acceptable procedures.
- b. Shall inform the panel coordinator well in advance when unable to conduct a regularly scheduled meeting.
- c. Shall invite all panel members to the H&I meeting and inform them of all the rules of the facility and the procedures for conducting the meeting.
- d. Shall be responsible for panel members in the meeting.
- e. May resign by giving notice to the H&I subcommittee.
- f. May be removed from panel assignment because of absence without proper notice and/or not making adequate arrangements for a replacement to conduct the meeting.

Panel Member

- a. Shall be at least six (6) months clean.
- b. Shall serve for one meeting at a time.
- c. Shall take an active role in a meeting as a speaker or in whatever other acceptable capacity as may be requested by the panel leader.
- d. Shall adhere to the rules of the facility wherein he/she is, in fact, a guest.
- e. Shall always keep in mind that he/she may be seen as a representative of Narcotics Anonymous and should conduct himself/herself responsibly.
- f. May resign as a panel member by giving notice to the panel leader.

Other Requirements

Ex-residents of a correctional institution must have the proper clearance from the proper authorities and meet the clean time requirements set by the facility and H&I, to enter a county correctional facility.

It shall be the responsibility of the panel leader to insure that all people attending any H&I meeting/presentation fulfill the necessary requirements and that all are familiar with these GUIDELINES and PROCEDURES.

All H&I members carrying the message through H&I must keep in mind at all times the following general rules which cover ALL meetings in ALL facilities:

1. It is unacceptable to bring any drugs or weapons onto the grounds of any facility.

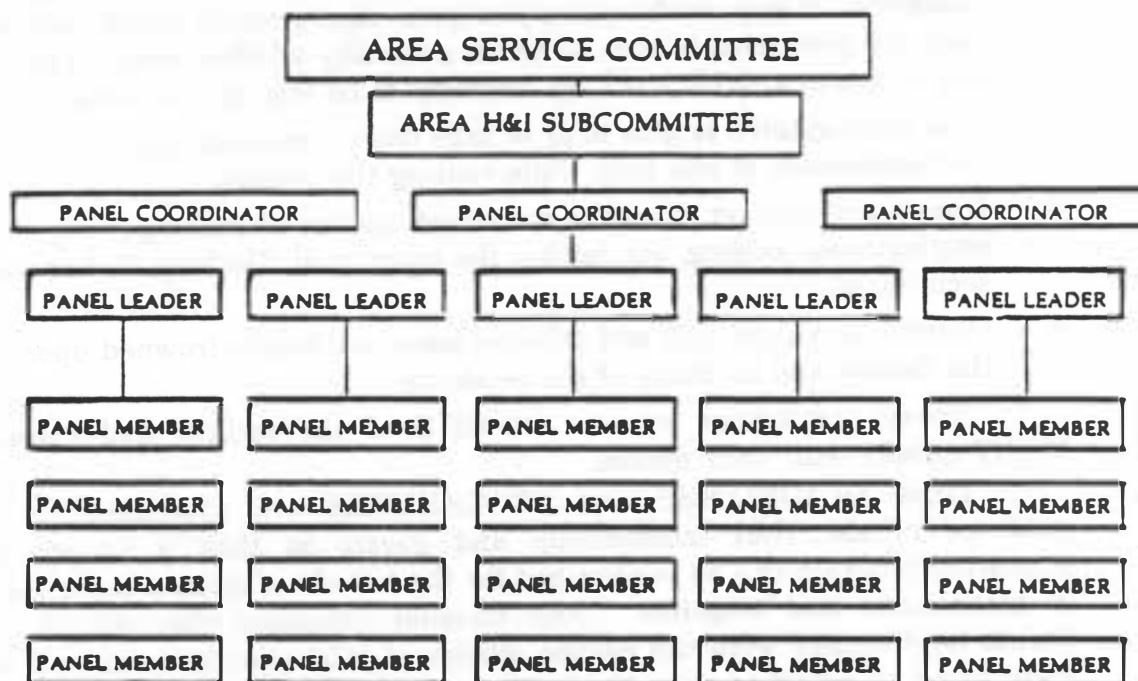
2. It is unacceptable to give money to or take money from a resident.
3. You are not to bring gifts or money in exchange for articles made by residents. If they wish to give you gifts, your grateful thanks are all they are permitted to receive and is generally all they want. You are not to accept articles made by residents to be sold on the outside.
4. It is unacceptable to give to or to take from a resident any correspondence of any type while visiting the facility.
5. Guests and visitors should be cautioned against discussing employment, lodging, etc. (either the promise of, "looking for" or the securing of).
6. Obscene or vulgar talk and off-color jokes are deeply frowned upon by the facility and by many of the residents.

Always remember we are GUESTS of the facility and therefore MUST comply with their wishes.

These GUIDELINES and PROCEDURES are submitted for the guidance of the H&I membership and guests so that a smooth and consistent program can be maintained for the benefit of addicts being served in institutions and hospitals. Any unusual situations that might arise should be discussed with the elected officers of H&I who, in turn, will take steps to get clarification from the facility authorities. Individual members of H&I should not attempt to discuss any problems encountered in a meeting/presentation with the personnel of the facility in question. This is the responsibility and duty of the panel coordinator. Adherence to these guidelines will minimize confusion and misunderstanding within the H&I membership itself, and with the facilities we serve.

Failure to comply with any facility's regulations could result in the cancellation of the H&I meeting/presentation scheduled in that facility. Most regulations covering facilities are clearly defined by statutes. Violations of regulations could bring legal action against violators and put N.A. in a bad light. Remember...your actions reflect not only on yourself, but on N.A. as a whole. More importantly, adverse performance could well deprive an addict of the help they are seeking from you and other members of N.A. H&I.

ALL OF THE FOREGOING SHOULD BE REVIEWED WITH ANY GUEST BEING TAKEN TO ANY H&I MEETING/PRESENTATION.

EXAMPLE D

This structure would probably only be found in larger, more established area H&I subcommittees. The job responsibilities are broken down more specifically which is necessary in some areas where the volume of work to do each is so high. Some areas may have other elected positions based on need and consistent support in terms of manpower.

