

**A TEMPORARY
WORKING GUIDE**



**TO OUR
WORLD SERVICE STRUCTURE**

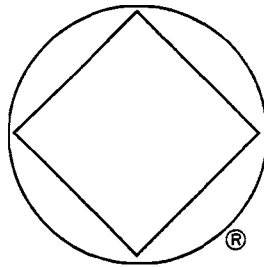
MAY 1999



THE TWELVE STEPS OF NARCOTICS ANONYMOUS

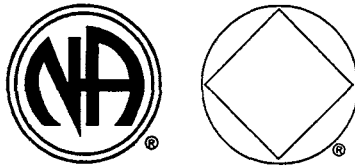
1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. We made a searching 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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MAY 1999



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

Guide to Local Service in Narcotics Anonymous, A (GLS). This handbook was approved at WSC '97.

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

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THE PURPOSE AND FUNCTION OF THE WORLD SERVICE UNITS OF NARCOTICS ANONYMOUS

- The purpose of the *World Service Conference* is to be supportive of the fellowship as a whole, and to define and take action according to the group conscience of Narcotics Anonymous.
- The purpose of the World Board of Narcotics Anonymous World Services, Inc. is to contribute to the continuation and growth of Narcotics Anonymous. The board serves as a primary resource for the NA fellowship by providing the support needed to carry our message while ensuring that the service and support provided are of the highest quality possible. The World Board manages all activities of world services including oversight of the operations of the fellowships primary service center, the World Service Office.
- The purpose of the *World Service Office*, our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

NA WORLD SERVICES VISION STATEMENT¹

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

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- NA communities worldwide and NA world services work together in a spirit of unity and cooperation to carry our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

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

WORLD SERVICE

World services are those services which deal with the problems and needs of NA as a whole, and which NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery, and so that our program of recovery can be made more available to addicts everywhere.

Our world services include two specific bodies: the World Board and the World Service Conference. These two bodies of service are interrelated and work together to benefit all of NA. However, each body of world service functions within its own framework and guidelines.

¹Adopted May 28, 1996, subject to review and/or revision through the *Conference Agenda Report*.

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Within our world services we again find new service concepts developing. First, our world services work for the good of all NA. Although all parts of our service structure affect and are affected by NA as a whole, only at this level do we find service bodies designed to deal with problems which involve our entire fellowship. A second new concept found at this level is that of the non-addict servant. These individuals have valuable skills from which our fellowship can benefit.

THE WORLD SERVICE OFFICE

Probably the single busiest part of our service structure is the World Service Office (WSO). WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence, our quarterly newsletter, and through the delegates within our service structure. WSO offers considerable aid to new groups, existing groups with special problems, institutional groups, groups outside the United States, members who travel extensively, and loners. This aid is in the nature of sharing the experience which other groups and members have reported to the WSO, and by putting those who seek aid in touch with other groups or members within our fellowship. The WSO is also available to aid conventions and World Board committees, etc.

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

Another major function of WSO is the publication and distribution of literature. This office publishes yearly a *World Phoneline Directory*, quarterly newsletters, all World Service Conference material, and new literature in English and other languages. In order to provide these publications, WSO needs financial support. WSO is also responsible for the printing, warehousing, and distribution of all existing literature. Additionally, a number of kits such as the group starter kit are available.

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include: letters to and from those who have contacted WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, RCMs, and RDs; and the addresses of all general service committees and their officers. Along with these files and records, WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO does function in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our traditions, and that this type of publicity can potentially cause grave problems which could

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threaten the survival of our fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is principles and people. Our relationship with those outside our fellowship is cooperative, and our traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA program.

The World Board of Narcotics Anonymous World Services, Inc. provides direct oversight for all world service activities, including the World Service Office. Narcotics Anonymous World Services, Inc. is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States Federal Government. Within the bylaws there are specific sections which state the purpose and relationship of Narcotics Anonymous World Services, Inc. to the World Service Conference of NA and our Twelve Traditions. These bylaws further acknowledge the right of the conference to make specific recommendations to the World Board regarding its general operations.

WORLD BOARD EXTERNAL GUIDELINES

These guidelines are amendable only by action of the World Service Conference.

World Board's Mission

The mission of the World Board is to contribute to the continuation and growth of Narcotics Anonymous. The board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message while ensuring that the service and support provided are of the highest quality possible.

Accountability Statement

The World Board is the service board of the World Service Conference. As such, it is accountable to the World Service Conference and ultimately to the final authority within our service structure as stated by our Second Concept—the groups, who retain the final responsibility and authority for all NA services. In accordance with the principle of delegation described in our Third Concept, the World Service Conference, on behalf of the groups, delegates to the World Board the authority to provide effective services.

Purpose of the World Board

The purpose of the World Board is to:

- Carry the message of recovery to addicts who still suffer from addiction.
- Provide support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction.
- Oversee all the activities of NA world services, including the fellowship's primary service center, the World Service Office.
- Provide service to individuals or groups of addicts seeking recovery from addiction and assist the public in understanding addiction and the Narcotics Anonymous program for

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recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public.

- Ensure that no resources generated from Trust Properties are utilized to engage in any activities or exercise any powers that do not further the primary purpose of Narcotics Anonymous, which is to carry the message to the addict who still suffers.
- Hold and manage in trust for the fellowship the income produced by any world service activities in a manner that is within the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Hold in trust for the Fellowship of Narcotics Anonymous the rights to the exclusive control, use, printing, duplicating, sales, and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems, or other intellectual and physical properties of the WSC, or the Fellowship of Narcotics Anonymous as a whole in accordance with the will of the WSC.
- Control and manage the exclusive production, printing, manufacture or reproduction of the properties or the licensing for production, printing, manufacture of the properties of the Fellowship of Narcotics Anonymous and offer these properties for sale to the fellowship and the general public.

General Duties

The duties of the World Board shall be understood to be administrative in nature. So that it can fulfill its mission and the will of the WSC, the general duties of the World Board are to:

- Communicate all world service activity to our membership in accordance with the principles embodied in our Eighth Concept.
- Oversee the operations of the fellowship's primary service center, the World Service Office.
- Administer the activities necessary for the successful operation of the World Convention.
- Hold our fellowship's intellectual properties in trust in accordance with the Fellowship Intellectual Property Trust.
- Provide support and administration for all world service meetings.
- Plan and budget for basic service provision and project development.
- Be accountable for all world service budget responsibilities.
- Select committee members for project development and completion.
- Oversee activities associated with how our fellowship and service structure interact with society.
- Oversee development of new literature, periodicals, and translations.
- Address philosophical issues and questions about our traditions and concepts, developing position papers when necessary.
- Make necessary decisions affecting NA world services when the World Service Conference is not in session, always mindful of the priorities previously established by the World Service Conference.

Membership

The World Board will consist of twenty-four members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the Conference Agenda Report, or on any other items of Old Business at the World Service Conference.

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Membership Qualifications

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

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

Clean Time Requirement

All board members must have a minimum of ten (10) years clean.

Terms

The length of term for board members shall be six years. All members of the board are eligible for election for two consecutive terms.

[With regard to the initial election of World Board members, the World Board will be initially formed by an election at the conference. To establish one-third of board seats rotating every two years, the first board will have one-third serving a two-year term, one-third serving a four-year term, and one-third serving a six-year term. The length of term for the initial board members will be chosen by volunteers and then by lot at the first World Board meeting.]

Quorum and Decision-Making, Internal Elections, and Removal of Members

Quorum and Decision-Making: The proposed quorum for regularly scheduled meetings of the World Board equals one half of all seated members plus one (e.g., were there twenty-four seated members, quorum would equal thirteen: one half the seated members—twelve—plus one). While the board should strive for consensus, its process requires a minimum of a majority of seated board members to vote in the affirmative (i.e., a minimum of thirteen "yes" votes) to represent a decision of the World Board.

Participation and Internal Elections: All board members shall have the right to full participation. All voting members of the Executive Committee of the board will be elected by the board. Election to any position on the board will require a simple majority vote.

Removal of Members: Members may be removed from the board by a two-thirds majority vote of the board. Further, the conference may, by a 2/3 majority vote, direct the board to do so for the following causes:

1. Failure to attend two meetings within a twelve month period.

* All bracketed items [] indicate terms and conditions pertinent to the transition from the old world services system to the new system being proposed. They are presented as "guidelines," but of course will expire or roll off as the implementation of each of the system's components takes effect.

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2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous World Services funds.
6. Breach of statutory duties relating to a board member's standard of conduct as defined by the law of the state of incorporation.

Once removed from the board, former members may only be reinstated by an action of the World Service Conference. Removed members retain no rights of attendance and/or participation until such time as they have been reinstated by the WSC.

In the event of vacancies on the World Board due to removal or any other cause, the World Board may not fill such vacancies. Only the World Service Conference can elect World Board members, and all vacancies will remain until the World Service Conference elections.

Committees of the Board

The World Board accomplishes much of its work through its five committees: an executive committee; an events committee; a public relations committee; a fellowship relations committee; and a publications committee. There is also a group within the board known as the "guardians." All members serving in a leadership capacity for each committee will be board members in order to provide for clear lines of communication.

Accountability

Committees are answerable and responsible to the World Board. In keeping with Concept Five, the World Board, in turn, is directly accountable to the World Service Conference, thus ensuring definite and direct lines of accountability across all world service operations.

Role of the Committees

The committees provide a resource to the World Board and to the fellowship in specific areas of operations.

Committee Makeup

A minimum of four World Board members will be assigned by the full board to each committee. The number and experience of non-board committee members chosen by the board from the World Pool depends upon the projects assigned and prioritized by the WSC. Thus, each committee's size in a given year can vary, though each will always continue to exist.

Responsibilities

The following will be the committees' and guardians' composition and responsibilities:

The Executive Committee

The Executive Committee will consist of the following members:

- The Chairperson of the World Board
- The Vice-chairperson of the World Board
- The Treasurer of the World Board
- The Secretary of the World Board
- The Executive Director(s) of the WSO—in a non-voting capacity

General Duties: The Executive Committee will uphold the duties of the corporation and its officers in accordance with all applicable laws; direct the activities and the annual performance review of the Executive Director(s) of the WSO; retain responsibility for interacting with the

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executive director(s) between board meetings; remain responsible for the general administrative duties of world services; and make necessary decisions affecting NA world services when the World Board is not in session, always mindful of the priorities previously established by the board.

