



# 2010 Conference Approval Track

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



## NA World Services

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

Hello to all,

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

**Motion:**

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

**Motion:**

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

**Motion:**

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

**Motion:**

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

**Motion:**

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

**Motion:**

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

**Motion:**

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

**Motion:**

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

**Motion:**

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

**Motion:**

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

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

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

**Motion:**

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

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

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

**Motion:**

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

**WCNA Workgroup Local Support Committee****Purpose**

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

**Composition**

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

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

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

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

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



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

### Report Contents

This report includes the following:

- ◆ our recommendations regarding regions seeking seating at WSC 2010, including a summary paragraph on each region we are recommending. Seating these regions at WSC 2010 would allow them participation at WSC 2012,
- ◆ our recommendations regarding changes to the WSC seating moratorium
- ◆ information received from each region requesting seating

### Seating Recommendations

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

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

#### Denmark

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

#### Lithuania

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



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

### **Not Yet**

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

### **Policy Recommendations**

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

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

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

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

#### **Motion:**

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

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

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

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

**Denmark**  
**WSC Seating Information Profile**

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

- Iver N. - Regional Delegate
- Gert L. - Vice Treasurer for Regional Service Comity
- Thomas K. - Chair of Regional Service Comity

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

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

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

We hope the NA community in Denmark will profit from the discussions and experiences being offered at the Conference.

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

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

That is hard to say since we never have attended the Conference, but we do have our specific experiences and our history to contribute with.

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

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

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

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

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

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

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

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

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

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

**Regional Formation / Trusted Servants**

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

RSC - NADanmark

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

11.06.94

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

16.11.99

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

1989

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

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

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

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

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

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

### Hospitals & Institutions Activities

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

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

### Public Information Activities

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

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

This year the committee have done their first public presentations.

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

### Service Office Information

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

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

### Finances

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

### Conventions

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

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

### Regional Conference Agenda Report Workshops / Regional Assemblies

Please check Yes or No

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

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

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

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

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

### **Other Significant Activities, Events & Records**

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

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

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

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

### **General Comments**

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

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

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

## **Lithuania**

### **WSC Seating Information Profile**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

We have hosted winter EDM several years ago.

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

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

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

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

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

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

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

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

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

### **Regional Formation / Trusted Servants**

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

Lithuania

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

2002

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

2003

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

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

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

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

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

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

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

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

**Hospitals & Institutions Activities**

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

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

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

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

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

**Public Information Activities**

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

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

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



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

### Service Office Information

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

Service office does not exist

### Finances

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

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

### Conventions

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

The first Lithuanian region convention was held in January 2004.

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

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

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

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

	2006	2007	2008
	A250	A100	A120

### Regional Conference Agenda Report Workshops / Regional Assemblies

Please check Yes or No

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

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

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

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

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

## Malta

### WSC Seating Information Profile

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

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

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

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

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

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

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

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

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

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

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

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

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

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

#### Regional Formation / Trusted Servants

- What is the name of the region?** Malta
- What was the date of the regional formation?** 04-06-07
- When did the region begin to administer services?** 2006
- What year did NA recovery meetings begin in the region?** 1995/96
- Please list the following information for current regional trusted servants:**

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

### Numbers of Meetings, Groups, and Areas

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

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

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

### Hospitals & Institutions Activities

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

2006

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

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

### Public Information Activities

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

2007

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

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

### Service Office Information

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

**Finances**

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

**Conventions**

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

2007

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

	2007	2008	2009
	A200	A200	A200

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

Please check Yes or No

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

We had monthly regional inventory and planning sessions.

**Other Significant Activities, Events & Records**

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

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

**General Comments**

## Narcotics Anonymous World Services, Inc.

### Proposed 2010-2012 Budget Description

#### Overview

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

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

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

- **Fixed Operational Funds**—funds allocated toward world service activities that are recurring in nature and have little to no functional change from budget year to budget year.
- **Variable Operational Funds**—funds allocated toward non-routine world service projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.
- **Reserve Funds**—funds that are set aside to meet current and/or future financial needs. These funds are maintained in both short-term and long-term reserve accounts. Funds are also allocated toward the planned use of cash to offset the effect of depreciation, to improve asset value, to provide financial resources necessary to effectively address the intellectual property management called for in the *FIPT*, and/or to acquire any fixed asset that has a depreciable value.

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

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

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

### **2010–2012 World Services Projected Income**

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

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

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

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

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

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

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

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

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

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

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

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

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

## 2010–2012 World Services Fixed Operations

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

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

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

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

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



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

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

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

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

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

## **LITERATURE PRODUCTION & DISTRIBUTION**

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

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

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

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

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

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

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

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

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

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

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

## **WORLD SERVICE CONFERENCE SUPPORT**

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

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

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

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

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

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

## **FELLOWSHIP DEVELOPMENT**

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

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

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

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

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

## **EVENTS**

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

**Future and Prior Conventions**—These are the expenses associated with planning up to five conventions at any time.

**WCNA 34 Event Specific**—The income and expense amounts here are an estimate only. San Diego is estimated to have approximately 14,600 people registered.

