

# ASIA PACIFIC FORUM

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Hong Kong - India - Indonesia - Iran - Japan - Kuwait - Malaysia - Maldives - Nepal - NERF - Oman  
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A Network of  Communities

## Official Guidelines

*As approved at the Bali APF, February 2019*

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# Asia Pacific Forum Guidelines

## **Section 1: APF Statement of Purpose**

The Asia Pacific Forum is made up of the NA Communities from the Asia Pacific Zone. These guidelines are devised to facilitate the agreed purposes of this service body. The following is the stated purpose of the Asia Pacific Forum, which these guidelines honor:

- 1) We, the NA Regions and communities of Asia Pacific, have joined to discuss issues of mutual concern, address our common needs, exchange ideas and share experiences to further our primary purpose.
- 2) This forum is intended to complement the existing service structure of NA.

### **Goals to encourage develop and support NA in this part of the world:**

- a) To encourage and support translations of NA literature into our languages.
- b) Encourage and support Outreach, H&I and Public Information efforts within Asia Pacific.
- c) Encourage, maintain and support communication among NA members, communities and Regions within this part of the world.
- d) To continue working with NA World Services in our efforts.

### **Our Vision is that one day:**

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

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## Section 2: NA Community Membership

### 2.1 Definition

Each NA Community within or practically linked to, the geographical boundaries of the Asia Pacific Zone, may choose to seek Membership in the APF. The APF regards the composition and makeup of the APF as a matter affecting the NA fellowship as a whole. The purpose of this section is to provide guidelines for the seating of new Communities to the APF and to provide a process to assist ongoing participation of all the seated Communities within the APF in line with our Traditions & Concepts.

### 2.2 Clarification of an APF Community

To help with clarity, and to assist both potential and existing APF Communities and the APF Admin Committee, we offer the following definition of what defines an APF community:

- a) An established RSC, seated at the WSC, which is currently a seated member of the APF.
- b) An established RSC not seated at the WSC, which is currently a seated member of the APF.
- c) An established Service providing body within the APF which is currently a seated member of the APF. This could be an Area, group of Areas or an assembly of NA Groups from a single country or in a neighbouring vicinity, who are, or act as, a service providing body, which benefits from, & helps promote our Primary Purpose, through being a Member of the APF.
- d) A newly established assembly of NA Groups who hold regular NA meetings & provide NA services to the local community. (See guidelines below for further clarity including seating procedure.)

### 2.3 Seated Community Benefits and Responsibilities

- 2.3.1 Each NA community belonging to the Forum is encouraged to send a group of members to the Forum meeting; however only 1 delegate/representative per community can vote at the Forum meeting. One alternate delegate/representative per community may be seated at the main table of the APF next to the primary representative at the discretion of APF Admin. A translator may also be seated at the table though APF Admin strongly encourages communities to send members fluent in English.
- 2.3.2 Seated communities may request funding assistance from APF Admin when money is lacking within their community to fund any delegate to the APF meeting. By applying for funding, the community is representing to the APF that it has insufficient financial resources. Communities who have funds, but choose other priorities over APF travel costs in their financial planning may not be eligible for APF funding assistance. If a community is accepted for APF funding assistance, that community may not fund a second attendee to attend the APF. Funded communities are respectfully requested to partially fund or make some contribution to the APF to support other communities who are less fortunate.
- 2.3.3 Seated communities that do not have the resources to create their own website may request assistance from the APF. The APF Web Servant will create a sub-page dedicated to that NA community containing basic contact and meeting information as provided by the community.
- 2.3.4 Seated communities that have the ability are requested to support the APF wherever possible. This can mean sending delegates with strong experience to support the proceedings, sending funding to APF to support communities that require funding assistance, or bringing service related materials (for example Guidelines, Strategic Plans etc) from their NA community to the APF that might make a contribution to the newer communities.