Election and Removal: The Executive Committee, with the exception of the Executive Director(s) of the WSO, will be elected by a majority vote of the board. Officers of the board can be removed from office by the board with a two-thirds majority vote.

The Events Committee

The Events Committee will consist of four (4) board members, with any additional committee members being selected as necessary from the World Pool.

General Duties: The Events Committee will be responsible for the logistical planning for WSC meetings (agenda items are actually set by the full board), the World Convention, and other world service meetings, while serving as a resource for regional/area convention committees.

The Public Relations Committee

The Public Relations Committee will consist of four (4) board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Public Relations Committee will be responsible for activities associated with how our fellowship and service structure interface with society. The committee will also guide the way we inform the public about NA, covering all public relations with the medical profession, the criminal justice system, governmental and non-governmental organizations, and the media. The Public Relations Committee will also serve as the H&I and PI contact for our fellowship and its local service committees.

The Fellowship Relations Committee

The Fellowship Relations Committee will consist of four (4) board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Fellowship Relations Committee will be responsible for activities associated within our fellowship and service structure, conference policy and procedures, proposed changes to our service structure.

The Publications Committee

The Publications Committee will consist of four (4) board members, with additional committee members being selected as necessary from the World Pool.

General Duties: The Publications Committee will be responsible for overseeing the development of our fellowship's new literature, while coordinating and prioritizing the translations of existing literature, mindful of the need for conceptual fidelity of translations and literature. The committee will also be responsible for the revisions of existing literature, while serving as a resource for area and regional literature committees and local translations committees.

The Guardians

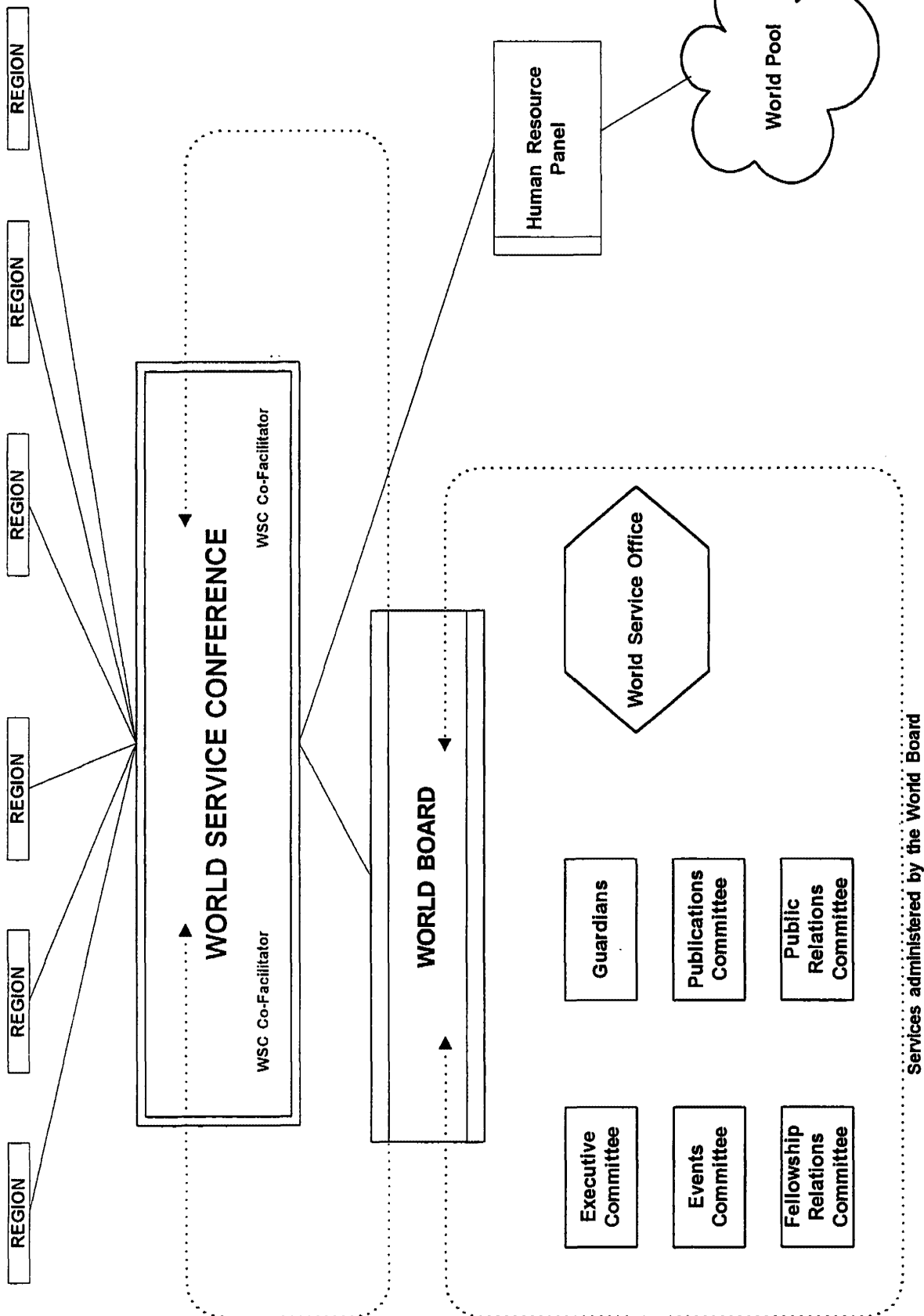
The Guardians will consist of four (4) members appointed by the full board from the board's conference-elected membership.

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General Duties: These members will serve as a resource to the fellowship, the World Board, and to the World Service Conference. Acting as a kind of “bellwether”² for our fellowship and for the World Board, the guardians shall address principle-related issues confronting our membership. A group whose responsibilities involve the very core principles of our program, the guardians are charged with the responsibility of moving proactively on such fellowship issues by developing position papers, though they also may provide guidance to our membership on issues as identified by the fellowship as problematic, controversial, and/or topical. Remaining the “guardians” of NA’s Traditions and Concepts, this group will also guide the World Board in philosophical discussions that affect the continuation and growth of NA.

² Bellwether: Refers to the practice of “belling” a member of a flock: indicates “one who takes the lead or initiative.”

Narcotics Anonymous World Service System



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THE WORLD SERVICE CONFERENCE³

The final part of our service structure is the World Service Conference (WSC). It is the nerve center of our fellowship. Our conference is the one time each year when all our world services come together. Unlike all other service bodies of NA service, the conference is not an entity, it is an event—the coming together. In the spring of each year the Regional Delegates, the members of the World Board, its committees, and the managers of the World Service Office meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole.

The conference itself can last up to a week, however, the planning and implementation associated with the conference is a year-round proposition. The WSO is responsible for the administration of the conference itself. The World Board members who attend the WSC must spend time in preparation, studying problems to be discussed, and gathering information upon which decisions can be based. Each delegate must be knowledgeable about the needs and feelings of his region, and be prepared to contribute to the conference.

The conference usually begins with an opening meeting which includes opening ceremonies, an overview of topics to be presented, and a review of the meaning and effect of the Twelve Traditions.

From this general meeting, the conference splits up into committees at which all suggestions, questions, and problems which have been submitted are discussed. These topics can include anything of major importance to NA as a whole.

After the agenda for the general meeting has been prepared from resolutions gathered from the committees, all conference members get together as a body once again. At this general meeting each resolution is presented and considered. Some resolutions can be acted upon by the conference, and some must be taken back to each region, area, and group for conscience decisions. But the conference can, because of our service structure, initiate action which will benefit all members.

Once the conference has considered all resolutions and decided which require fellowshipwide group conscience votes, and which are within the realm of conference action, the committees meet once again to plan for the implementation of the conference resolutions. Based on these decisions, directives are drafted and submitted for final approval.

Then, all conference members meet together once again for the closing meeting. At this time the directives are approved and the closing ceremonies take place.

It sounds like the World Service Conference has a lot of power. This isn't true. All conference matters are conducted in strict accordance with our traditions, each conference member is a trusted servant and has shown an understanding of our traditions, and all items discussed in the conference originate within the fellowship. Due to its very nature, the conference is the servant of the fellowship.

Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers. It was for this reason that this work was begun. We must always remember that as individual members, groups, and service committees we are not, and should never be, in competition with each other. We work separately and together to help the newcomer and for our common good. We have learned, painfully, that internal strife cripples our fellowship; it prevents us from providing the services necessary for growth.

³ This description of the WSC was contained in the original input of the WSC'79 Literature Committee. There is no record of its deletion according to the minutes of WSC'79 or subsequent conferences.

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The intent of this service manual is to help clarify what needs to be done so that we can provide better service. The service structure of Narcotics Anonymous as described here does not exist everywhere in NA today. It is an ideal toward which we can strive, and in so doing, make recovery available to a greater number of addicts.

World Service Conference Mission Statement⁴

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

- Participants propose and gain fellowship consensus on initiatives that further the NA world services vision;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA world services;
- Participants ensure that the various elements of NA world services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.

World Service Conference

The World Service Conference is established by and is responsible to the Fellowship of Narcotics Anonymous. Its purpose is to be supportive to the fellowship as a whole, and to define and implement the policies of Narcotics Anonymous. The World Service Conference does this by joining the members, groups, areas, and regions into a unified fellowship, by dealing with the problems and the needs of the fellowship, and by actively encouraging the primary purpose and growth of Narcotics Anonymous.

Basic format of the World Service Conference

The tentative agenda for each year's World Service Conference is established well in advance of the conference and published in the *Conference Agenda Report*. The actual format of the conference varies from year to year depending on the needs of the fellowship; however, the conference agenda always includes time for a general forum, the presentation of reports (including zonal forum reports), committee meetings, consideration of motions, and elections. Additionally, the conference agenda will include an annual Development Forum.

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.

Input to the conference

The World Board is 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 World Board is not expected to work alone or think of everything. The fellowship is encouraged to keep informed of work the World Board is doing (via the *Conference Report* or 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

⁴Adopted May 28, 1996, subject to review and/or revision through the *Conference Agenda Report*.

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group, or a service committee or board. Written input may be sent to the World Board in care of the WSO.