SAMPLE 1

REGIONAL SERVICE H&I SUBCOMMITTEE GUIDELINES

Basic Purpose

The RSC H&I subcommittee serves the needs of all the areas within the (region) Region by conducting activities that promote the growth and strength of all H&I efforts and needs within the region and the Fellowship.

Function of the Subcommittee

- A. Is a resource for members, groups, and areas in their H&I efforts by providing supplies, literature, information and other materials necessary to better carry the message.
- B. Provides a forum or pooling place for area H&I subcommittees to share their experience, strength, and hope.
- C. Maintains an updated listing of all appropriate facilities within the region and records which ones are served by which area subcommittees and the type of services that are being performed.
- D. Conducts and/or coordinates outreach projects that carry the message into facilities that cannot be served by an area subcommittee.
- E. Conducts workshops to address and/or work on problems the member areas are experiencing or to discuss new methods of H&I work.
- F. Maintains communication with the WSC H&I Committee so that member areas may be informed of its activities. Communication flows both ways between the area and world level through the regional subcommittee.
- G. Performs any other activities that benefit the H&I efforts in the (region) Region.

Subcommittee Membership

Membership on the regional H&I subcommittee shall consist of the chairperson, vice chairperson, secretary, and chairpersons of area H&I subcommittees or their designated representative as well as any member of the Fellowship who wishes to better carry the message to hospitals and institutions.

Agenda

- 1. Opening Prayer.
- 2. Read 12 Traditions.

3. Read basic purpose and functions of the RSC H&I subcommittee.
4. Secretary report (last meetings minutes).
5. Administrative Committee report (activities since last meeting).
6. Budget expenditures (including literature disbursements).
7. Area reports.
8. Old business.
9. Elections.
10. New business.
11. Review of upcoming subcommittee activities and motions for the RSC.
12. Announcements.
13. Closing prayer.

Voting

Voting members of the Regional H&I subcommittee shall be the area H&I subcommittee chairperson or the designated representative such as the area H&I vice chairperson, the ASR or Alt. ASR, the area vice chairperson or chairperson or an appointed member of the area H&I subcommittee. The RSC H&I vice chairperson and RSC H&I secretary each have one vote. The RSC H&I chairperson only has a vote in the case of a tie.

Qualifications and Responsibilities of Officers

A. Chairperson

1. Is elected by the group conscience of the RSC as per its guidelines.
2. Mediates all meetings of the subcommittee with a general understanding of parliamentary procedure.
3. Prepares a report for each RSC meeting and makes all motions on behalf of and is the voice of the H&I subcommittee.
4. Coordinates and is responsible for all work done by the subcommittee.
5. Is available to answer questions from the area H&I subcommittees.
6. Maintains communication with the WSC H&I Committee.
7. Prepares a budget with the subcommittee to be submitted for the approval of the RSC for the upcoming year.
8. If necessary may be removed by the RSC as outlined in its guidelines.

B. Vice Chairperson

1. Is elected by the H&I subcommittee.
2. Must have abstained from all drugs for at least two years.
3. Must have at least one year experience in regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
4. Must attend all meetings of the subcommittee as well as the RSC.
5. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
6. Performs the duties of the chairperson in his absence.
7. If necessary may be removed by a 2/3 vote of the subcommittee.

C. Secretary

1. Is elected by the H&I subcommittee.
2. Must have abstained from all drugs for at least one year.
3. Must have at least six months experience in regional H&I work and a working knowledge of the 12 Steps and 12 Traditions through application.
4. Must have a certain amount of clerical skills.
5. Must keep an accurate set of minutes of all H&I subcommittee meetings and learning sessions (topics discussed). They should be ready for the approval of the chairperson within 14 days for distribution to all subcommittee members.
6. Works with the chairperson to ensure the smooth operation of the H&I subcommittee.
7. If necessary may be removed by a 2/3 vote of the subcommittee.

Additional Guidelines

1. Requests for donated literature are received by the H&I chairperson who will place an order with the literature disbursement person. The requests will be prioritized based on need by the H&I chairperson.
2. *Any other items your subcommittee decides to include now or at a later date may be formatted in this place.*

SAMPLE 2

REGIONAL SERVICE H&I SUBCOMMITTEE GUIDELINES

General Purpose

Many of us now recovering in N.A. first heard the message of recovery while in a hospital or institution of some kind. We of this service body acknowledge the vital importance of carrying the message in this manner. We recognize our responsibility to support and facilitate the growth of the H&I effort in the _____ Region. It is for this purpose that we have created the H&I subcommittee of the Regional Service Committee.

Membership

The subcommittee shall consist of administrative officers (chairperson, vice chairperson and secretary), all area level H&I chairpersons and/or their vice chairs, and all involved members interested in H&I work. The only officer elected by the general session of the region will be the chairperson. The vice chairperson will be elected in subcommittee and will assume the position of chairperson by election of the general session of the region at the appropriate time. The vice chairperson of the RSC is a member of this subcommittee. All subcommittee members may bring motions to the floor. All members may speak to motions. All members may vote on motions.

Subcommittee Meetings

Subcommittee meetings will be held on a "regular" and "ad hoc" basis. Regular "working" meetings will be held every month at a central location and regular "report" will be given 90 minutes prior to each RSC meeting at the same location as the RSC. "Ad hoc" meetings may be called by any Administrative Committee member to address issues as they arise according to need.

Budget

The budget for the operational costs of the RSC H&I subcommittee will come from the following:

1. Budget requests submitted in general session of the RSC at the first of the year, approved by the ASR's and disbursed through the regional treasury. The development of an "Annual Project Agenda" is important in the establishment of the budget.

2. Contributions obtained through the 7th Tradition at regular H&I subcommittee meetings may be used for the immediate costs of that meeting (coffee, rent, etc.).
3. Fund raisers with H&I themes may be conducted by the subcommittee, but all net funds raised must be given directly and unconditionally to the regional treasury.

Removal of Officers

The chairperson may be removed for any reason deemed appropriate by action of the RSC in general session. The subcommittee may remove officers for any reason it deems appropriate by a 2/3 vote, for positions elected within the subcommittee.

