

**NA WORLD SERVICES INVENTORY:
A PROPOSAL FROM
THE INTERIM COMMITTEE**

I. PURPOSE:

With the aid of the fellowship, the entire world services system will engage in an inventory process of all the components of world services to find out what works and what does not. This will include measuring our current statement of purpose, as listed in the *Temporary Working Guide to our Service Structure*, to establish what is valid or what needs changing. Additionally, this will provide an opportunity to determine what our fellowship's needs are and how to strive to meet those needs, in an effort to serve the groups and the fellowship as a whole.

BACKGROUND:

World level committees and boards began discussing the possibility of an inventory this year as a result of their desire to know and understand the true needs of the fellowship, the groups they serve, and the purpose of world service's efforts on their behalf. These ideas became focused in discussions by the Interim Committee, who moved forward with presenting the idea of a world service inventory. The Interim Committee then put forward Motion #1 in the 1992/93 *Conference Agenda Report*. At that point, it became apparent a plan needed to be developed to accompany the motion. Plans were made to hold a meeting of the conference committee chairs, the conference Administrative Committee, the WSO Board Executive Committee, and the trustee Steering Committee. Using a professional facilitator, the world services leadership developed the basic plan that conference participants received in March of 1993. While this plan contained the essential ingredients, the Interim Committee worked to provide a more detailed plan to address the organization of the inventory process. The following plan is a result of that effort.

II. GOALS AND OBJECTIVES:

GOAL:

1. To engage in an overall examination of world services that assesses and evaluates our present world service practices. The World Service Conference will then use the results of this inventory to engage in problem solving activities in the 1994-95 conference year.

OBJECTIVES:

1. Make the world services inventory effort the top priority for the 93-94 conference year by providing only basic services during that period as established in the budgetary section.

2. Utilize the staff of the World Service Office to provide a history of each world service board and committee by October 1993, to enable each board and committee the opportunity to do their self assessment as thoroughly as possible.
3. Utilize the World Service Board of Trustees to maintain consistent and cohesive administration of the overall inventory activities by designating an administrative group to provide ongoing reports of inventory activities as well as maintaining all defined activity schedules.
4. Utilize an outside professional(s) to assist a composite group in developing a set of assessment tools to assist committees and boards in assessing themselves, as well as developing tools that aid the fellowship in participating in the inventory process by June of 1993.
5. Seek fellowship-wide participation in the evaluation of world service efforts from those receiving services i.e., members, groups, areas, and regions. This will include eight world service forums to be conducted by assigned world service participants. These forums will be completed by October 1993. Members, groups, areas, and regions are also encouraged to evaluate their own service efforts during the year.
6. Each board and committee will inventory their service efforts by assessing themselves at a central meeting designated for that purpose in November of 1993.
7. The composite group will objectively review and evaluate all input and assessments received following the November meeting. Their evaluation will be completed by February 1994.
8. The administrative group, as referenced in #3 above, will be utilized to compile a report of the composite group findings. This report will be used by the World Service Conference participants to engage in problem solving activities at the 94-95 World Service Conference.

III. SCOPE OF THE INVENTORY:

A. The Purpose of World Services

1. Goals of World Services
2. Objectives of World Services

B. World Services Resources

1. Human
 - a. Special Workers
 - b. Volunteers/trusted servants
 - c. Resource Utilization
 - * Relationships in resource utilization

2. Financial
 - a. Source
 - * fund flow (traditional)
 - * direct contributions (members and/or groups)
 - * sales of literature
 - * money left over after activities/conventions
 - b. Allocation
 - c. Utilization
 - d. Fiscal accountability

C. Structure

1. Elements
2. Relationships and roles/guidelines
3. Decision making
4. Policies and standards
5. Methods/procedures/process/acountability

D. Communication

1. Internal (individual committees and boards)
 - a. inter-board/committee (as individual entities of world services)
 - b. inter-fellowship (between groups and the various service entities)
2. Communication Channels
 - a. Oral/written
 - b. Periodicals
 - c. What needs to be communicated
3. External

IV. WORLD SERVICE INVENTORY PARTICIPANTS:

A. Members, Groups, Areas, and Regions:

Each of these elements of the service structure will be encouraged to involve themselves by providing input about their needs and evaluating world service efforts. The input and evaluations will be sent to the composite group. The eight world service forums will be used to gather additional information and input.

B. The Conference Committees:

Each conference committee will complete it's own self-assessment and submit that assessment to a composite group for an evaluation. Conference committees include all standing committees, currently established ad hoc committees, administrative committee, and established working committees.

C. World Service Boards:

Each world service board will complete it's own self-assessment and submit that assessment to a composite group for an evaluation. World Service Boards include: World Service Board of Trustees, WSO Board of Directors, and the World Convention Corporation.

D. World Service Office:

The World Service Office will complete it's own self-assessment and submit that assessment to a composite group for an evaluation. The World Service Office will include in it's assessment all components of the World Service Office.

V. COMPOSITE GROUP:

A. Composition

The composite group will be composed of no more than twelve members that include:

1. One member from each standing conference committee
2. One member of the conference administrative committee
3. One WSO board member
4. Two RSRs

The World Service Board of Trustees may add members to the composite group as needed, not to exceed the 12 members. Composite group will be administered by the World Service Board of Trustees.

B. Scope of Responsibility

1. Develop the evaluation tools for the fellowship, boards, committees, office, and forums.
2. Be a resource for utilization of these tools.
3. Evaluate the self-assessment results.

VI. DESCRIPTION OF INVENTORY ORGANIZATION:

The following sequence of events describes the organization of activities to take place during the inventory year.