Regions are strongly encouraged to work through the World Board with their input. Experience has shown that the utilization of the broader base and experience of the World Board allows for more adequate discussion and consideration of fellowship concerns. It should be stressed that two-way communication between the World Board and the fellowship is essential.

Amendments to the guidelines

Any section or sections of these guidelines may be amended at any time by a two-thirds (2/3) majority vote of the World Service Conference.

Guidelines of the World Service Conference

- I. Operational Procedures of the World Service Conference
 - A. The World Service Conference meets in the spring of each year. The last weekend in April has been arbitrarily selected as a target date; however, the actual dates of the conference may vary slightly from year to year.
 - B. The World Service Conference is held within seventy-five miles of the World Service Office.
 - C. The planning of the annual WSC meeting and WSC workshops takes a great deal of time and effort. The World Board arranges the locations, chooses the dates, approves the facility, and makes any other arrangements that are necessary. The actual agenda is then prepared and sent out to all WSC participants ninety days in advance of the meeting.
 - D. The WSC Co-Facilitators are two (2) individuals elected by a simple majority of the World Service Conference. The purpose of the WSC Co-Facilitators is to preside over the business meeting of the World Service Conference. WSC Co-Facilitators must have a minimum of eight (8) years clean time. The term for each position will be one conference cycle. The Co-Facilitators may be elected to two consecutive terms. WSC Co-Facilitators are accountable to the World Service Conference.
 1. The duties of the WSC Co-Facilitators are to:
 - a) Preside over the business meeting of the World Service Conference.
 - b) Communicate with the World Board as necessary in order to be prepared for the conference meeting.
 2. The qualifications for the WSC Co-Facilitators are:
 - a) A demonstrated ability to preside over business meetings.
 - b) A working knowledge of WSC conference policies and procedures.
 - c) A working knowledge of Robert's Rules of Order and general parliamentary procedure.
 - d) Demonstrated organizational skills.
 - e) Holding no other world service positions or responsibilities at the time of assuming the co-facilitator's duties.
 - f) A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

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- E. The WSO performs the duties of the WSC secretary. These include keeping a record of the proceedings and publishing accurate minutes of the WSC within three (3) months of the close of the conference.
- F. The participants of the World Service Conference consist of:
 - 1. Duly elected Regional Delegates (RDs),
 - 2. Members of the World Board
 - 3. In the absence of a duly elected Regional Delegate, the conference will recognize a qualified replacement from that region.
- G. Only conference participants are allowed to vote, make motions, or address the conference. When RDs are not on the floor of the conference, duly elected alternates may vote, make motions, or address the conference. The World Service Office Executive Director(s) will be allowed to address the conference, to make reports, answer questions, and discuss matters of their responsibility when requested by the conference.
- H. A person chairing the conference, conducting a vote, or officially counting a vote does not have a vote while serving in this capacity.
- I. All presentations, motions, statements, etc., will be made from the podium and then clearly restated by the chairperson. This is to facilitate the taping of the conference and to assure an accurate record of the proceedings.
- J. Items for consideration at the conference must be submitted in writing to the conference.
- K. Input for consideration at the conference must be submitted to the World Board 150 days prior to the conference, and distributed to the fellowship for review ninety (90) days prior to the conference.
- L. Motions submitted or committed to the World Board will include a written intent provided by the maker.
- M. That matters of procedure such as "lay on the table" require the approval of 2/3 of the members voting "yes" and "no." Matters of policy, literature approval, or matters affecting the service structure require a 2/3 majority of all registered, eligible conference participants present at the most recent roll call.
- N. That the policy of the WSC be to make tapes of the conference available for sale.
- O. When the WSC creates ad hoc committees, it will do so for specified periods of either one or two years. At the end of the specified period, such a committee automatically ceases to exist unless specifically re-authorized by two-thirds of conference participants. Re-authorization will be for no more than one year at a time.
- P. When requested by the conference, the designated representative of any zonal forum will be allowed to address the conference, make reports, and answer questions pertaining to specific information. Any zonal forum with a registered address with the WSO will receive the same WSC mailings as conference participants.

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. RD alternates are considered to be the same "member" as their respective RDs when acting as a participant. (WSC Rules of Order may be obtained from the WSO.)

Note: The World Service Conference does not make policy; it cannot because it is not a governing body.

II. WSC Consensus and Voting Protocol

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- A. The consensus of the World Service Conference is determined by a majority vote.
 - 1. Each conference participant shall have one and only one vote.
 - 2. Any item to be voted on shall be displayed in writing before the vote.
 - 3. Prior to the actual vote, a voice vote (yea-nay) will be taken to determine if the item is conference business or if it should be returned to each group for a "group conscience" vote.
 - 4. Actual votes will be taken as follows:
 - a) The chairperson will call for a vote.
 - b) If the outcome is unclear, if any participant challenges the judgment of the chair, or if any participant challenges the validity of the vote in any way, then a standing vote is called.
 - c) For a standing vote the chairperson will ask all in favor of the item to stand and remain standing.
 - d) The number of participants standing will then be counted by three (3) independent counters (the tallies of these three counters must agree prior to continuing the voting process).
 - e) Those in favor will then be asked to sit, and the procedure will be repeated for those opposed to the item in question.
 - f) The tally of those in favor and the tally of those opposed will be compared and the position will be declared.
 - 5. In case of a close vote, the chairperson will accept a motion for one recount, or for disregarding the vote in favor of sending the item to the group level.
 - 6. Only RDs shall vote in old business sessions.
 - III. World Service Conference Elections
 - A. World Board members, WSC Co-Facilitators and Human Resource Panel members are elected by the following procedures:
 - 1. Nominations for any elective World Service Conference position are accepted from conference participants.
 - 2. Nominations must be seconded.
 - 3. The nominee is entitled to decline the nomination.
 - 4. The names of the nominees are posted prior to the vote and each nominee briefly qualifies.
 - 5. A vote is taken and repeated until a single nominee receives the support of conference participants that is necessary for the position.
 - B. In order to expedite the voting process in a case where no single nominee receives the support of a clear majority, the nominee who received the least support is excluded prior to each subsequent vote.
 - C. That, for the purpose of nomination and election of all world service positions, nominees are not required to be present at the annual meeting of the World Service Conference.
- Note: The conference adopts specific election procedures at the beginning of each annual meeting. Please also refer to the section under Human Resource Panel.*
- IV. Procedure for Seating of Regions at WSC
 - A. A region (for the purpose of this procedure, the term "region" refers to a region or an appropriate service body) seeking to become a WSC participant will notify the

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WSC in writing in care of the WSO. An information packet will be made available to the new region, parent region if there is one, and any other affected surrounding regions. Response by the requesting region will be required to any questions included in the packet.

- B. The World Board will compile and verify the information, making a report to the conference.
- C. A delegate from the requesting region will attend the conference, be introduced by the parent region or the World Board, and state the request to be seated.
- D. A question and answer period will be held.
- E. Upon two-thirds majority vote of the conference participants, the new region will receive all conference participation privileges.
- F. The conference can grant any region not seated that year the ability to address the conference during specific sessions.

V. WSC Recovery-Literature Process

A. Review-form literature

- 1. Literature developed by the World Board is sent out for a review period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the World Board based on the needs of the fellowship and the piece in development.
- 2. Review-form literature is not for use or display in NA meetings.

B. Approval-form literature

- 1. Approval-form literature is prepared by the World Board and is distributed for a period of time, considering translations, determined by the World Board of not less than ninety days. The length of this approval period is determined by the World Board based on the needs of the fellowship and the piece being considered for approval.
- 2. Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

C. WSC Approval

- 1. The conference shall not vote on any proposals to change existing fellowship-approved NA recovery literature unless such changes have appeared in the *Conference Agenda Report*.
- 2. All literature submitted to the conference for approval requires a 2/3 majority vote of regional delegates and it also takes a 2/3 majority vote to withdraw current NA literature from the category of approved literature.

EXTERNAL GUIDELINES FOR THE WORLD POOL AND HUMAN RESOURCE PANEL

Guidelines for General Eligibility and Implementation

[Additional eligibility requirements for the World Pool, criteria for selection of nominees, and administrative policy for the World Pool will be developed by the Human Resource Panel for presentation to the 2000 World Service Conference.] * see page 5

Purpose of the World Pool

The purpose of the World Pool is to constitute a pool of trusted servants willing and qualified to serve on the World Board, the WSC Co-Facilitator positions, and the World Board's committee projects. The pool will consist of a compilation of members' service resumés demonstrating a

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variety of recovery and service-related experience as well as any skills necessary for the successful completion of world level assignments.

Clean Time Requirement for the World Pool

Eligibility for World Pool inclusion requires all prospective pool candidates to have a minimum of five (5) years clean.

Purpose of the Human Resource Panel

The purpose of the Human Resource Panel is to:

- facilitate an election/selection process that will allow the World Service Conference to base trusted servant choices upon the principles of ability and experience.
- allow members to be nominated from around the world without having to be present at the conference to receive due consideration.
- create a more open opportunity for world services to benefit from our collective resources by providing an established and recognized process by which to do so.

Duties of the HRP

The Human Resource Panel provides a list of qualified candidates to serve the fellowship by:

1. Developing a description of the desired skills and experience necessary to complete the upcoming conference cycle's projects and services based upon the World Board's formal request.
2. Utilizing all available resources for the purpose of soliciting candidates' service resumés worldwide.
3. Screening applicants' resumés for the purpose of identifying qualifications and skills.
4. Informing potential candidates as to the qualifications necessary to serve on the World Board, the terms of office, as well as of the general duties of the World Board, its committees, and the World Service Office.
5. Informing potential candidates as to the qualifications necessary to serve as the WSC Co-Facilitator or as a member of the Human Resource Panel.
6. Providing the World Service Conference with a list of individual nominees best qualified for election to the World Board and the WSC Co-Facilitator positions. These lists for the purposes of elections at the WSC will not be governed by any minimum ratio, though the HRP should strive to always offer the conference a choice in candidates. Further, the maximum candidate-to-open-position ratio should also have a limit of no more than three (3) candidates for each open position up for election.
7. Providing the World Board with a list of individuals' resumés (addicts and non-addicts) for appointment to serve on committee projects. (Clean time requirements are not applicable for non-addicts.)
8. Maintaining a pool of individuals' resumés for committee appointment in the event of a vacancy.
9. Having a face-to-face meeting or conference calls (when necessary) prior to the World Service Conference to review candidates' resumés for World Board and committee needs, determining the need for interviews of prospective candidates.
10. Being available during the conference election process to answer participants' questions. However all information about the panel's internal discussion about specific candidates will be kept strictly confidential by members of the Human Resource Panel.