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## **2.4 Seating of new Communities at the APF**

- 2.4.1 Wherever possible these guidelines will be followed. If however there are parts of these guidelines that cannot be adhered to, APF Admin and the APF body as a whole, will consider the case, giving every consideration to the seating request while keeping the NA Traditions & Concepts at the forefront of the decision making process. With this in mind, the seating of a new Community will come about through a consensus of the APF body, not a formal vote.
- 2.4.2 In cooperation with the Community seeking to be seated, APF Admin will attempt to determine if seating the new Community is the best way to serve the fellowship within the new Community, the APF itself, and the Global NA community. This process will begin no later than 6 months prior to the APF annual meeting at which the seating procedure will be commence.
- 2.4.3 A new Community is eligible to apply for seating at the APF after having functioned as a unified service body that has consistently delivered service to its NA members or member groups for 1 year and has also maintained consistent contact with the APF Admin Committee for a suggested minimum of 6 months.
- 2.4.4 The APF Admin Committee will facilitate a New Community Seating segment during the New Business session. This facilitation session will be comprised of a written request from the New Community being read out by the Admin Committee, along with a report by the Admin Committee detailing the communication so far, and the benefits to the fellowship by having the Community seated at the APF.
- 2.4.5 The APF body will strive to reach consensus. If consensus is reached, the Community will become a member of the APF at the conclusion of the APF meeting, thus becoming an APF participant. The newly seated Community will be notified as soon as practically possible by the Admin Committee, will immediately assume all the seated participant benefits, and will be asked to assume all the seated participants responsibilities.
- 2.4.6 If a consensus cannot be reached on seating the new community, the APF Admin Committee will notify the Community of the reasons a consensus could not be reached, will continue to work with the Community to assist them in their growth and possible re-application for seating in the future.

## **2.5 Seating of Split-off Communities at the APF**

- 2.5.1 The Community seeking additional seating at the APF will be considered for seating when put forward by the already seated community from which they were formed. The seated community will act as the initial communication medium between the new Community & the APF Admin Committee.
- 2.5.2 Communities forming out of an already existing Community must have functioned as a separate body for 2 years, and also have made and maintained contact with the APF Admin Committee for a minimum of 1 year. The new community shall already be a unified body with fully functioning sub-committees that deliver consistent service to NA members and carries the NA message to the still suffering addict.
- 2.5.3 It is suggested that the new Community provide detailed information about both the circumstances that led to the formation of the new Community and the decision making processes leading to that formation. The new Community is encouraged to provide documented information on their current and past service delivery. Some suggestions would include written minutes, meetings directories, and Service manuals.
- 2.5.4 It is suggested that a functional analysis (similar to the process set out in p.75 of the Guide to Local Services in Narcotics Anonymous) be carried out by the seated Community and the new Community, with facilitation provided by the APF Admin committee.
- 2.5.5 The APF Admin Committee will facilitate a New Community Seating segment during the New Business session. This facilitation session will comprise of a written request form the new Community being read out by the existing seated Community along with a report by the APF Administration Committee detailing the benefits to the fellowship by having the Community seated at the APF.

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2.5.6 The APF body will strive to reach consensus. If consensus is reached, the Community will become a member of the APF at the conclusion of the APF meeting, thus becoming a full APF participant. The newly seated Community will be notified as soon as practically possible by the Admin Committee along with assuming all the seated benefits, and will be asked to assume all the seated participants responsibilities.

2.5.7 If a consensus cannot be reached on seating the new community, the APF Admin Committee will notify the Community of the reasons a consensus could not be reached, will continue to work with the split Community along with the seated neighbouring Community to assist them in their growth and possible re-application for seating in the future.

Note: Not being seated at the APF either by choice or because the APF believed it was not in the best interests of the fellowship to seat a new Community does not diminish an NA Community's standing. Communities not seated at the APF have the same rights to receive services offered by the APF as any other NA community in the APF (e.g. access and inclusion to regional meetings lists, publications, group starter kits, consideration for workshops etc.).

## 2.6. Non Participation by Seated APF Communities

2.6.1 This section of our guidelines applies to the following scenarios: Communities that have not attended the APF for 2 years and have not reported to APF Admin for 2 years. In this scenario, the APF Administration Committee, on behalf of the APF as a whole, can contact the Community and inquire:

A. If their Community service structure is still functioning.

B. If they believe their status as a seated Community continues to be in the best interests of the local Community, the APF and the Global NA community?