1. During the first four months after the 1993 conference, WSO staff will research all available archives and develop a comprehensive history of the various conference committees and boards, including major discussions and decisions reached. Copies of those histories would then be forwarded to the appropriate committee or board to help in their self assessments at an October inventory meeting. Subsequently, the

- histories will be made available to the composite group during their evaluation period.
2. April 1993 - WSB meeting in Van Nuys at the 1993 WSC to assign members to the trustee management team and composite group. The respective boards and committees will also select their core group members at the WSC.
 3. May 22, 1993 - The composite group will meet with the selected professional to develop inventory instruments and an agenda for world service forums. Also, the composite group will develop additional inventory instruments for use by all world service boards and committees. These evaluation tools will include instruments for self-assessment, self-assessment evaluations, and tools to evaluate all of world services. Additionally, the composite group will be trained in how to use the evaluation tools.
 4. June 24-27, 1993 - WSB meeting in Van Nuys. During this meeting, the trustees will finalize the inventory plan details. As needed, they will provide any further assignments to the inventory project.
 5. July - September, 1993 - Eight World Service forums will be held. Four world service participants and a designated WSO staff member will attend each World Service Forum.
 - Five forums in North America:
 - * Northwest
 - * Southwest
 - * Central
 - * Northeast
 - * Southeast
 - Three forums outside of North America:
 - * Europe
 - * Asia Pacific
 - * South or Central America
 6. October 16,17 or October 23,24, 1993 - All boards and committees will attend the World Services Workshop. All information, forum assessments, or fellowship input must be submitted and received at the WSO by November 1, 1993.
 7. December 3-5, 1993 - The composite group will meet to compile all the information from the forums, other fellowship input, and all assessments from world service boards and committees.

8. Between the first and third weekend in February 1994 - At the composite group's final meeting, they will evaluate the information received from all sources. The group will report on their findings, and how each piece of input received fits into the whole. The Trustee Administrative Group will compile the composite group findings and release those findings in an evaluation format, not to include resolutions, 30 days before the 1994 World Service Conference.

VII. INTERACTION PROTOCOL:

1. Project administration

The World Service Board of Trustees will administer the inventory project. The board will designate an administrative group to provide direct management of the inventory activities. Additionally, the full board of trustees, in consultation with the composite group, must approve all major alterations to the defined inventory plan. Any changes with a resulting financial impact must be approved by the Interim Committee.

2. Composite Groups

Once the boards and committees have defined the composite group, that group may choose to divide the evaluation effort into smaller groups. Should this occur, the composite work groups will develop task specific reports on their findings outside the full composite group. Upon completion, the composite group will submit their findings to the trustee administrative team who will disseminate this information to conference participants. Each working groups should reflect the cross section of membership displayed in the composite group. Working groups shall consist of no less than 4 members.

3. World Service Forums

Four world service participants will attend each World Service Forum. Each group of four will be assigned by the World Service Board of Trustees, and will contain a cross section of world service participants. The WSO will provide logistic and technical support. Members of the forum team will be responsible for facilitation of the forum activities and will provide assistance with the evaluation and input tools, if necessary.

4. Assessment Activities

Assessment activities will continue for the full length of the Forum period from July through September. The WSO will receive and compile assessment input for committee and board reference at their scheduled inventory meeting. The deadline for this input will be October 1, 1993.

VIII. REPORTING:

1. Administrative group:

The trustee administrative group will send all reports or minutes of meetings and activities to the full board of trustees, whether those activities take place in person or by conference call. Subsequently, the trustee administrative group will send the defined composite group and World Service participants, all minutes and reports. The trustee administrative group will provide a report in all world service publications.

2. Composite group:

The composite group will provide a report of their findings after their evaluation activities. The composite group will send this report to the board of trustees administrative group and, subsequently, to the full World Service Board of Trustees and conference participants.

3. World Service Forums:

Each forum team will provide a report of the outcome and activities of the forum. Additionally, they will provide the accumulated input from the assessment tools within three weeks following the forum.

IX. PROJECT BUDGET:

**WSC BUDGET PROPOSAL FOR
BASIC SERVICES
(If motion #1 is accepted)**

INCOME

Projected donations	\$242,281	
WSO allocation	40,000	
Total income		\$282,281

EXPENSES

Annual meeting (WSC)	48,341	
WSC Development Forum	15,000	
Interim committee meetings (2)	10,490	
World Service Board of Trustees mtg. (1)	11,450	
Translation Committee mtg. (2)	18,000	
Administrative Expenses	36,000	
Publications	16,000	
(Conference Report, Digest, Reaching Out)		
H&I Literature Stockpile (at WSO cost)	3,000	
PI publications	4,000	
(PI News, NA Update)		
Non-NA Events	5,000	
Additional Needs	4,000	
Total Basic Services Expenses		\$171,281

**WORLD SERVICES INVENTORY
BUDGET PROPOSAL**

Eight multi-regional forums: (four World Service participants)	33,000	
World Services meeting (const includes the funding for the WSB, the WSC Admin. Committee, partial funding for WSC standing committees, and meeting space)	37,000	
Four core group meetings: (Twelve participants)	37,000	
Training/education/evaluation tools:	4,000	
Total cost associated with inventory:		\$111,000
Total Budget:		<u>\$282,281</u>

X. PROBLEM SOLVING AND RESOLUTION:

WSC 1994 - Most of the conference weeks activities will be devoted to assessing information received from the composite group report and developing resolutions. The conference will use small and large group discussions based on the scope of the inventory in their resolution development process.

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