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Nominations

"Nominations" to the World Pool consist of submitting a service resumé for consideration to the Human Resource Panel. All members who meet the minimum requirements will be included in the World Pool. While local service boards' and committees' nominations of candidates to the World Pool are recommended, they are not required for nomination to the pool.

The Human Resource Panel will make nominations to the World Service Conference for election to the positions of World Board member and Conference Co-Facilitator. Nominations may also be made for each of these positions by conference participants, but it is recommended that all prospective candidates go through the World Pool/Human Resource process. Nominations for the Human Resource Panel will come from conference participants.

Accountability

The Human Resource Panel is accountable to the World Service Conference.

Composition

The Human Resource Panel will consist of four (4) individuals elected by a simple majority of the World Service Conference.

Term

The term of office for the Human Resource Panel member will be one (1) conference cycle. All members of the panel are eligible for election for two (2) consecutive terms.

Membership Requirements

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

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

Clean Time

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

Participation by WSO Staff

WSO staff will be responsible for ensuring that communication is forwarded through all available channels regarding the needs of the World Board. The communication will identify the types of skills and experience needed for participation on the board and its committees. The staff will also have administrative and clerical responsibilities for the HRP as well as facilitate the meetings of the HRP.

GUIDELINES FOR THE UNIFIED BUDGET FOR NA WORLD SERVICES

- Any new world service projects will have been thoroughly planned with an accompanying budget and timeline, and be prioritized and approved by the World Service Conference. No prospective project may be prioritized by WSC participants unless it has been accompanied by a project timeline and budget.

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- In order to reflect the realities of our service delivery system, all items submitted for budget consideration will be accompanied by an expense estimate that includes a staff-time component.
- In the unified budget, provisions will be made for the maintenance of a world services operational reserve fund.
- A four-tiered accounting process will be used in which funds shall be designated as:
 1. **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.
 2. **Variable Operational Funds**—funds allocated toward world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.
 3. **Capital Funds**—funds allocated toward the planned use of cash to offset the effect of depreciation, improve asset value, provide financial resources necessary to effectively address the intellectual property management called for in the FIPT, or to acquire any fixed asset that has a depreciable value.
 4. **Reserve Funds**—those allocations that are set aside to meet current and/or future financial needs.
- The fiscal year end for Narcotics Anonymous World Services, Inc. will be 30 June. [The new World Board will spend the remainder of 1998 consolidating world services' funds. The board will then develop a unified budget for the first six months of 1999 prior to presenting the first annual unified budget covering the period of 1 July 1999 through 30 June 2000 to WSC 1999. This allows the conference to impact the upcoming budget year.]
- Beginning with 1999, the world services annual report will include the decisions made at the conference, and will be issued within 90 days after the end of the fiscal year. In addition to the already established protocols for an annual report and an annual audit, the World Board will issue quarterly financial reports to all conference participants.
- New project proposals can be forwarded from the fellowship and from the board itself. One of the duties of the World Board is to develop project plans which include budgets and timelines for all prospective world service projects. The World Board will report to the conference on all ideas that they receive, and will choose to propose some of those ideas to the conference for further discussion and eventual prioritization. The board will decide which items they believe are desirable, practical, and achievable and develop project plans for these items. These will be forwarded to conference participants prior to the WSC for eventual prioritization at the conference. No project proposal would be considered for prioritization or action during the same WSC as it was originally proposed.
- All project ideas submitted to the board from the fellowship will be considered and all forwarded projects, along with the board's decisions as to which projects will be further developed, will be reported to conference participants. In the event that conference participants do not agree with the board's decision to not develop an item for prioritization, the conference may provide direction that a project plan be developed and presented to the next World Service Conference for prioritization.
- While there is no minimum or maximum number of projects that may be offered and/or prioritized, all project-related decisions will, of course, be limited by available resources, both human and financial. For the purposes of budget development and oversight, the World Board will be responsible for determining Basic Services, which will appear under Fixed Operational Funds in the budget proposal. The conference will then prioritize projects based on available resources that will appear under Variable Operational Funds in the budget proposal and finally review and adopt the budget for the upcoming conference cycle.

Process for New Projects

INDIVIDUALS

WSC

GROUPS

SERVICE
COMMITTEES

WORLD
BOARD

Projects are presented to the World Board from individuals, groups, service committees, the World Service Conference and from within the board.

World Board

The World Board discusses all ideas received. The board decides if the idea is feasible and how it fits into the overall priorities of world services and the needs of the fellowship.

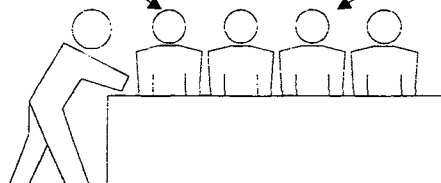
All ideas received are reported to conference participants along with the board's decision as to whether or not to pursue the development of a project plan.

Yes

No

The World Board develops project plans that include a timeline as well as the financial and human resources necessary to complete the project.

The conference may direct the board to reconsider any project or issue presented to them. The board will then develop a project plan and present it to the following WSC for prioritization.



World Service Conference

The World Board presents all project plans to the WSC. The conference then prioritizes all projects received. The conference approves the projects that are able to be completed in the next conference cycle.

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SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO THE TEMPORARY WORKING GUIDE

Editorial note: On the following pages is a partial list of relevant World Service Conference actions that could not easily be factored into the text. For other conference actions resulting in changes to specific language, the changes have been made on the appropriate pages. Where language was changed or replaced, obsolete language has been deleted. For example, a motion carried on 4/25/89 stated that tapes of the annual conference would not be released. On 4/27/92 a motion carried that reversed this conference decision. Therefore, the 1989 language has been deleted. Changes have also been made as a result of changes to nomenclature (RSR to RD) in 1997, and structural changes adopted by the WSC in 1998.

DATE CARRIED 5/4/80

Recommendation (carried motion) that any meeting using outside literature that is not WSC approved be dropped from any NA directories.

DATE CARRIED 5/3/81

No outside issue be mentioned or listed in context with Narcotics Anonymous.

DATE CARRIED 5/3/81

No outside enterprises be listed in the meeting directories.

DATE CARRIED 4/27/84

That each area be requested to hold a fund-raiser for the benefit of WSC in July of each year and send the proceeds of such fund-raiser to world services; the first to be during July, 1984.

DATE CARRIED 5/2/85

That an archives service be established through our WSO for the purpose of making available minutes and other written material to the fellowship at nominal cost with the inventory listed on the order form.

DATE CARRIED 4/29/87

That the current funding practices of the fellowship's H&I committees, in particular the "H&I can," be removed from all NA meetings and functions and that the NA service structure provide for the needs of all H&I service efforts.

The intent of this motion is to return the responsibility for H&I funding to the service structure of NA as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

DATE CARRIED 4/30/87

That unless the World Board can agree by at least a two-thirds majority, articles be brought to WSC before publication.

DATE CARRIED 4/26/88

A committee responsible for originating publications or motions adopted by the WSC is authorized the discretion to update statistical information and/or forms on a yearly basis by submitting to the WSO a letter of instruction for the change to be made in the next printing, provided that the letter is adopted by the committee at a conference workshop.

DATE CARRIED 4/26/89

That NA World Services, Inc. be instructed to include in the WSO inventory items of merchandise (including jewelry and other popular items purchased by NA members) that contain representations of the NA logo for sale to members and service committees.

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DATE CARRIED 4/23/91

To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by Narcotics Anonymous World Services, Inc., which holds such title in trust on behalf of the fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.

DATE CARRIED 4/23/91

To reaffirm that Narcotics Anonymous World Services, Inc is the exclusive publisher and distributor of all World Service Conference-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference.

DATE CARRIED 4/25/91

That the World Board retain responsibility to coordinate and report on efforts to address the isolated groups/meetings issue. Concerning the "What Is an NA Group?" issue, the conference accepted the following resolution: "That these isolated groups, whether they are currently groups or merely striving to be groups, that in either instance, they deserve the service of the WSO, and we would request the WSO to respond to their needs."

DATE CARRIED 4/25/91

The voting participants of the 1991 World Service Conference, after much discussion and consideration of several motions, voted to issue the following statement to the fellowship:

"The Basic Text, Fifth Edition, is the only edition of the Basic Text that is currently approved by the World Service Conference of Narcotics Anonymous for publication and sale. The World Service Office Board of Directors is entrusted with the responsibility for protecting the fellowship's physical and intellectual properties, including the Basic Text, and at the board of director's discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust."

DATE CARRIED 4/29/92

That the World Board coordinate a world unity day.

DATE CARRIED 5/2/92

Resolved that, as Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences:

1. For both the general purposes of NA world services and the specific purposes of the World Service Conference of Narcotics Anonymous, there are neither "foreign" languages nor "foreign" countries.
2. The World Service Conference has elected to use English as the working language of its plenary and committee meetings, records, and primary reports.

DATE CARRIED 5/2/92

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

DATE CARRIED 5/2/92

That the WSC confirms the use of contract writers who are NA members and who work within our literature development process to draft and edit NA literature.

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DATE CARRIED 4/26/93

That the World Service Conference solicit oral or written histories from members with substantial clean time, regarding history of NA, to be held at the World Service Office in the archives, until a history project is approved.