C. Is there any further assistance the APF can provide?

2.6.2 If, after every practical effort by the APF Administrative committee has been made, a seated Community will be considered a non-functioning Community & will temporarily lose their seating. This will be put forward to the APF body by the APF Admin Committee at the annual APF meeting in the New Business section. For a seated Community to lose their seating, it must be a consensus decision made by the APF body as a whole.

2.6.3 Non-functioning Communities will need to re-apply to be seated as a Community of the APF. The application needs to be made to the APF Admin Committee at least 6 months prior to the annual APF meeting at which the Community wishes to be re-seated. This process will need to be a collaborative effort between the applying Community & the APF Admin Committee. It will be put forward, along with a recommendation, by the APF Admin Committee. If re-seated, the Community will be notified as soon as practically possible by the Admin Committee, along with assuming all the seated benefits, and will be asked to assume all the seated participants responsibilities. If a consensus cannot be reached by the APF, the APF Admin Committee will notify the Community of the reasons a consensus could not be reached, and will continue to work with the Community to assist them in their growth and possible re-application for seating in the future.

Note: Typically this section of the Guidelines will apply to Communities were the fellowship has, for whatever reason, ceased to function. Every effort will be made to re-establish contact with the Community including notifying NAWS & attempting to facilitate contact with neighbouring Communities. The APF recognises it is often the case that Communities not present at the APF meetings may need more assistance than those Communities who are present.

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## Section 3: Suggested Criteria for Administrative Committee Officers

### 1) The APF Administrative Committee consists of:

- a) Chairperson
- b) Secretary
- c) Treasurer
- d) Fellowship Development Coordinator

### 2) Suggested Criteria for Administrative Committee Officers:

Admin committee officers have significant responsibility, both within their individual role and for the APF overall. At various times of the year, and during the APF meeting itself, the amount of time that needs to be dedicated to the role can be high. Therefore these trusted servants should not simultaneously be serving as delegate for their community at the annual APF meeting.

#### a) Chairperson:

- i) 7 years clean time.
- ii) Have served on the APF recently (within the last 5 years).
- iii) Ability to speak & read in English.
- iv) Experience with formulating meeting agendas.
- v) Have good communication skills.
- vi) Have strong computer skills.
- vii) Have access to the internet.

#### b) Secretary:

- i) 5 years clean time.
- ii) Able to communicate in English.
- iii) Recent APF experience is desirable.
- iv) Experience with formulating meeting agendas.
- v) Have good communication skills.
- vi) Have strong computer skills.
- vii) Have access to the internet.

#### c) Treasurer:

- i) 5 years clean time.
- ii) Able to communicate in English.
- iii) Recent APF experience is desirable.
- iv) Experience with formulating meeting agendas.

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- v) Have good communication skills.
- vi) Good accounting skills.
- vii) Previous NA Treasury experience on a Committee level.
- viii) Have strong computer skills.
- ix) Have access to the internet.

d) **FD Coordinator:**

- i) 7 years clean time.
- ii) Have served on the APF recently (within the last 5 years).
- iii) Ability to speak & read in English.
- iv) Experience with formulating meeting agendas.
- v) Have good communication skills.
- vi) Have strong computer skills.
- vii) Have access to the internet.

## **Section 4: Suggested Criteria for Other APF Trusted Servant Positions**

1) **Newsletter Editor:**

See Appendix E “APF Newsletter Editor and Editorial Committee Recommendations”.

2) **Web Servant:**

See Appendix A “Asia Pacific Forum Website Guidelines”.

3) **Merchandise Chair:**

See Appendix E “Merchandising Guidelines”.

4) **Women’s FD Co-ordinator**

See Appendix P “Women’s Fellowship Development Workgroup Guidelines”.

5) **Resource Persons:**

- A. May or may not be a current or prior APF delegate/representative.
- B. Must be from the Asia Pacific Zone.
- C. Resource persons are volunteers who, from time to time, make themselves available to the APF in order to help, assist and advise Admin and/or the APF communities with a particular skill or area in which they have expertise.