APPENDIX A-- SAMPLE RESOURCE MATERIAL

SAMPLE PANEL MEMBER ORIENTATION PACKAGE

(area)

H&I SUBCOMMITTEE

Orientation

H&I orientation is a period that allows N.A. members to become familiar with H&I work so they aren't rushed into it without any preparation for this service. Many people are quite apprehensive about getting into H&I for a variety of reasons. Don't be put off, everyone has something to offer.

This packet has been compiled by the (name) Area H&I subcommittee to give a brief outline of some of the specifics that will be important for you as a panel member. The H&I Handbook gives a much more in-depth look at H&I work in Narcotics Anonymous if you decide you want to learn more about this rewarding type of service.

Many areas as a part of orientation bring those that are new to H&I to their first H&I meeting/presentation or two as an observer. This will give you a chance to just listen at first and see how an H&I meeting/presentation really works. Also this helps many feel more comfortable when they come join the panel.

The Meeting/Presentation Format

There are a variety of formats that we use when carrying the message into facilities, but there are some key points to keep in mind about all of them.

The format of any particular H&I meeting/presentation may vary from meeting to meeting depending on the type of facility. In short term facilities, the format will be more focused on the panel members carrying a message in to the residents, while at a long term facility we may encourage more participation from the residents. In H&I we are carrying the message into the facility. At an H&I meeting we are not there to dump our problems but rather to help these addicts become aware of what N.A. is and how it works in our lives. In effect, an H&I meeting is an introduction to our fellowship for addicts.

The panel leader should let you know what the format is before the meeting/presentation and should be able to answer any questions you may have about it. If you would like to see samples of a variety of formats, there is an explanation of several of them in the H&I Handbook.

Whatever format is chosen, we normally get the residents involved with a question and answer session at some point in the meeting/presentation. Also, you may be asked to stay after the meeting for a while to talk with the residents if that is allowed.

Personal Commitments

Please **DO NOT** volunteer for an H&I meeting/presentation if:

1. You are not sure that you want to attend, or
2. You are not sure you will be able to attend the meeting. If something comes up and you will be unable to make it try to give the panel leader at least 48 hours notice so that he/she can invite someone to fill your spot. **DO NOT** ask someone to take your place or even to come along with you to the meeting. The panel leader is the only one that is allowed to invite people to the meeting.

Questions and Answers

It is a good idea to encourage questions concerning what was presented at the meeting or other general questions about N.A. but there are a few things you should keep in mind.

Please remember that N.A. has no opinion on outside issues. Occasionally during the question and answer period or when talking after the meeting/presentation the residents will ask us to give an opinion on outside issues such as:

1. Other recovery programs or fellowships.
2. The facility, i.e., "Do I need to stay in treatment?"
3. Many other issues that do not pertain to recovery from addiction in the Narcotics Anonymous Fellowship.

It is very important that we are not drawn into these types of discussions! Always remember to only your share experience, strength and hope about YOUR recovery in Narcotics Anonymous.

Working with Others: Men with Men, Women with Women

Some facilities house only men or only women. Other facilities house both men and women, but keep them separate. In these facilities, where your meetings/presentations will consist of only men or only women, we feel strongly that only same-sex Narcotics Anonymous members should participate. Remember, our primary purpose is to carry the message of recovery, not to make our meetings more popular with the addicts we are trying to help. Problems that arise in this area have the potential to seriously damage the credibility of Narcotics Anonymous. Experience has taught us that we can avoid these problems if we follow this simple guideline.

Adolescents

When adolescents are referred to in this handbook, we are referring to anyone under the legal age of majority in your state or country. We need to remember that adolescents are prospective members, and should be treated with respect. When sharing in an H&I meeting/presentation, we need to remember that to an adolescent, the stress experienced due to peer pressure or the relationship with their parents and/or teacher may be just as much a crisis to them as losing a job, marriage, or house may be to others. In N.A., we learn to deal with our feelings and emotions and share with others how we have been able to work through them by utilizing the Twelve Steps of Narcotics Anonymous.

Due to the governmental statutes regarding adolescents, we need to be especially aware of facilities' rules and regulations as they relate to our interaction with these prospective members. For example, some facilities may require a staff member to be present during meetings/presentations. One suggestion we may make to administrators of facilities for adolescents is that they make attendance at the H&I meeting voluntary. We have found this reduces distraction, increasing the opportunity for recovery in the Narcotics Anonymous Fellowship.

While some people maintain that adolescents respond better to people closer to their own age, the bulk of our experience suggests that the age of the person sharing at an adolescent H&I meeting is secondary to their ability to share a strong, clear message of recovery. Adolescents seem to respond more to the message than to the messenger. All H&I meetings are highly structured and should be geared towards recovery through the Twelve Steps of Narcotics Anonymous. Our experience has shown that we do not need to use a special format when carrying the message to adolescents.

In addition to the do's and don'ts found at the end of this package, we feel that the following should be included.

Do

Remember that this is a "we" program. No addict should feel that he/she is being preached to.

Remember that an addict is an addict, regardless of age.

Tell them that there is fun in recovery, i.e., social events, fellowship, etc.

Acknowledge and validate their feelings and emotions.

Don't

Glorify your past.

Say, "I feel like I'm talking to my kids."

Compare your bottom to theirs.

Patronize adolescents.

Use profanity.

H&I Requirements

You have been invited to carry the message of recovery through H&I meetings/presentations because:

1. You have at least 6 months abstinence from all drugs.
2. You have a strong N.A. message of recovery from addiction.
3. You seem willing to comply with all of the H&I subcommittee's and the facility's requirements.
4. You are willing to carry the message in a responsible way.

Do's and Don'ts for H&I Participation

Do

Make directories of outside meetings available to residents.

Clarify the facility's rules with anyone you bring in.

Start and end on time!

Briefly explain what H&I is.

Make it clear that N.A. is separate and distinct from the facility as well as other fellowships.

Try to get residents involved, especially those in long-term facilities (i.e., literature person, coffee maker, readings, etc.).

Obey all dress codes. Exercise common sense and dress appropriately.

Keep staff aware of your whereabouts at all times.

Stamp all literature you bring into a facility with the local helpline number.

Screen all panel members carefully, especially regarding the clean time or other requirements.

Don't

Break another person's anonymity or tell his or her story.