DATE CARRIED 05/28/96

Resolution A: To approve *in principle* a change in participation at a new WSC to achieve the following objectives:

1. to reduce the total number of representatives;
2. to provide for equal representation from all geographic entities; and,
3. to encourage a consensus-based decision-making process

DATE CARRIED 05/29/96

To adopt the following as WSC policy: Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service, name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the following guidelines:

- A registration period, sufficient for non English speaking fellowships to translate proposals or actions (by local translation committee or WSO) will be held to allow all groups who choose to participate, to register for the tally with WSO.
- At the close of the registration period, the WSO will announce the total number of registrations to all WSC participants.
- At the WSC the World Board will provide the conference with a motion to consider the validity of the database based on a comparison between the group tally database and the group service database.
- Numbered ballots requesting a yes, no, or abstention response will be mailed to each registered group with addressed envelopes. The groups will be provided sufficient time to return their ballots. The WSC may recommend the utilization of an outside resource to receive and count the ballots.
- In order for the tally to be valid, 75% of the groups who registered in the above named period must participate by responding.
- For each decision to pass, 75% of the groups who respond must vote in the affirmative.
- Ballot results will be reported to the fellowship.
- If the group tally affirms the decision(s), a motion will be placed in the next CAR for RD affirmation per the FIPT.

DATE CARRIED 4/27/98

To implement a two-year conference cycle beginning at the end of WSC 2000. Prior to implementation, all changes to conference policy will be presented to the World Service Conference by the World Board.

DATE CARRIED 4/27/99

That NA World Services publish the *Conference Agenda Report* a minimum of 180 days prior to the World Service Conference. Further, that translations as currently done to German, Spanish, French, Portuguese, and Swedish be completed prior to the release on that date. This policy to take effect in conjunction with the 2 year conference cycle.

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World Service

The final type of service which NA offers is world service. These are the services which deal with the situations and needs of Narcotics Anonymous and which the fellowship offers to its members, groups, and to society. The basic purposes of our world services are communication, coordination, information, and consensus. We provide these services so that our groups and members can more successfully carry the message of recovery, ensuring that our program of recovery can be made more available to addicts everywhere.

Our world services include the World Service Conference, which meets annually in open conference, and the World Board. These branches of service are interrelated and work together to benefit all of NA.

Within our world services we find new service concepts developing. Our world services work for the good of all of NA. Although all parts of our service structure affect and are affected by the NA Fellowship, only at this level do we find service bodies designed to deal with situations which involve our entire fellowship.

Note: The three paragraphs above on world service are from the proposed revised policy manual (Green Manual, 1982). They are similar to language that was previously published in the service manual and were not removed when the first fifteen pages of the Green Manual were adopted. The language above is redundant to that shown on page 1 and has been placed here to avoid confusion.

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ADDENDUM 1: WORLD-LEVEL PUBLIC INFORMATION CONTINGENCY PLAN⁵

This outlines how contacts with Narcotics Anonymous by national or international electronic or print media contact should be handled.

It is very important to ask every national or international electronic media contact the following:

- What is the audience exposure likely to be? (Will it be a local, regional, national, or international broadcast or print story?)
- How is the information going to be used? (Is the context of the article or program appropriate for our message of recovery?)
- What are the scheduling and deadline requirements?

As an international fellowship, we need specific national or regional guidelines to ensure maximum support for members handling the media contacts. The trusted servants that are specified in these plans should have the most extensive experience possible in both public information work and in personal recovery. The principles contained in the guidelines below may be adapted to the needs of Narcotics Anonymous communities around the world. These should be adhered to in those countries where the trusted servants listed below are available.

National or international media coverage that does not affect a member's anonymity.

Responsibility for responding to media requests shall be assigned to the WSO PI Department coordinator in conjunction with any one of the persons listed below:

1. An officer of the World Board
2. The WSO administrator for fellowship services, or the WSO executive director(s).

National or international media coverage which affects a member's anonymity.

Contacts involving a member's anonymity require prompt response from world services. One or more of the individuals listed above should be contacted to respond with whatever assistance they can provide. These types of media contacts may require the presence of a member of the World Board or WSO staff.

Certain types of electronic media coverage involving video or film crews may require the presence of a nonaddict to be interviewed on camera in order to ensure protection of our member's anonymity. Individuals participating in any national television program are selected by the World Board.

⁵ The world-level contingency plan was first passed May 1, 1987, by the World Service Conference. On April 28, 1988, when the World Service Conference voted to add a new section called "PI and the Media" to *A Guide to Public Information*, an updated world-level contingency plan was a part of the material that was approved. The updated version appears on this page.

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ADDENDUM 2:

The World Service Conference Report

The *World Service Conference Report* is a periodic publication of the World Service Conference which has evolved as a means of providing continuing information to conference participants about the activities of world services. These reports contain information on the status of major projects, suggestions for new work, and problems that have been encountered. Through the periodic *World Service Conference Reports*, the World Board may keep conference participants informed of progress on items that may eventually be contained in the *Conference Agenda Report*. Regional Delegates may also provide reports to be included, subject to editorial review by the World Board. The frequency of publication may change from year to year. The report is distributed to all conference participants. Single and bulk subscriptions to the *World Service Conference Report* may be purchased from the World Service Office by any NA member, group, service board, or committee.⁶

The Conference Agenda Report

The *Conference Agenda Report* is distributed ninety days prior to the opening day of the conference. The report contains the proposals and motions that the fellowship is being asked to consider and form a fellowship wide group conscience on. One copy of the report is mailed to each voting participant of the conference, each RD alternate, and the mailing address of each region. Additional copies may be purchased by NA members from the WSO. The price established for the report may vary from year to year depending on the cost of production. The *Conference Agenda Report* also includes an easy-to-read glossary of terms.

The *Conference Agenda Report* includes reports, proposals, and motions from the World Board and may include proposals or motions from regions. (Regional motions will be included as Addendum #1 and have the same number when presented on the conference floor.) All motions will include a written intent. Regions are allowed up to 150 words to describe the reasoning behind and consequences of their regional motions in the *Conference Agenda Report*.

Statements of the financial impact of each motion appearing in the CAR will be included each year from the World Board. Reports may include a summary of events leading to the presentation of the proposals that are included. Material presented to the fellowship for approval will be written in a form that lends itself to a yes-no vote and specifies the conceptual changes involved to affirm and support this process. Only material approved by the World Board is sent out to the fellowship in "approval-form."

The World Service Conference will place issue discussion topics into the *Conference Agenda Report* and the final two topics will be selected by the fellowship.

Motions in the CAR that involve changing guidelines will include only that section of the manual being amended.

All motions submitted to be placed in the *Conference Agenda Report* that attempt to change, amend or delete WSC Policies, shall include those policies, or sections of those policies, it attempts to amend. Further, it shall be the responsibility of the maker of the motion to provide this information along with the motion.

⁶ At WSC '90 this paragraph was revised to reflect the changing of the name of this periodical from *Fellowship Report* to *World Service Conference Report*.

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ADDENDUM 3: PUBLIC RELATIONS STATEMENT OF PURPOSE

Narcotics Anonymous is a worldwide organization based on a twelve-step approach to recovery whose primary purpose is to help any individual stop using drugs. Our message is that an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live. Through our group meetings, members learn how to live drug-free and recover from the effects of addiction in their lives. For the purpose of our public relations, NA services cooperate with the public by providing information about recovery from drug addiction. Furthermore, we seek to increase the awareness of NA's existence through presentations, media exposure, and telephone services. These cooperative efforts enhance our relationships with those outside our fellowship. As a result, we further our primary purpose. This statement of purpose will provide the base from which to develop the following objectives for a long-range public relations plan:

1. Help the still suffering addict find the NA program.
2. Help clarify the role of NA in the community.
3. Develop and communicate a positive image of the NA program to society at large.
4. Increase the awareness of individual NA members about their role in NA's public image.
5. Develop cooperative relationships with professionals.

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ADDENDUM 4: WORLD SERVICES TRANSLATIONS POLICY

Purpose

The purpose of this policy is to assure the development and production of quality translations of NA conference-approved literature.

Objectives

1. Provide assistance for translation of NA conference-approved literature.
2. Ensure that translations of NA conference-approved literature maintain the spirit of the NA message as well as the integrity of the Twelve Steps and Twelve Traditions.
3. Assure that all legal documentation, copyright releases, etc., needed to protect the translation of NA material is collected.
4. Provide for an annual translation priority schedule.
5. Facilitate the approval of the Basic Text personal stories.
6. Ensure that the final approval of the blueline proof of the translations be done by the local communities.

Approval of translations

The World Service Conference does not actually approve translations of literature. It delegates that responsibility to the World Board. All literature that has been translated and approved for printing will have as part of the publishing legend the wording, "This is a translation of NA conference-approved literature." This wording indicates that the translation itself has not been approved by the World Service Conference, but that it is a translation of NA conference-approved literature.

Service material

The approval procedure for translated versions of existing service manuals may differ from that outlined for conference-approved recovery literature. Some NA communities may decide to translate only those parts that are most helpful or applicable to them. Local communities are encouraged to develop sections for these manuals that reflect local practices. Copies of these drafts should be sent to the World Board so that they can be shared as a resource with others. Condensed versions of several manuals are available through the World Service Office.

Basic Text and little white booklet personal stories

The original English-language Narcotics Anonymous Basic Text and Little White Booklet were developed with two distinct sections. The first section, Book One in the text, describes recovery in a very general manner and imparts the experiences common to most, if not all, members. The purpose of these sections is to reveal to the reader the common threads of identification from the many diverse backgrounds of our members. The personal stories contained in Book Two and the Little White Booklet, on the other hand, are meant to give readers a very personal identification with the specific experiences and circumstances shared in story form by individual author(s).

The NA Basic Text is translated from English into other languages, including the Queen's English, in such a way as to achieve the same purposes. In order to fulfill the purpose of Book Two, new, original personal stories may be developed. Personal stories will be approved by each language group and evaluated by the World Board. When new stories are approved for printing, notification will be sent to the World Service Conference.

Book Two of the Basic Text can be composed of either:

- a. all new indigenous stories,
- b. a combination of indigenous and original English-language stories, or

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- c. all the original English-language stories.

Guidelines for the creation and development of new personal stories are available through the World Service Office.

Other original material

Other original material is referred to the World Board for recommendation and/or consideration.

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ADDENDUM 5: WORLD SERVICES TRAVEL GUIDELINES

Purpose

The Executive Committee of the World Board makes decisions about the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

Goals

1. To help to ensure that world service travel produces the highest quality results.
2. To help to ensure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

Primary activities

1. Conducts planning and evaluation meetings to review and approve all travel proposals.
2. Makes personnel assignments for all proposed travel
3. Keeps the fellowship informed of all planned and completed travel activity by regularly publishing its decisions.
4. Evaluates completed travel activities, especially as they may affect future travel plans.