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## **Section 5: Other Participants at the APF Meetings**

- 1) Representatives from NA World Services.
- 2) NA World Board members.
- 3) Workgroup members: The workgroup “point of accountability” (point person) and a second member of that workgroup may be seated at the table.
- 4) Other NA members are also welcome to attend although their participation in the meeting will be at the discretion of the APF Chairperson. The hosting committee is encouraged by APF Admin to invite members of the host communities service bodies or members interested in getting involved with service to attend the APF.

## **Section 6: New Business, Decision Making and Voting**

See the Delegates Orientation Handbook for discussion on “Consensus Decision Making”. Decisions at an APF meeting may be reached through consensus or by formal voting. Generally at the Chairperson’s discretion a discussion or business session may be conducted using what is generally termed the consensus method of decision making. Consensus is when, after full discussion, no one has strong objection.

- 1) APF Delegates/Representatives of our seated Communities introduce New Business items (i.e. Motions/proposals, requests, Seating of new Communities, Nominees for Trusted servant elections). If voting on issues is required, there is one vote per recognized NA community delegate/representative.
- 2) The Chairperson may be asked by the APF to vote to break a tied vote.
- 3) APF Admin may not make motions during New Business. APF Admin may put forth New Business “discussion points” which if the consensus of the APF body sees fit to move forward, can be turned into a motion by one of the Delegates present at the “New Business” session.
- 4) Office bearers, APF Trusted Servants, Workgroup representatives and other participants do not vote, however they can participate in the discussion of a motion.
- 5) Voting may be by voice or raising of hands. Ballots are always to be used in elections.
- 6) The Secretary and the Treasurer will assist the Chairperson in the voting process.
- 7) New Business motions by the delegates must be submitted to APF Admin no later than 5:00 PM the day prior to the New Business session.

## **Section 7: Meeting Times**

- 1) Each year, an NA community within the Asia Pacific Zone hosts the annual APF meeting.
- 2) A portion of the annual meeting agenda is dedicated to choosing the NA community that hosts the next annual meeting.
- 3) An official APF meeting is 4 days and is an annual event.
- 4) An APF meeting is held at the World Service Conference for the Regional Delegates from within the APF. The purpose of this meeting is to share information and discuss World Services issues that affect the Asia Pacific Forum. No decisions are made at this meeting for the APF as a whole. Trusted Servants are not funded by the APF to attend this meeting.

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## Section 8: Fiscal Guidelines

- 1) Checks are written with two signatures.
- 2) Receipts are submitted for all expenditures and reimbursements.
- 3) Financial reports are sent out twice yearly to all APF members.
- 4) Fundraising efforts for the APF should be coordinated and/or communicated to the APF Treasurer in a reasonable and timely fashion.
- 5) Funding Committee Members to the annual APF Meeting
  - a) The following trusted servants are funded to attend the annual APF meeting: Chairperson, Secretary, Treasurer, Fellowship Development Co-ordinator, Merchandise Chair, Strategic Planning Point Person, and Women's FD Co-ordinator.
  - b) At all times, APF Admin (Chairperson, Secretary, Treasurer & Fellowship Development Coordinator) are funded for one additional day to attend the annual APF Meeting. APF Admin are required to be present the preceding day before the APF to be able to finalize the agenda face to face and to conclude other necessary preparations for the meeting.
  - c) APF sub-committee chair people and APF workgroup representatives or resource persons are not automatically funded to attend the APF but may be funded for meals and incidentals at the discretion of APF Admin (budget permitting).
- 6) Funding of Delegates/Representatives to attend the annual APF Meeting
  - a) Money for funding APF delegates to the annual APF Meeting comes from many sources e.g. local NA communities, APF fundraising including via merchandise sales, and direct contributions from Regions within the APF.
  - b) Each NA Community within the APF may send a delegate to the annual APF meeting. The APF Admin Committee expects this delegate to be a formally identified representative of this community and may approach the community for confirmation.
  - c) If an NA community is unable to fund a delegate/representative to the annual APF meeting, the community may request funding to attend by completing the "Participant Request Form" [Appendix G] and if the request is approved the Admin Committee will deliver adequate funding to support the delegate/representative in acquiring airfare, accommodation, meals and incidentals to attend the annual APF meeting. Receipts will be required for reimbursement and purchases related to airfare, accommodations, meals and incidentals.
  - d) The Admin Committee must clearly identify who the delegate/representative is for a NA community to the APF before funding that person to attend the annual APF meeting. In the event a single delegate/representative is not clearly identified, the Admin Committee should approach the NA community in question for positive confirmation of their delegate/representative. The Admin Committee will then make a decision to either release the funds or hold a decision over until the next APF meeting.
  - e) In alignment with our statement of purpose, APF Admin may offer at their discretion funding assistance to the RD Alt for the hosting community if the budget allows. Admin may also offer funding assistance to other alternate delegates of communities within close proximity to the location of the forum if budget allows.
  - f) Delegates are expected to attend the full APF meeting and be present at roll call till the last day to avail for funding, otherwise the Admin Committee may refuse funding to those delegates and invitees if they do not attend.