Debate any issues involving facility rules or regulations.

Get involved in discussions on outside issues, remember why we are there.

While sharing, put too much focus on what it was like. They already know.

Debate which drugs are acceptable. N.A. is a program of complete abstinence from all drugs.

Discuss conditions within the facility, or opinions about staff members.

Carry excessive cash or wear expensive or flashy jewelry.

Show favoritism to any resident(s).

Take messages in or out of the facility.

Give out any other person's address or phone number.

Carry in any contraband items, such as cigarettes (if applicable) or weapons.

Remember at all times that you have a responsibility to the facility, to the residents and to N.A. If you observe the above suggestions, and follow the Twelve Traditions, you will uphold your responsibilities to all three.

SAMPLE LETTERS

Sample #1*

Date

John Doe
P.O. Box 9999
Van Nuys, CA 91409

Dear Mr Doe:

This letter is to introduce you to the Fellowship of Narcotics Anonymous and one of the services we feel might be of benefit to addicts in your facility.

Narcotics Anonymous is a Fellowship of men and women for whom drugs had become a major problem. By following the program of recovery offered in Narcotics Anonymous, our members have found a way to live clean as responsible, productive members of society. Narcotics Anonymous is an international Fellowship, with meetings in over forty countries as well as this community. There are no dues or fees in Narcotics Anonymous.

The primary purpose of all Narcotics Anonymous groups is to help addicts stay drug free. One of the ways we do this is through Hospitals and Institutions subcommittees. H&I subcommittees bring presentations of Narcotics Anonymous recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.

The _____ Area H&I subcommittee would like to discuss with you the possibility of providing regular H&I services to the inmates/residents in your facility. Please let us know when you will have time to meet with us so we can more fully explain what we have to offer.

Sincerely,

Trusted Servant, Chairman
_____ Area H&I Committee

*Sample #1 offer of services to a facility

Handbook page 4, paragraph 1; page 20, paragraph 1; page 35, paragraph 4. Please use only if there's no local P.I. Committee. Also if there's no local P.I. Committee, contact the P.I. Committee at the next level of service. See Pg. 48 & 49 P.I. Guide.

Sample #2A*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Mr. Williams:

We are writing to you as part of our ongoing effort to maintain open communications with the facilities currently receiving services through the Area Hospitals and Institutions Subcommittee of Narcotics Anonymous.

Our information from _____, the panel coordinator for your institution, indicates that there are no problems at this time. We just wanted to take this opportunity to assure you of our continuing interest and willingness to meet with you if there is anything you wish to discuss.

We appreciate your willingness in allowing our Fellowship to carry the message of recovery to the addicts in your facility. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #2 Interim Contact Letter
Handbook page 5, paragraph 1.

Sample #2B*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Mr. Williams:

We are writing to you as part of our ongoing effort to maintain open communications with the facilities currently receiving services through the Area Hospitals and Institutions subcommittee of Narcotics Anonymous.

There are some areas we would like to discuss with you more fully in order to help us improve the services we provide to the addicts in your facility. Hopefully, we will be able to arrange a time to meet with you in the near future.

We appreciate your willingness in allowing our Fellowship to carry the message of recovery to the addicts in your facility. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #2 Interim Contact Letter
Handbook page 5, paragraph 1.

Sample #3A*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

We recently received your letter of May 25th in which you requested the Hospitals and Institutions subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions subcommittees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, N.A. literature.

The Fellowship of Narcotics Anonymous has no opinion on any issue except for recovery from active addiction through our program. We cannot participate in any activity which might involve other issues.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #3 Refusal of Requested services
Handbook page 19, paragraph 1.

Sample #3B*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

We recently received your letter of May 25th in which you requested the Hospitals and Institutions subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions Committees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, N.A. literature.

We are an anonymous Fellowship, so that addicts who seek recovery here may be confident that their anonymity will be protected. Our traditions preclude any member breaching his or her anonymity in a way which might involve press, radio or film exposure.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #3 Refusal of Requested Services
Handbook page 19, paragraph 1.

Sample #3C*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

We recently received your letter of May 25th in which you requested the Hospitals and Institutions subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions subcommittees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, N.A. literature.

Our Public Information Committee does deal with presentations to non-addicts. We have forwarded your request to them and feel sure they will contact you.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at any time.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #3 Refusal of Requested Services
Handbook page 19, paragraph 1.

Sample #3D*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

We recently received your letter of May 25th in which you requested the Hospitals and Institutions subcommittee (state nature of request). Unfortunately, we are unable to fulfill this request.

Hospitals and Institutions subcommittees of Narcotics Anonymous provide presentations to addicts of the Narcotics Anonymous program of recovery. We may also provide directories of local Narcotics Anonymous meetings and, in special circumstances, N.A. literature.

We believe that our message, which is based on recovery from the disease of addiction rather than any particular drug or drugs, is unique. In order to avoid confusion and to help us provide a clear message, we do not participate in joint presentations. This is in keeping with our Sixth Tradition which states that we do not affiliate in any way with any enterprise outside of Narcotics Anonymous, no matter how worthy.

We would be happy to arrange to meet with you and discuss possible services we could provide. We appreciate your interest in Narcotics Anonymous. Please feel free to contact us at anytime.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #3 Refusal of Requested Services

Handbook page 4, paragraph3; page 19, last paragraph; page 35, paragraph 3.

Sample #4A*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

Thank you for your letter of May 25th requesting a regular presentation of Narcotics Anonymous by the Hospitals and Institutions subcommittee. Unfortunately, we are unable to make a commitment to a regular presentation at this time.

We would, however, be able to provide a speaker presentation once a month. We would like to arrange a time to meet with you to more fully discuss this possibility (specify whatever services you are able to provide).

We appreciate the interest you have expressed in the Narcotics Anonymous program of recovery. Please feel free to contact us at anytime.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample # 4 Unable to Provide Regular Presentation

Handbook page 4, paragraph 3; page 19, last paragraph; page 35, paragraph 3; page 41, paragraph 5.

Sample #4B*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

Thank you for your letter of May 25th requesting a regular presentation of Narcotics Anonymous by the Hospitals and Institutions subcommittee. Unfortunately, we are unable to make a commitment to a regular presentation at this time.