Quorum and voting

A quorum will be established. Individual members of the Executive Committee shall abstain from voting on discretionary travel for themselves.

Planning Procedures

The Executive Committee reviews all requests by where they have been placed in the funding priorities set annually by the World Service Conference. Availability of funds is also considered.

For world service requests, a funding request form must be submitted with full information before the request will be considered. For requests from the fellowship, a letter providing full information about the request is needed.

The dates for the quarterly consideration of all requests will be publicized in advance. To facilitate long-term planning, this will include preparing a travel-plan outline for presentation to the WSC for the following conference year.

Whenever possible, known worldwide fellowship trips and non-NA events will be considered on a conference-year basis. This assists in the effectiveness of planning and prioritizing for these trips.

Reporting Procedures

The committee will regularly report its routine decisions to WSC participants. Any discussions of a philosophical nature will be included in the *Conference Report*. A summary of Travel Committee decisions for the year will be presented before each annual meeting of the WSC.

Types of Travel

Funding is typically approved for world service travel to the following types of events. This may change from year to year, depending on the priorities set at the annual WSC. These events include the World Service Conference, WSC workshops, World Board meetings, World Convention site visits, special conference projects meetings, non-NA events, and fellowship requests.

Due to limited funding and personnel, preference must be given to multiregional events and forums. Requests for attendance at convention workshops are usually not approved due to limited time available on the convention agenda. Requests for assistance in problem resolution, particularly in isolated or emerging NA communities, will be

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considered a priority. With all requests, the nature of the event and the needs of the requesting NA community are considered.

GUIDELINES FOR TRAVEL PLANS

Two travel together

Most world service travel will include teams composed of at least two participants. Two-member teams stand a better chance of effectively communicating with the many types of people encountered in world service travel. Such teams also help dispel the perception that any one person can or should speak for world services. Each member of a team can also provide emotional and spiritual support to the other while trying to accomplish the purpose of the trip. Although two-member teams are preferred, there are times when this will require assessment.

Choose from current participants

Current members of the world service team—WSO administrative and coordinating staff, members of the World Board and its committees, and RDs—are already familiar with the critical discussions currently taking place in the world service community. Because of their positions, they are already either directly or indirectly responsible to the World Service Conference. Because of these two factors, current world service participants are the first to be chosen when composing travel teams. However, if current participants are not available for a given trip, former participants may be asked to travel.

Combine trips

To maximize the benefits received from world service travel expenditures, trips will be planned in such a way as to fulfill multiple purposes whenever possible. To accomplish this, long-range planning is required.

Prepare carefully

Informed, prepared travelers taking well-planned trips produce the benefits our fellowship expects from world service travel expenditures. The Executive Committee of the World Board will do whatever it can to ensure that adequate planning and preparation occur.

Lodging only in commercial facilities

It is preferred that travel teams plan to stay in commercial facilities. The nature of world service travel trips, perceptions of a preference for a particular local member and their views, and past experience have all proved that this is the most effective.

PERSONAL EXPENSE ALLOWANCE AND REIMBURSEMENT FOR WORLD SERVICE TRAVEL

World service travelers may claim reimbursement for specified expenses for each day of travel on an approved world service trip. Typical expenses allowed under the policy are for meals, transportation and ground transportation, parking fees, tolls, and tips. Allowance limitations are established by the US Internal Revenue Service for business travel in the US and by the US State Department for business travel outside the US. Those limitations as published will be used to administer this policy.

Each year at the annual meeting of the WSC, newly elected and continuing trusted servants will be given a written description explaining all processes and procedures to be followed by world services travelers. Included in the package will be the kind of expenses that can be reimbursed, the limits of reimbursement, which items require receipts, expense forms, advances, and how to submit claims for reimbursement.

Air transportation will be reserved and ticketed through the WSO or its agent, whenever possible. Travelers should make air travel arrangements as far in advance as possible. Travelers are responsible for their tickets once they have been received. The use of other

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modes of transportation is permitted, but only the most economical mode of transportation will be reimbursed.

It is the policy of NA world services to use reasonably priced facilities. Reimbursement for lodging commonly will be for double occupancy. NA world services does not reimburse for companion accompaniment.

Fraudulent claims or violations of the policy and/or procedures can result in one or more of the following actions:

- Request for repayment of all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Rejection of request for travel advance.
- Suspension of trusted servant from office.

Credit Cards

In recent years we have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in world services. NAWS, Inc. maintains a policy on the use of credit cards for employee responsibilities and has since their initial use. It seems responsible to apply those parameters to credit card use for WSC responsibilities. These policies will ensure that credit card use conforms to a standard set of guidelines.

Distribution of cards

- A. The issuance of credit cards *for WSC responsibilities* is subject to the approval of the Executive Committee of the World Board. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card.
- B. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Executive Committee of the World Board
- C. Board and committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criteria will be returned to the WSO by registered mail within thirty days of completion of the trip or function. All invoices or other accompanying documentation shall be returned at the time of card surrender.
- D. All cards shall be returned within thirty days of the closure of the term of office of the card holder. All invoices or other accompanying documentation shall be returned at the time of card surrender.
- E. WSO executive staff shall have the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.

Credit card expenditures

All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards will submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts will be attached to the permanent record of the trip or function. World service credit cards shall not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Executive Committee of the World Board shall conduct quarterly audits and/or reviews of WSC credit card activity by all trusted servants and report such findings to the fellowship in the *Conference Report*.

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Credit card misuse

Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the fellowship. The determination of the committee can result in one or more of the following actions:

- Reinstatement of credit card privileges, if previously removed.
- Revocation of credit card privileges.
- Request for repayment for all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Suspension of trusted servants from office.

THEFT

Those traveling with NA world services equipment should leave a list of the items they are taking with the World Service Office, including serial or identification numbers and other information that may be necessary in making reports to police or transportation companies. The theft of equipment belonging to NA world services should be reported to the WSO not later than the next working day. When in doubt, contact the WSO immediately.

NA world services will not assume any financial responsibility for the loss of travelers' personal items unless the loss is the result of actions beyond the control of the traveler, such as loss caused by transportation company personnel. Claims for such losses should be made in writing within thirty days of the loss and should include a detailed report of the items lost and their value.

ACCIDENT, INJURY, AND LIABILITY

Nonemployees who may from time to time travel at the expense of NA world services do so voluntarily. It is mutually understood that NA world services does not assume any liability for personal injury or loss of personal property to nonemployees traveling at the expense of NA world services. Furthermore, NA world services does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of nonemployee travel.

HEALTH INSURANCE

World services does not carry blanket health coverage for travelers. If a trusted servant planning to travel outside his or her home country does not have personal health coverage, she or he should inform the World Board Executive Committee prior to accepting any travel assignment. If you have any questions or concerns about accident, injury, liability, or health coverage, please call the WSO before accepting or planning a world services trip.

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ADDENDUM 6: WORLD CONVENTION GUIDELINES

World Convention Zone Rotation Plan

Historically, the World Convention has usually been held the first weekend in September, which is the Labor Day holiday weekend in the USA. However, the World Board retains the right to set the date of the world convention as appropriate. The World Convention for Narcotics Anonymous will be held every two years.

1998	Zone One	Western North America
2000	Zone Two	Latin America (Central and South America)
2002	Zone Three	Caribbean and Eastern North America
2003	Southern California	Special Fiftieth Anniversary Convention
2005	Zone Four	Asia Pacific
2007	Zone Five	Central North America
2009	Zone One	Western North America
2011	Zone Six	Europe, Africa, and Middle East
2013	Zone Three	Caribbean and Eastern North America
2015	Zone Five	Central North America

While we expect that these zones may need to be adjusted at the end of the proposed cycle, if no adjustment is needed the rotation will begin again.

Zone One (Western North America)

Canada: Yukon Territory, Saskatchewan, Alberta, British Columbia.

USA: Alaska, Washington, Montana, Wyoming, Idaho, Oregon, California, Nevada, Utah, and Arizona.

Mexico: Baja California Norte y Sur.

Zone Two (Latin America [Central and South America])

Central America: Belize, Honduras, Guatemala, Nicaragua, El Salvador, Costa Rica, and Panama.

South America: Colombia, Venezuela, Peru, Bolivia, Ecuador, Chile, Argentina, Paraguay, Uruguay, Brazil, French Guiana, Suriname, and Guyana.

Zone Three (Caribbean and Eastern North America)

Canada: Quebec, Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland.

Mainland USA: Maine, Vermont, New Hampshire, Massachusetts, Connecticut, Rhode Island, New York, New Jersey, Pennsylvania, Delaware, Maryland, District of Columbia, Virginia, West Virginia, North Carolina, South Carolina, Georgia, Alabama, and Florida.

Caribbean: Bahamas, Turks and Caicos Islands, Cuba, Haiti, Dominican Republic, Jamaica, Puerto Rico (USA), Virgin Islands (British and USA), Trinidad and Tobago, Grenada, Dominica, Saint Lucia, Saint Vincent and the Grenadines, Antigua and Barbuda, Saint Christopher-Nevis, Netherlands Antilles, Barbados, Guadeloupe, and Martinique.

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Zone Four (Asia Pacific)

Baltic States: Estonia, Latvia, and Lithuania.

CIS: Belarus, Ukraine, Moldova, Russian Federation, Georgia, Armenia, Azerbaijan, Kazakhstan, Uzbekistan, Turkmenistan, Tajikistan, and Krgyzstan.

Central, East Asia: Mongolia, Peoples Republic of China, Democratic Peoples Republic of Korea, Republic of Korea, Hong Kong, Macau, Vietnam, Laos, Cambodia, Thailand, Malaysia, Singapore, and Myanmar.

Indian Subcontinent: Bangladesh, Bhutan, Nepal, India, Sri Lanka, Maldives, Pakistan, and Afghanistan.

Pacific: Republic of China, Japan, Philippines, Indonesia, Papua New Guinea, Brunei, Australia, New Zealand, Melanesia, Micronesia, and Polynesia.

Zone Five (Central North America)

Canada: Ontario, Manitoba, and Northwest Territories.

USA: Michigan, Minnesota, Wisconsin, North Dakota, South Dakota, Iowa, Illinois, Indiana, Ohio, Kentucky, Tennessee, Missouri, Nebraska, Colorado, Kansas, Oklahoma, Arkansas, Mississippi, Louisiana, Texas, and New Mexico.

