

INVENTORY UPDATE

This is the fourth monthly update on NA's world services inventory, covering activities for September 1993. It is being produced under the direction of the inventory Support Team.

The inventory Composite Group met 16-18 September in Atlanta. The meeting was extremely productive. Work on the fellowship surveys, begun in Los Angeles in June, was completed. Produced in English, the group, area, and regional surveys will be translated into German, French, Spanish, and Portuguese before being mailed on 15 October. Survey responses will be due back by 28 January 1994.

Groups, areas, or regions who don't receive a survey in the mail either aren't registered with the WSO or have an incorrect or outdated address in the WSO database. Those who don't receive a survey but want to participate should write in to the WSO, ask for a survey, and give registration or update information. To assure the integrity of survey returns, photocopied questionnaires will not be accepted.

A special post office box will be used for receiving fellowship questionnaires. All questionnaires will be picked up from the post office on the same day, about a week after the mail-in deadline. They will be entered over a five-day period into a limited-access computer system by outside data entry operators supervised by two WSO inventory staff members. Random tests will be used to ensure accuracy. Once entered, the raw data will be analyzed using the SPSS software package, the most reliable and commonly used statistical analysis program in the world. Results will be included in the Composite Group's report at WSC'94.

The Composite Group also used its Atlanta meeting to complete the self-assessment tools (SATs) to be used later in the conference year by the various world service boards and committees. The tools were built from a format developed in Nashville by a small Composite Group team in August. With SATs in hand, the group proceeded with plans for a world service meeting. The meeting will be held 28-30 January 1994 at the Clarion Hotel in downtown New Orleans. The WSC Administrative Committee will be sending more details to conference participants very shortly.

Part One of the self-assessment package has already been mailed to board and committee members for them to use in preparing for the New Orleans meeting. Histories of decisions made by each body over the past few years, meant for use as preparatory background for the SATs, are being compiled by WSO staff for mailing to board and committee members by early December. SAT Part Two, which asks boards and committees to draw conclusions from their discussions of the questions contained in Part One, will be mailed to board and committee members prior to the world service meeting in New Orleans, the idea being that too much

preparation for Part Two will hinder rather than help those participating in the self-assessments. Please do not call or write the WSO asking for a copy of SAT Part Two, as it will be sent out according to the established schedule.

The World Service Board of Trustees, the WSO Board of Directors, the WSC Literature, Public Information, Hospitals and Institutions, and Policy Committees, and the WSC Outreach Ad Hoc Committee will take their self-assessments at the New Orleans world service meeting. Because of scheduling conflicts, the WSC Administrative Committee, the World Convention Corporation board, the Interim Committee, the World Services Translation Committee, and the *NA Way* Editorial Board are unable to participate in the New Orleans meeting. These bodies have been asked to complete their self-assessments by the end of January 1994.

In addition to completing its work on survey and SAT development in Atlanta, the Composite Group designated three small teams to complete specific tasks before the group's November meeting. One team will develop proposals for a program to use at WSC'94 in an overall self-assessment of the conference. That team will meet in Nashville later this month; the other two teams will conduct their business by mail and phone. The second team will develop a proposal for specific ways to revise the CY 1994-95 inventory workplan in light of the Composite Group's experience and activity this year. The third team will develop an idea of what kind of information ought to be extracted via statistical analysis from the raw data produced by the group, area, and regional surveys being mailed this month.

The Composite Group has asked two members of the inventory Support Team to assist the second and third teams in their tasks. Vaughan K will use his professional training in statistical analysis to advise the team preparing proposals concerning inventory survey evaluation. Ron S, WSC Treasurer, has been asked to provide budget advice to the team working on the

WORLD SERVICES INVENTORY

Composite Group. Coordinates research being done during the world services inventory, including fellowship surveys and development of world service board and committee self-assessment tools (or SATs). Eleven permanent members, including a six-member core group (two trustees, one WSO director, and three RSRs) and five WSC committee liaisons.

Support Team. Facilitates inventory communication with the WSC and the fellowship. Assures the Composite Group has the resources it needs and is abiding by WSC-approved inventory plan. Makes any decisions needed about changes in approved plan, except those involving money. Four members: two RSRs, the WSC second vice chair, and the WSC treasurer.

second-year inventory timeline.