We maintain a list of facilities who are waiting for meetings. We have entered your facility on the list and hope to be able to fulfill your request at a future date. Presently, we would like to supply you with directories of local Narcotics Anonymous meetings. We are also enclosing an order form so you may order Narcotics Anonymous literature. Our committee is always willing to meet with administrative or staff persons in order to establish and maintain communications.

We appreciate the interest you have expressed in the Narcotics Anonymous program of recovery. Please feel free to contact us at anytime.

Sincerely,

Trusted Servant, Secretary
_____Area H&I subcommittee

*Sample # 4 Unable to Provide Regular Presentation

Handbook page 4, paragraph 3; page 19, last paragraph; page 35, paragraph 3; page 41, paragraph 5.

Sample #5*

Date:

N.A. Member
123 Main St.
Van Nuys, CA 12345

Dear Joe:

The purpose of this letter is to make sure you are aware of the services and information available to you through the _____ Area Hospitals and Institutions subcommittees of Narcotics Anonymous.

The subcommittee has the responsibility for presentations of Narcotics Anonymous meetings. We have many resources to help us with this work. Our subcommittee meetings provide a forum for exchanging information about what has and has not worked to best carry the message of recovery. In addition, we receive ideas and information from other areas and regions around the world. This link enables local H&I workers to share their experience, strength and hope with other areas and regions as well.

Through subcommittee support, no individual need bear the burden of providing services alone. There are other members to help in case of illness or scheduling conflicts. The participation of additional members also insures the presentation of the message of recovery in a variety of ways so the chances of suffering addicts identifying or hearing the message may be increased. We would welcome your participation in our subcommittee. Our meetings are (time, date, and place) or contact (trusted servant) at (555) 555-5555. We look forward to your involvement and appreciate your devotion to carrying the message to the addict who still suffers.

Yours in Fellowship,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample # 5 Invite participation by a "renegade" meeting
Handbook page 3, paragraph 2.

Sample #6*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

Thank you for your letter of May 25th requesting a Narcotics Anonymous meeting for your facility. We will be able to provide a meeting to the residents in your facility through the Hospitals and Institutions subcommittee. We would like to arrange a time at which we could more fully discuss this with you. (Please call to set up an appointment/Please let us know who we should contact to set up an appointment/We will be contacting you shortly to set up an appointment). Thank you for your interest in the Narcotics Anonymous program.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample # 6 Response to request for a meeting

Handbook page 4, paragraph 2; page 19, paragraph 3; page 35, paragraph 3.

Sample #7*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

Enclosed please find a form for use in ordering Narcotics Anonymous literature. You may order our literature from the Regional Service Office address on the form. We feel that our literature has value for addicts seeking recovery.

When our Hospitals and Institutions subcommittee provided literature to the addicts in your facility, it was well received by them. We have found that beginning early to read Narcotics Anonymous literature is an important part of a personal program of recovery. Unfortunately, we are unable to continue to provide literature.

We hope you will wish to continue to have Narcotics Anonymous literature available for the residents in your facility. Please feel free to contact us if you would like more information.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample # 7 Inviting facilities to purchase literature
Handbook page 4, paragraph 4; page 20, paragraph 1.

Sample #8*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

It has been some time since our subcommittee members sat down with any of your facility's staff to discuss the Narcotics Anonymous Hospitals and Institutions meeting we bring to the residents in your facility.

We find it helpful to meet from time to time with the administrators and/or staff of facilities we work with. We like to make sure we have a clear understanding of facility rules, regulations and requirements. In addition, such meetings provide an opportunity to clarify the services of our Hospitals and Institutions subcommittee and the nature of the Narcotics Anonymous program.

We will be contacting you soon and would like to set up an appointment. We appreciate your continuing interest in our program.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #8 Interim contact letter
Handbook page5, paragraph 1.

Sample #9*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

This letter is to inform you of the unfortunate necessity of shutting down the (day) Narcotics Anonymous Hospitals and Institutions meeting in your facility. This was not an easy decision for us but we are not able to sustain this commitment with the level of content and quality required to best serve the residents in your facility.

From time to time there is a decrease in the number of N.A. members available to support the meetings. At these times we have no alternative to cutting back on services. (We will be able to provide a speaker meeting once a month and to continue to supply meeting directories. List service you are able to continue, if any).

We intend to maintain our contact with you, and look forward to being able to reestablish our services to the addicts in your facility.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #9 Shutting down meeting
Handbook page 27, paragraph 1.

Sample #10*

Date:

Joe Johnson
P.O. Box 9999
Van Nuys, CA 91409

Dear Joe:

We received your (call/letter) requesting information and N.A. material.

Enclosed you will find a package of literature which includes Narcotics Anonymous information pamphlets and a White Book. We have enclosed a copy of our Basic Text, *Narcotics Anonymous*, to provide you with an in-depth look at our recovery program. If you would like to purchase your own literature at a future date, we are enclosing a current catalog.

We would like to thank you in advance for your continued support. If we can be of any further assistance, please don't hesitate to call or write at your convenience.

Sincerely,

Trusted Servant, Secretary
_____ Area H&I subcommittee

Enc: H&I I.P.s and any other pertinent I.P.s in mailing

*Sample #10 Facility institutions literature purchases
Handbook page 4, paragraph 4: page 20, paragraph 1.

Sample #11*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

First, we would like to take this opportunity to express our gratitude for your support of our efforts to carry the message of recovery, found in Narcotics Anonymous. We have been receiving a considerable number of requests for information about Narcotics Anonymous meetings from various institutions. Part of the information requested includes information about facilities where meetings already exist. We would appreciate a letter stating your experience with our program. The letter may include answers to the following questions: How long has an N.A. meeting been occurring in your facility, and do you perceive any results or effects? Such a letter would be of great assistance in helping local N.A. groups and service committees carry the message of recovery to addicts still suffering from the disease of addiction.

Occasionally we use letters to circulate to other facilities where we wish to provide H&I services. Please let me know if you do not wish your letter to be used in this manner.

Thanking you for your understanding, support and consideration, I remain,

Respectfully yours,

Trusted Servant, Secretary
_____ Area H&I subcommittee

*Sample #11 Referral letter request
Handbook page 20, paragraph 5; page 36, paragraph 2.