Mexico: Sonora, Chihuahua, Coahuila, Nuevo León, Tamaulipas, Sinaloa, Durango, Zacatecas, San Luis Potosí, Nayarit, Aguascalientes, Veracruz, Guanajuato, Jalisco, Colima, Michoacán, México, Distrito Federal, Tlaxcala, Hidalgo, Querétaro, Puebla, Morelos, Guerrero, Oaxaca, Tabasco, Chiapas, Campeche, Yucatán, and Quintana Roo.

Zone Six (Europe, Africa, and the Middle East)

Europe: Finland, Sweden, Norway, Denmark, Poland, Czech Republic, Slovakia, Hungary, Romania, Bulgaria, Turkey, Greece, Albania, Macedonia, Yugoslavia, Bosnia-Herzegovina, Croatia, Slovenia, Austria, Germany, Switzerland, Liechtenstein, Italy, Monaco, France, Spain, Portugal, Belgium, Netherlands, Luxembourg, United Kingdom, Irish Republic, and Iceland.

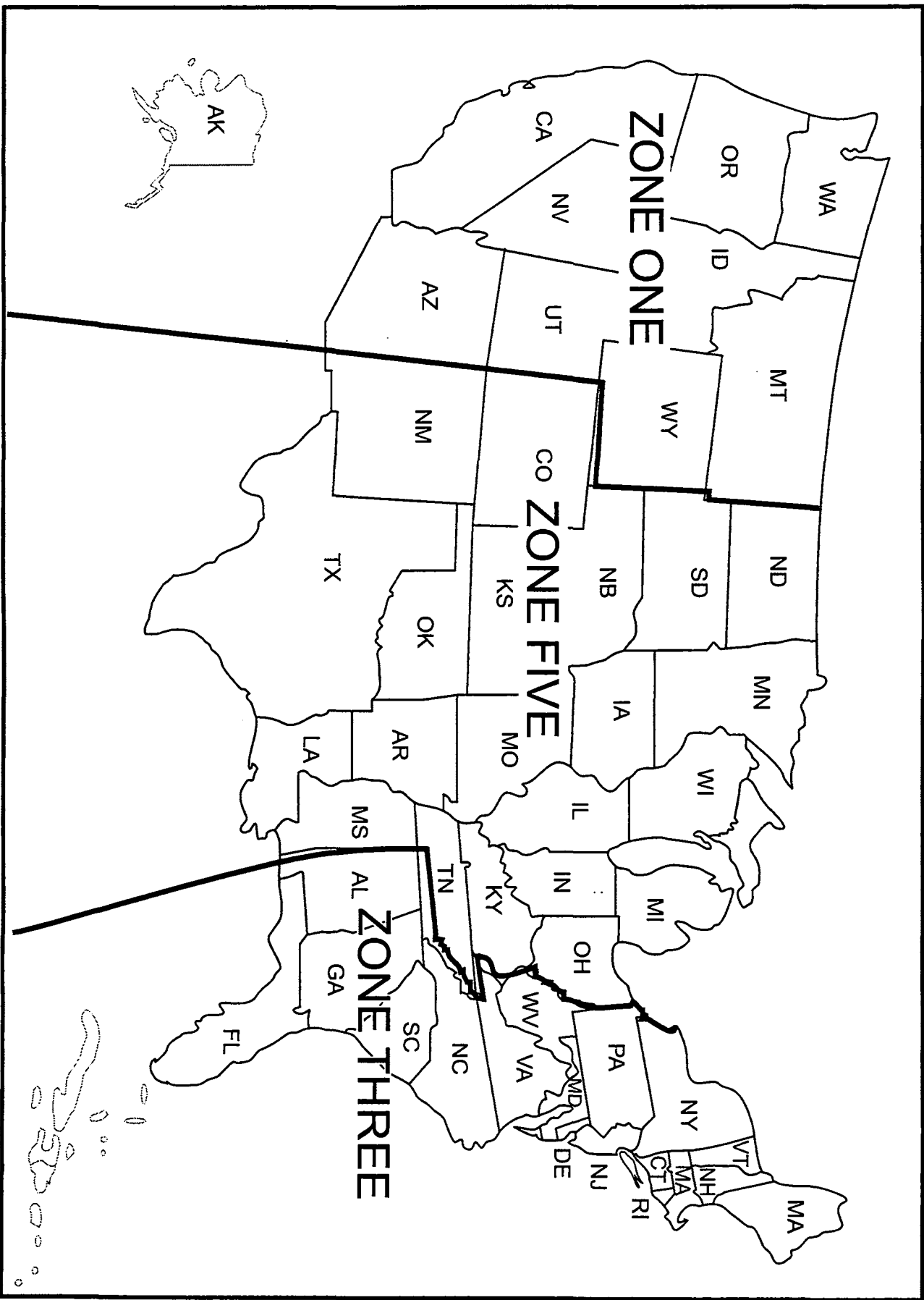
Middle East: Lebanon, Syria, Iraq, Iran, Jordan, Israel, Kuwait, Saudi Arabia, Bahrain, Qatar, United Arab Emirates, Oman, and Yemen.

Africa: Egypt, Libya, Algeria, Morocco (and Western Sahara), Mauritania, Mali, Niger, Chad, Sudan, Eritrea, Djibouti, Ethiopia, Somalia, Kenya, Tanzania, Uganda, Zaire, Central African Republic, Congo, Gabon, Equatorial Guinea, Cameroon, Nigeria, Benin, Togo, Ghana, Côte D'Ivoire, Cape Verde, Burkina Faso, Liberia, Sierra Leone, Guinea, Guinea Bissau, Senegal, São Tomé and Príncipe, Angola, Zambia, Malawi, Mozambique, Madagascar, Zimbabwe, Botswana, Lesotho, South Africa, Swaziland, and Namibia.