### **2010–2012 World Services Variable Operations**

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

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

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

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



## **TRAVEL REIMBURSEMENT POLICY**

### **CONFERENCE CYCLE 2010-2012**

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

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

#### **Seven Basic Rules to Keep in Mind**

1. All requests for funds must be submitted on a "Reimbursement Request." A copy is included.
2. All reimbursement requests must be submitted no later than **sixty** days after the last travel day of a trip or event. Submissions after ninety days will be automatically denied. Any advances not accounted for within this time period must be returned. Please note that any advances not accounted for will become accounts receivable and reported to the conference.
3. You will only be reimbursed for travel on the days you were scheduled to travel or attend an event. International travelers will frequently need an extra day on either end of an event. This is anticipated. All other extensions must receive prior approval on a case-by-case basis or they will not be reimbursed.
4. All requests must include a receipt for each reimbursable item, with the exception of meals.
5. Send all original documents (including receipts) to the WSO.
6. Travel expenses are typically reimbursable for portal-to-portal expenses.
7. The Internal Revenue Service does not allow for personal phone calls as a reimbursable expense.

#### **MEALS**

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

#### **TRAVEL**

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

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

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

### **Travel Reservations Procedure**

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

1. To approve the travel request
2. To ask the traveler to pay the difference between the ticket price and the twenty-one day advance purchase price
3. To offer an alternative mode of travel including but not limited to the use of other airlines, or air travel certificates
4. To reject the travel request

### **SAMPLE REIMBURSEMENT REQUEST**

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

### **Refer to the sample request attached**

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

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

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

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

## **ADVANCES**

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

## **A WORD TO THE WISE**

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

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



### Reimbursement for Non-Travel Trusted Servant Expenses

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

#### 2010–2012 Communications Policy

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

- ◆ Allocations are determined by project, activity, or assignment. These allocations will be for monthly expenditures unless otherwise authorized.
- ◆ Telephone credit cards may also be issued when authorized.
- ◆ All phone and fax expenses must be substantiated using a phone log sheet. Phone log sheets should include the purpose of the call, dates, approximate time, cost of call (including tax), and phone/fax number of the party being called. Total the cost of all calls and submit for reimbursement.
- ◆ Individuals' phone logs must be submitted to the WSO each month. (In cases where telephone billing does not occur on a monthly basis, the log and bill is to be sent to the WSO within thirty days of the date of the bill.)
- ◆ If you have been approved by world services to install a dedicated line for internet, the installation and the monthly line charge are reimbursable (with receipts) or in some cases, may be directly billed to NAWS. These connections are provided to ensure reliable communications with world services.
- ◆ Whenever possible, members of WS leadership should utilize the 1-800 number for all telephone calls to the WSO.

#### MISCELLANEOUS

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

**SAMPLE REIMBURSEMENT REQUEST**

Name: Sam Service Date of Request: 05/10/2010  
 Event/Purpose: Zonal Forum Workshop Dates of Event: 6/04–6/06/10  
 Location: Dallas, Texas, USA

**Maximum meal and tip allowance is \$55 per day**

3 # of Days X \$55.00 \$165.00

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
<b>Thursday</b>						
<b>Friday</b>	\$292.00 \$13.64* \$30.00**		\$30.00		Airfare *27 miles **Shuttle	\$365.64
<b>Saturday</b>			\$40.00			\$40.00
<b>Sunday</b>	\$13.64* \$35.00** \$21.00***	\$181.50	\$55.00		*27 miles **Shuttle ***Parking	\$306.24
<b>Monday</b>						
<b>Tuesday</b>						
<b>Wednesday</b>						
<b>Totals</b>	\$405.28	\$181.50	\$125.00			\$711.78
<b>Advance</b>						\$150.00
<b>Balance</b>						\$561.88
Make & Model of Vehicle	2006 Prius		License Number	123XXX		
Odometer reading at beginning of trip	62300		Odometer reading at end of trip	62354		

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_

**REIMBURSEMENT REQUEST**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
 Event/Purpose: \_\_\_\_\_ Dates of Event: \_\_\_\_\_  
 Location: \_\_\_\_\_

**Maximum meal and tip allowance is \$55 per day**

# of Days X

\$55.00

Days	Travel	Lodging	Meal/Tip	Other	Notes	Daily Total
Thursday						
Friday						
Saturday						
Sunday						
Monday						
Tuesday						
Wednesday						
<b>Totals</b>						
<b>Advance</b>						
<b>Balance</b>						
Make & Model of Vehicle				License Number		
Odometer reading at beginning of trip				Odometer reading at end of trip		

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

Signed \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_\_\_ Date \_\_\_\_\_



# World Service Conference

## Mission Statement

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

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