Sample #12*

Date:

Warden John Williams
House of Corrections
P.O. Box 7890
Anywhere, USA 23456

Dear Warden Williams:

As the Hospitals and Institutions Chairperson of Narcotics Anonymous in the (area), I am writing to inform you that the Narcotics Anonymous meeting currently held in your facility is not under the auspices of the Hospitals and Institutions subcommittee. The function of this subcommittee is to carry the Narcotics Anonymous message of recovery to residents in facilities who do not have full access to regular meetings of Narcotics Anonymous. As this meeting is not part of our subcommittee, we have no knowledge of how it is being conducted and we cannot ensure that the principles of our program are being upheld. Therefore, Narcotics Anonymous cannot be held responsible for any improprieties that may occur.

For more information, or if we can help in any way, please don't hesitate to contact me.

Very truly yours,

Trusted Servant, Chairperson
_____ Area H&I subcommittee

*Sample #12 Disclaimer
Handbook page 1, paragraph 4.

APPENDIX B --FORMS

CHECKLIST FOR SETTING UP AN H&I MEETING

Initial contact:

Facility contacts us:

Name of facility:

Date of contact:

Type of facility:

Name of staff person:

Name of member(s) contacted:

Type of contact (letter, phone, etc.):

Date of response:

Appointment set? _____ Date and time: _____

Other arrangements:

We contact facility:

Name of facility:

Date of contact:

Type of facility:

Name of staff person:

Name of member(s) making contact:

Type of response (letter, phone, etc.):

Date of response:

Appointment set? _____ Date and time: _____

Other arrangements:

INFORMATION TO BE EXCHANGED DURING PRESENTATION

	Y	N		Y	N
Information About N.A.			Information About Facility		
H&I Rules and Policies	[]	[]	Written Rules and		
Literature Taken (List)	[]	[]	Policies Available	[]	[]
WSC H&I			Dress Code	[]	[]
Handbook Taken	[]	[]	Clean Time Requirements	[]	[]
Local H&I			Clearances Needed	[]	[]
Guidelines Taken	[]	[]	Searches	[]	[]
12 Steps	[]	[]	Language Restrictions	[]	[]
12 Traditions	[]	[]	Staff Member Present	[]	[]
Description of H&I	[]	[]	Prayer OK	[]	[]
Format To Be Used	[]	[]	Restrict Physical Contact	[]	[]
Requirements for Panel			(N.A. hugs, circle for closing)		
Chair, Leaders			Will Facility Provide		
and Members	[]	[]	Literature or Coffee	[]	[]
Literature Policy	[]	[]	Additional Discussion	[]	[]
Additional Information	[]	[]			

Name and position of staff person(s) at presentation: _____

Name of contact for meeting/presentation: _____

H&I subcommittee members making presentation: _____

Meeting/presentation established: _____

If yes, list date, time and frequency: _____

Second appointment for additional discussion: _____

Additional information requested by facility: _____

Results of presentation reported to H&I subcommittee: _____

Registered new meeting/presentation with H&I Coordinator at World Service Office: _____

H&I MEETING/PRESENTATION REGISTRATION FORM

NAME OF FACILITY: _____

STREET ADDRESS: _____

MAILING ADDRESS: _____

FACILITY REPRESENTATIVE NAME: _____

PHONE NUMBER: (____) _____ - _____

CITY: _____ STATE: _____ ZIP CODE: _____

MEETING/PRESENTATION INFORMATION

Day(s) of the week: _____ Time: _____ am/pm

_____ Time: _____ am/pm

_____ Time: _____ am/pm

Panel Coordinator
or Leader: _____ Phone: (____) _____ - _____

Address: _____

City: _____ State: _____ Zip Code: _____

Type of Facility (check the most appropriate)

Correctional	_____	Treatment	_____	Hospital	_____
Armed Services	_____	Clinic	_____	Detox	_____

Specific Type of Facility: _____

Area: _____ H&I Chairperson: _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone Number: (____) _____ - _____

Please list all additional information necessary on the back of this form or on another sheet of paper. Please include: rules, regulations, conditions, procedures and restrictions that apply. Also we would appreciate any guidelines or policies your H&I committee uses.

Please complete and send one copy to each of the following: your area service committee, your regional H&I subcommittee and the World Service Office, Inc. (Attn: H&I), P.O. Box 9999, Van Nuys, CA 91409 USA

ASC H&I REPORT FORM
(PANEL LEADER TO AREA H&I)

NAME OF FACILITY: _____

NUMBER OF RESIDENTS EACH TIME: _____

NUMBER OF PANEL MEMBERS EACH TIME: _____

PANEL LEADER: _____

CHANGE OF ADDRESS: _____

PHONE: _____

PANEL COORDINATOR'S NAME: _____

LIST TOPICS AND/OR SPEAKERS: _____

HOW MANY TIMES HAVE YOU BEEN TO THE MEETING: _____

PROBLEMS OR SITUATIONS: _____

WHAT CAN ASC H&I DO TO BETTER SERVE YOU: _____

OTHER IMPORTANT INFORMATION: _____

RSC H&I REPORT FORM
(AREA H&I TO REGIONAL H&I)

NAME OF AREA: _____ NUMBER OF H&I MEETINGS: _____

H&I CHAIRPERSON: _____

CHANGE OF ADDRESS: _____

PHONE: _____

BOUNDARY CHANGES: _____

ELECTION OF OFFICERS: _____

NEW MEETINGS/PRESENTATIONS: _____

CURRENT PROJECTS OR ACTIVITIES: _____

PROBLEMS OR SITUATIONS: _____

WHAT CAN RSC H&I DO TO BETTER SERVE YOU: _____

OTHER IMPORTANT INFORMATION: _____

Please be sure to forward your subcommittee minutes and any new guidelines to
the regional H&I subcommittee.

REGIONAL H&I REPORT FORM
(RSC H&I TO WSC H&I)
(Please make report quarterly)

Date _____

Name of region _____ Date of last report _____

Name of H&I chair _____ Phone number() _____

Mailing address for subcommittee _____

How many treatment meetings _____ How many correctional meetings _____

Number of areas in region _____ Number at last report _____

Number of areas participating _____

Please attach a mailing list for all of your area H&I subcommittees.