By the time it met in Atlanta, the Composite Group believed it had become sufficiently fluent in the ins and outs of the inventory project to prepare what it considered to be a realistic, productive workplan revision for the remainder of this conference year. The changes included in the proposed revision were very substantial. The Support Team met by conference call on 27 September to review the group's proposal, which it approved in full along with a corresponding budget revision proposal which was forward to the Interim Committee. Interim approved the Composite Group's proposed expenditures for the second quarter of CY 1993-94 during its conference-call meeting of 28 September.

The next Composite Group meeting will be held 18-20 November at the site of WSC'94. The group hopes to spend some of that time with the WSC Administrative Committee developing and coordinating plans for inventory activities at next year's conference, for which the administrative committee is responsible. The remaining time will be used to review draft WSC self-assessment tools, finalize a CY 1994-95 inventory plan revision proposal, review ideas on what kind of information should be drawn from fellowship surveys, and determine how world service board and committee self-assessments will be processed. As was the case at the Composite Group's meeting in Atlanta, the meeting will be open to any NA member who wishes to attend as an observer, but no open-forum sessions are planned.

Following the Composite Group's next meeting, one small work team will adapt materials for use next summer by WSO teams and branch office staff in assessing office operations. At this point in time, the group expects to have another team develop a program for the local inventory-related forums scheduled for next summer.

The Composite Group's last meeting of the current conference year will be held in March 1994 at WSO-Van Nuys to finalize survey and self-assessment evaluations and reports and complete preparations for the inventory-related segments of WSC'94. The meeting had earlier been scheduled for February 1994.

In a memo to the Support Team, the Interim Committee expressed some concerns about the accuracy of certain points reported in the September issue of *Inventory Update*. Following discussion, the team agreed that the chairpersons of those bodies being reported upon in any given *Update* should be asked to review that issue prior to its publication. The Composite Group assigned one of its members to review the *Update* before it is printed.

BUDGET AND EXPENSES

Actual expenses for the inventory project this year are expected to outstrip those originally projected in the budget approved at WSC'93 by nearly forty-five percent. For detailed information on inventory project finances for the current conference year, write to the WSC Treasurer. Generally, here's where the differences have come from:

Administrative expenses. These were grossly underestimated. For instance, the budget was prepared with the assumption that the group, area, and regional surveys would be mailed with the *WSO Newslines* at a somewhat reduced cost. However, the Composite Group decided to mail the surveys separately so that they don't get overlooked amongst whatever else might be included in a *Newslines* mailing. That decision alone accounts for a substantial portion of the projected budget overrun in this expense category.

Composite Group meetings. The budget originally called for only three Composite Group meetings, one lasting three days, the other two lasting only two days apiece. Following its June 1993 meeting the group became acutely aware that two-day meetings would be inadequate, given the amount of work it had to accomplish. The group would also need a fourth meeting, now scheduled for November 1993.

Small working groups. Though the approved narrative inventory plan encouraged the use of small working teams between regular Composite Group meetings to accomplish specific tasks, no money was budgeted for the conference calls or face-to-face meetings such groups would need in completing their tasks.

Consultants. The plan approved at WSC'93 called for the use of consultants in preparing surveys and self-assessment tools, but the amount budgeted for consulting fees had not been based on real-world estimates. Note that no further use of consultants is anticipated for the remainder of this conference year.

Translations. This category showed the only reduction. The budget for translating fellowship surveys had been based on an estimated cost of \$300 per language for translations from English into twelve other languages. In actuality, \$200 was spent translating two trial surveys, and \$400 will be spent per language for translating group, area, and regional surveys into French, German, Portuguese, and Spanish.

New Orleans meeting. No additional funds have been requested for this event.

WSC'94 travel. The Composite Group has eleven members; the Support Team, four. Five Composite Group members and two Support Team members will be funded for travel to the 1994 conference by virtue of the world-level trusted servant positions they hold. The budget calls for funding four more Composite Group members. However, both the Composite Group and the Support Team feel that, since WSC'94 is a major inventory event, *all* their members should be funded to attend. They are asking for additional funding for two more Composite Group members and two more Support Team members to attend the conference.

Questions? Ideas? Want to be on the *Inventory Update* mailing list? Write, call, or fax:

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