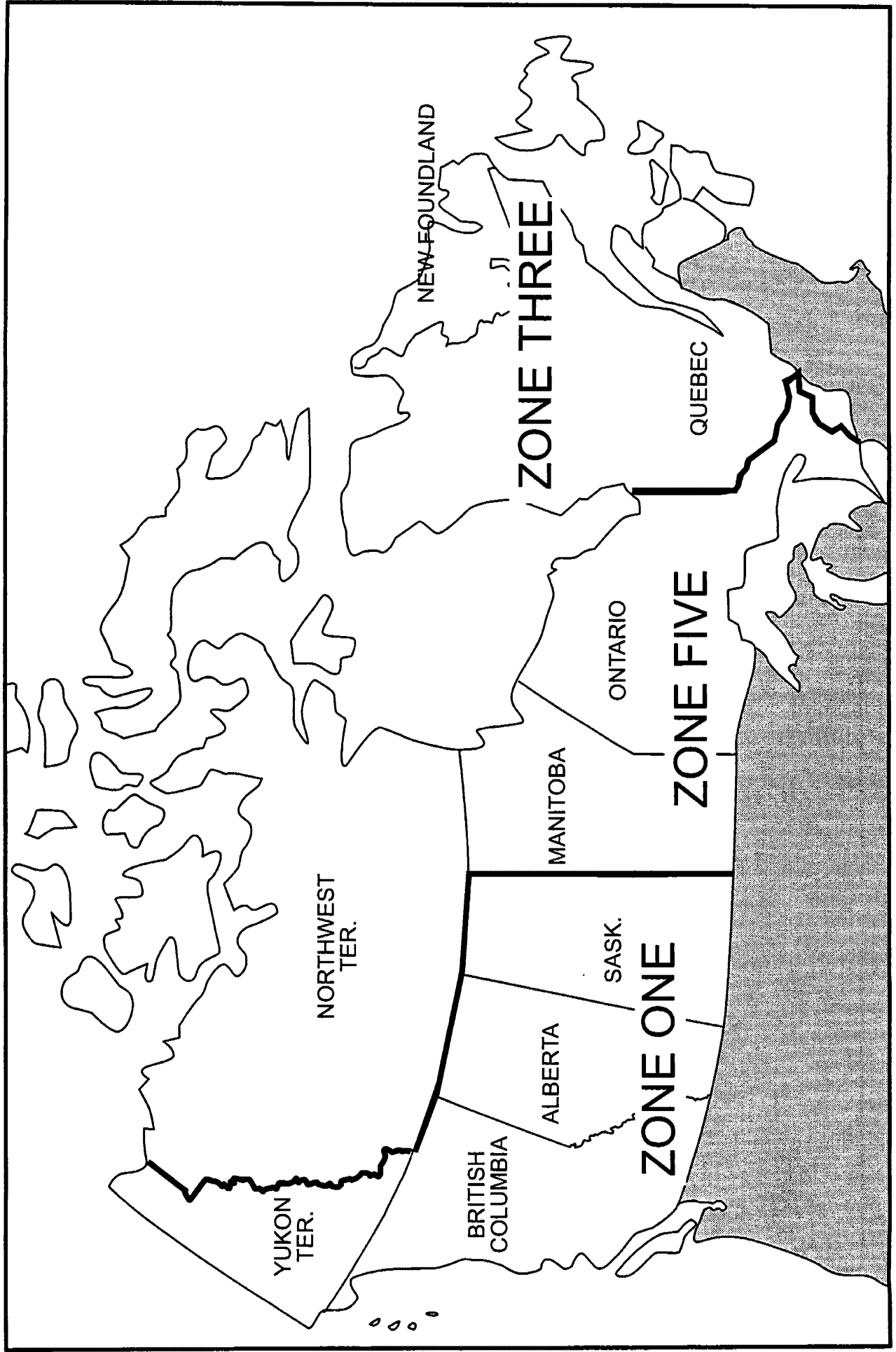
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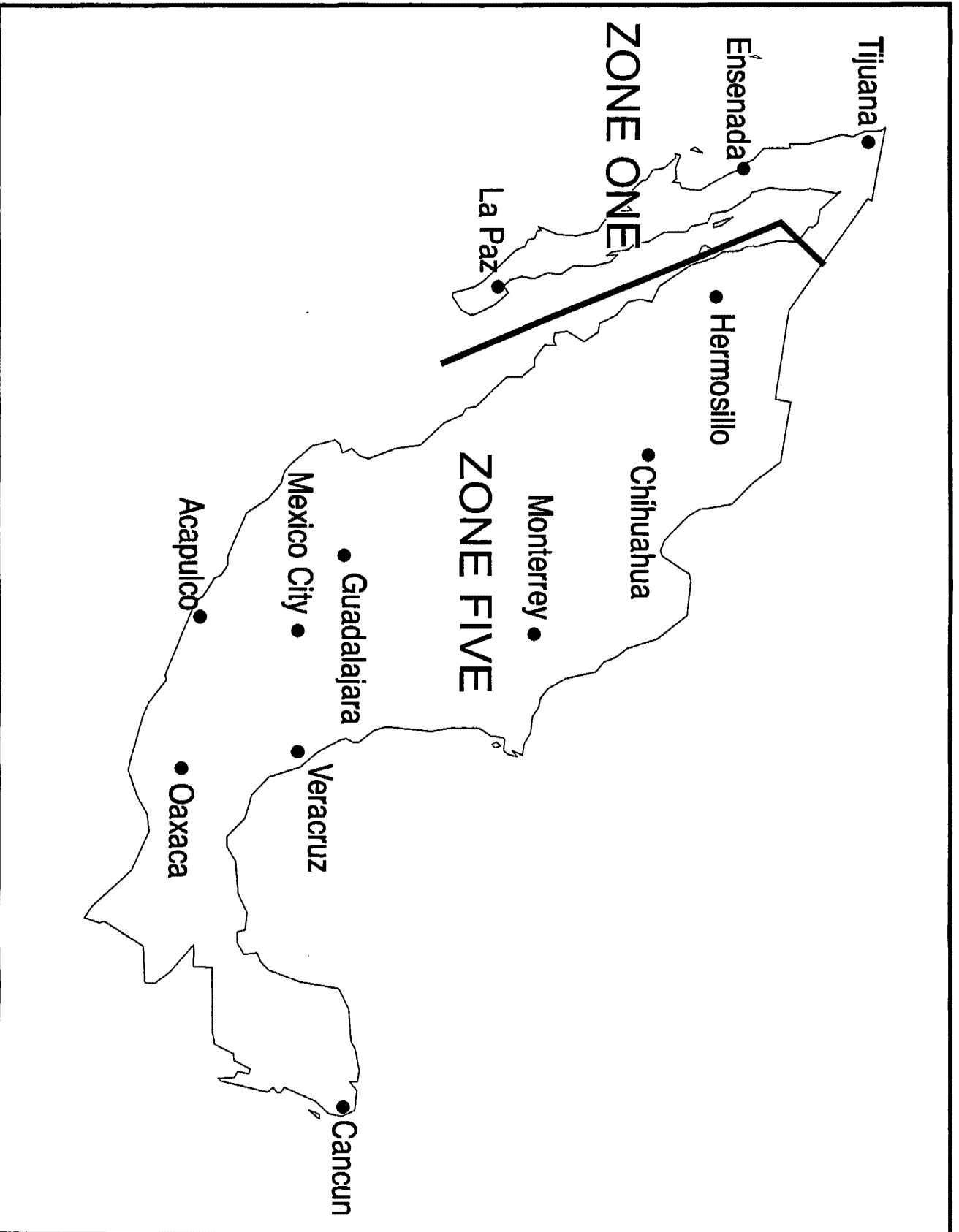
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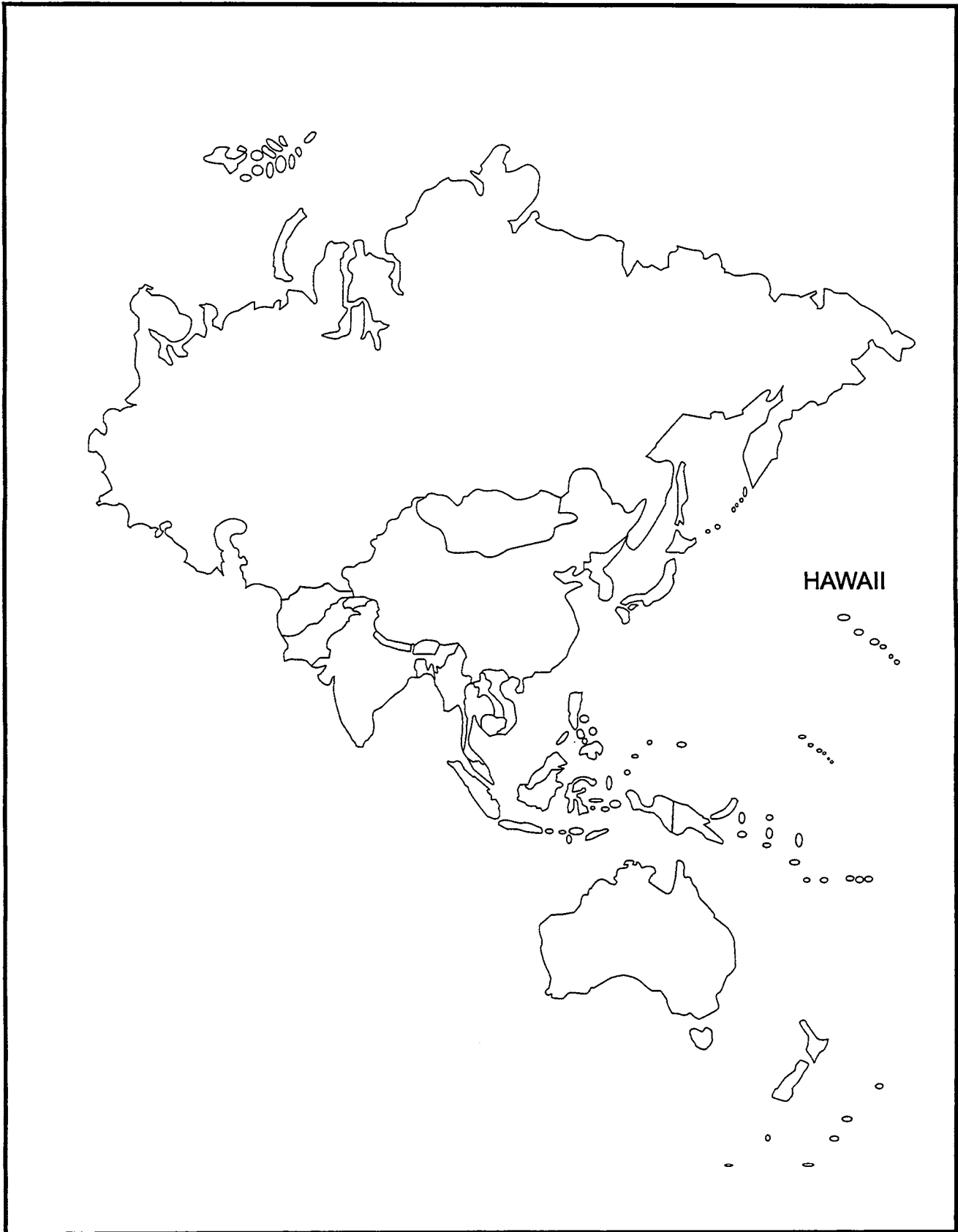


ZONE TWO: LATIN AMERICA

(CENTRAL & SOUTH AMERICA)



ZONE FOUR ASIA PACIFIC



ZONE SIX

EUROPE, AFRICA, AND MIDDLE EAST



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Bidding to Host a World Convention

During the initial phase of the site selection process for a particular zone, the board will notify the fellowship through world service publications. The regions in the zone will be contacted by letter and asked whether they are interested in hosting a world convention should a city in their region be selected. The board may request specific information about regional convention history and the number of meetings and groups. Any region also has the ability to request that a specific city be considered by the board. All such cities will be subject to the site selection process as described in these guidelines.

For the purposes of bidding to host a world convention, the requesting region understands that they are agreeing to provide the necessary people for a local host committee with the purpose, composition, and responsibilities set out in these guidelines.

Site Selection Process

The World Board considers many factors during the site selection process. The potential affect of a world convention on the local NA community, the desire and ability of the local community to host a world convention, and sites of previous world conventions are all important considerations. Other factors which are considered during the site selection process are the availability of facilities for convention activities, aspects of the city which add a unique local flavor to the convention, and anything else which would make the overall package more attractive to our members.

The World Board has the responsibility to research, negotiate, and approve all potential sites for the world convention. The planning period for the world convention will vary from zone to zone. The first step in the selection process is to identify and list all cities in the zone which meet the following ideal standardized criteria:

For USA, Canadian cities

- One million population in the metropolitan area
- One hundred groups/meetings in the region.
- International airport
- Sufficient number of hotel rooms and meeting space available for time needed

For all other cities

- A half million population in the metropolitan area
- Fifty groups/meetings in the region/NA community
- Twenty-five groups/meetings in the city itself
- International airport
- Sufficient number of hotel rooms and meeting space available for time needed.

The initial list of eligible cities is then reviewed by the board in light of achieving the objectives of the corporation. A feasibility study of the remaining cities is then conducted. Based on this study, cities will be identified for negotiations, and reports on these negotiations will be developed for review by the World Board. The board then makes its final decision or conducts further negotiations until a final decision is made and reported to the fellowship.

Local Host Committee

Purpose

Although the World Board has the responsibility for the world convention, the local host committee plays an important role its success. The purpose of the host committee is to support

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the Events Committee in specific areas of convention planning and implementation by providing input, event volunteers, and assistance.

Composition

- The host committee shall consist of:
- Chairperson
- Vice chairperson
- Treasurer
- Secretary
- Chairs and vice chairs of all support committees

The clean time requirements for these positions shall be five years. While this is the goal, we understand that in some NA communities this may not always be possible. These positions are all elected by the hosting region.

The types of support committees of a host committee will vary from convention to convention. These committees are directly accountable to the World Board through the host committee. Their direction and focus is set by the World Board. The World Board will provide each host committee with a list of the support committee responsibilities. With this in mind, members of the World Board may be appointed to act as liaisons with each support committee.



TWELVE CONCEPTS FOR NA SERVICE

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.



THE TWELVE TRADITIONS OF NARCOTICS ANONYMOUS

1. Our common welfare should come first; personal recovery depends on NA 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 NA as a whole.
5. Each group has but one primary purpose--to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA 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. NA, 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 NA 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.