What is your budget? _____ How much is actually spent? _____

Other types of services H&I is performing: _____

_____ (Use additional sheets if necessary)

Any problems your subcommittee has addressed? _____

_____ (Use additional sheets if necessary)

Special successes since the last report? _____

_____ (Use additional sheets if necessary)

Any services or information WSC H&I can provide to your efforts? _____

_____ (Use additional sheets if necessary)

Other comments? _____

_____ (Use additional sheets if necessary)

Appendix B

MONTHLY REGIONAL LITERATURE DISTRIBUTION FOR IIAI MEETINGS

[illegible]

WSC H&I COMMITTEE NOMINEE INFORMATION SHEET '89

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

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

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

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

Nominee Name _____ Phone _____

Nominee Address _____

Years of Clean time _____ RSC Name _____

Current N.A. service position(s) _____

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

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

Is nominee able to attend World Service

Conference H&I workshops (approximately three per year)? _____

Does region provide transportation and/or lodging expense for WSC Committee members? Yes _____ No _____

Is regional H&I subcommittee able and willing to support specifically assigned tasks of WSC H&I? Yes _____ No _____

GLOSSARY

Alt. -Alternate - See the *Temporary Working Guide to our Service Structure* for definitions of various alternate positions in service.

ASC - Area Service Committee.

BOD - Board of Directors of the World Service Office.

H&I - Hospitals and Institutions.

I.P. - Informational Pamphlet - a group of Conference approved pamphlets published by the World Service Office.

P.I. - Public Information - a standing committee of the Conference and a subcommittee of ASCs and RSCs - see the *Temporary Working Guide to our Service Structure*.

RSC - Regional Service Committee.

TWGSS - *Temporary Working Guide to the Service Structure*, available from the WSO

WSB - World Service Board of Trustees.

WSC - World Service Conference.

WSO - World Service Office.

Administrative - The upper level of personnel at treatment and correctional facilities, such as wardens, directors, medical directors, administrators. Often the arrangements needed to establish an H&I meeting/presentation will be made with administrative personnel.

Conference - World Service Conference.

Coordinator - Panel Coordinator, see Committee Structure and Function, WSO H&I Coordinator.

Correctional Institutions - Also referred to as Correctional Facilities. All facilities within a city, county, state, or Federal Department of Corrections.

Directory - A listing of local Narcotics Anonymous meetings.

Facilities - Used to include all places where H&I meetings/presentations are held or might be held, both treatment and correctional.

Forensic - A court-ordered maximum security correctional facility for those classified as mentally unstable, incompetent, needing psychiatric evaluation or classified as criminally insane.

H&I Meeting/Presentation - A service provided by an Area Service Committee through its H&I subcommittee to carry the N.A. message of recovery to addicts who do not have full access to regular Narcotics Anonymous meetings.

H&I Presentation - See H&I meeting/presentation.

In-Service - Training sessions held by facilities for their staff. H&I does not participate in In-Service.

Literature - Conference-approved N.A. Literature.

Meeting List - See Directory.

The N.A. Way Magazine- A monthly magazine published by the WSO

Panel - A group of N.A. members who participate in a given H&I meeting/presentation.

Panel Chair - See Panel Leader.

Panel Leader - Member who is responsible for a given H&I meeting/presentation. Selects panel members and reports to panel coordinator. See Committee Structure & Function.

Panel Member - Also called panel participant. N.A. members who attend an H&I meeting/presentation to share their experience, strength and hope. Selected by a Panel Leader or Panel Coordinator. See Committee Structure & Function.

Phoneline Directory - A list of all known N.A. helplines/hotlines. Available from the WSO

Presentation - See H&I Presentation. Also used to refer to the initial appointment with facility administrators held to establish an H&I meeting/presentation.

Reaching Out - The quarterly newsletter of the WSC H&I Committee. Available through the H&I Project Coordinator at the WSO.

Residents - Used to refer to addicts in facilities who are served, or could be served, by an H&I subcommittee. Includes inmates, clients, patients, etc.

Schedule - See Directory.

Speaker - An N.A. member who attends an H&I meeting/presentation to share his/her personal story of recovery in Narcotics Anonymous. Sharing may be limited to specific aspects of recovery at request of the Panel Leader.

Staff - Facility personnel involved in day-to-day operations, usually in direct contact with addict residents. Often H&I workers will have most of their contact with staff persons once the meeting/presentation has been established.

Staff Presentation - The presentation of the nature of our program and H&I meetings made to the administration and/or staff of a facility as the first step towards establishing an H&I meeting/presentation. See How to Start an H&I Meeting/Presentation in the General Information, Treatment and Correctional sections.

Staff Training - See In-Service.

Step Study - Also called Step meeting. A format in which the topic of the discussion is one of the Twelve Steps of N.A. See Specific Formats readings of Treatment and Correctional sections.

Treatment Facilities - Facilities which have the goal of helping addicts to live clean as responsible productive members of society.

WSO Catalog - A descriptive list of all items for sale through the WSO. Available from the WSO.

WSO H&I Coordinator - A WSO staff member whose position includes corresponding and informing the Fellowship about H&I and H&I committees. The Project Coordinator also responds to requests from individual members and facilitates the WSC H&I Committee. All correspondence, questions, information, input, etc., for WSC H&I should be directed through the WSO H&I Project Coordinator.

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CONCLUSION

It is our hope that the collective experience of this handbook will be an aid to all of you in your efforts to carry the N.A. message of recovery to those who cannot attend regular N.A. meetings.

Through our literature, *Reaching Out*, and maintaining communication within various committees, our efforts will be successful.

Let this be our promise: freedom from active addiction.

Our ultimate goal is that no resident of any hospital or institution who has a need of our message of recovery be denied the opportunity to receive it.

Through our collective efforts we develop the resources, willingness and energy to effectively carry that message. The message is that freedom of recovery today can be theirs also. And that is how we keep it, by caring and sharing the spirit of recovery the N.A. Way.

ADDENDUM 11

REGIONAL MOTIONS ASSIGNED TO WSC COMMITTEES/SERVICE BOARDS

The following is input submitted by Regional Service Committees to the WSC Administrative Committee. That input is included here for informational purposes and has been assigned to the appropriate WSC Committee/service board for study and report. When the committees/service boards report to the Conference, they will present the results of their preliminary discussions. The RSR from the region submitting the input may introduce the motion if they wish the WSC to take action.

"That the WSC ask the WSO to make the translation and publication of a Spanish edition of the Basic Text into a top priority."

Intent: So that we can reach the large population within our region and the fellowship as a whole that reads and speaks Spanish (proposed by the Florida Region).

"That the World Service Conference commission a cost-benefit analysis of the Conference quarterly system."

Intent: At this time of great financial difficulty facing our fellowship, we believe that it would be beneficial to evaluate this process and try to determine if this is the most productive and useful way to spend our resources (proposed by the Upper Midwest Region).

"That the WSO reduce the cost of the individual subscriptions of the *Fellowship Report* by 50%."

Intent: That individuals not have to bear the cost of producing the *Fellowship Report*. The difference between cost to service committees (\$.46) and individual cost (\$3.75) is too great (proposed by the Mountaineer Region).

"That the right of any region to put forth agenda items for WSC consideration remain unconditional, and that these items be included in the *Conference Agenda Report*."

Intent: To allow the fellowship to see and vote on motions before they are presented on the floor of the WSC. So WSC remains directly responsible to those they serve through the service structure (regions, areas, groups, members) (proposed by the Chesapeake and Potomac Region).

"That the daily meditation book, *Just For Today*, be placed on the WSC Literature Committee priority list for 1989."

Intent: To make available to the fellowship an important piece of N.A. literature suitable for daily use in the practice of Step Eleven (proposed by the Wisconsin Region).

"That the I.P. #18, N.A. Group Starter Kit, have the words, "Why Are We Here?" inserted on page six, item six, between lines (b) and (c)."

Intent: To restore the original form of this I.P. now that the fellowship has approved the revisions in the White Book (proposed by the Wisconsin Region).

"That the voting delegates of the WSC receive a copy of the list of qualifications for all those individuals nominated for election at the Conference."

Intent: To assist those voting in keeping track of all the information about those who are nominated (proposed by the Wisconsin Region).

"That the WSC Literature Committee undertake or delegate the responsibility for the creation of an I.P. on the spiritual and recovery benefits of participation in service work."

Intent: So that members can become aware of the underlying principle and meaning, in spiritual terms, of giving it away to keep it (proposed by the Wisconsin Region).

"That at the WSC all voting participants will vote their conscience by written ballot."

Intent: To put into practice the spiritual principle of the Twelfth Tradition by maintaining personal anonymity (proposed by the Wisconsin Region).

"That guidelines for conduct and participation at WSC meetings be available for those attending."

Intent: So new members will have information on the structure of these meetings (proposed by the Wisconsin Region).

"To have a time and place set aside for recovery meetings to meet the needs of the WSC meeting participants."

Intent: Make recovery available and keep our primary purpose in mind during the Conference meetings (proposed by the Wisconsin Region).

"That the times and places of open forums within the subcommittees be part of the agenda of activities at the Conferences.

Intent: To encourage participation (proposed by the Wisconsin Region).

"That at the WSC, WSC quarterly, and World Convention, those who drink coffee pay for it."

Intent: To defray costs to the fellowship (proposed by the Wisconsin Region).

"That all participants at world level Conferences wear name tags to identify what position they hold."

Intent: To assist members who have business to conduct in locating the appropriate individuals (proposed by the Wisconsin Region).

"That in the Narcotics Anonymous Basic Text and other N.A. literature, the words, "physical challenge" be added to the list at the end of the second paragraph of "What Is The N.A. Program?"

Intent: To let those persons who have these difficulties know that the N.A. program is for them, and that they qualify for recovery (proposed by the Wisconsin Region).

"That guidelines for world service administrative positions contain clean time requirements."

Intent: To insure that we have requirements (clean time) to serve as trusted servants on the world level executive body (proposed by the Southern California Region).

"That regional motions which have been accepted and are on the action item list be countersigned by another member of the executive body of the submitting region."

Intent: To promote and preserve unity on the Conference floor while conserving time used for debate (proposed by the Southern California Region).

"That the WSC Policy Committee place on its priority list for 1989, the research and investigation of the "Principle of Rotation" and present a full report to WSC 1990."

Intent: To promote the rotation of trusted servants, and thus increase the accessibility of those positions (proposed by the Southern California Region).

"To instruct the WSO to start producing key tags commemorating N.A. birthdays."

Intent: To insure that members and groups which cannot afford medallions have a means to commemorate N.A. birthdays (glow in the dark type is suggested) (proposed by the Southern California Region).

Be it resolved that only RSRs (or their equivalent) be voting participants at the WSC. Non-voting participants (WSC Officers, WSC Committee Chairpersons, Trustees, and WSO Chairperson) may make motions or address the Conference. Be it further resolved that only RSRs (or their equivalent) vote on this issue.

Intent: To insure the democratic and spiritual ideal of group conscience, throughout the service structure; to present the true will of groups, areas, and regions -- without the influence of those who stand to lose votes at the WSC (proposed by the Florida Region).

"That subcommittee chairs and executive members (chair, vice chair, and treasurer) of the WSC not have a vote at the WSC."

Intent: Our subcommittees are supposed to be responsible to those they serve. If a subcommittee or executive committee member votes on issues affecting N.A. groups, they are in essence directing or dictating to the very groups which they are meant to serve. This motion would not allow these servants, whether they are right or wrong, to have undue influence on N.A. as a whole, allowing our groups to make their own choices and mistakes on issues pertaining to N.A. as a whole and perhaps grow from it (proposed by the Connecticut Region).

That only RSRs or their regional equivalents may be the only voting participants at the World Service Conference. The World Service Office manager, The World Service Office Board chairman, the members of the Board of Trustees, World Service Committee Chairs, and the World Service Conference Administrative Committee members may make motions or address the Conference.

Intent: To insure that the World Service Conference is directed by the Fellowship and not by its servants (proposed by the Buckeye Region).