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## g) APF Admin/Delegate Funding Allowance covers:

- Travel to and from the APF location from the trusted servant's home community. The trusted servant is requested to find the most affordable fares possible.
- Lodging and food for the 5 nights and 6 days of the APF meeting. The duration of the APF meeting is 4 days unless otherwise designated plus 1 day before and 1 day after the APF meeting.
- The host delegate may be funded for one additional day to attend the annual APF Meeting. The host delegate is required to be present the preceding day before the APF to be able to assist the Admin Committee with logistics and to aid the delegates as required (for example with transportation from the airport and with check-in to the hotel).
- All participants are funded to twin share rooms with another delegate and may upgrade to their own rooms at their own expense.
- Funded delegates are required to be present promptly on the first morning at the opening of the APF meeting.

## 7) Expenses and Reimbursements

- a) Acknowledging that there will be costs involved in performing the work of the APF Admin Committee (e.g. international telephone calls, interpreters, emailing, postage etc.) members of the Admin Committee may contact the Treasurer for reimbursement of such costs, within a budget determined by the Admin Committee on an annual basis.

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## **Section 9: Duties and Responsibilities for APF Trusted Servants**

### **1) Chairperson:**

- a) Provides a written report to the APF members at the annual meeting.
- b) Confirms the venue and date of the APF meeting as early as possible, preferably at least 6 months before the next meeting date.
- c) Requests input for meeting agenda items from the APF members.
- d) Sends out a tentative agenda for comment and input to all delegates and representatives 1 month before the annual meeting date.
- e) Assigns tasks as required.
- f) Initiates communications regularly with all APF participants.
- g) Facilitates the annual APF meeting.
- h) Delegates the task of facilitating the annual meeting to the Secretary, or other APF participant when necessary.
- i) The Chairperson is the single point of contact for the APF and communicates with the Narcotics Anonymous World Services on behalf of the APF.

### **2) Secretary:**

- a) Provides a written report to the APF members at the annual meeting.
- b) Assists and supports the Chairperson's assigned duties and responsibilities.
- c) Attends the APF meeting.
- d) Assumes the duties and responsibilities of the Chairperson in the event of the absence or resignation of the Chairperson. If unable to do this, another person may be appointed by the Admin Committee to serve as interim Chairperson until the next APF meeting.
- e) Is responsible for the email list administrative duties.
- f) Is responsible for delegating/monitoring/moderating all email list emails.
- g) Is responsible for answering all email list communication directed to the Admin Committee.
- h) Is responsible for implementing changes to the guidelines as approved at the annual meeting.
- i) Maintains an internal list of communication details of all APF participants and communities which is for internal APF Admin purposes and is not available for general distribution to the APF body. Delegates may request the individual email address of another delegate directly to the Secretary.
- j) Is responsible for working with the host delegate/committee for all preparations for the APF meeting including communication with the Admin Committee. This includes handling of venue planning, delegate accommodations, delegate visa requirements and any concerns related to the hosting of the APF meeting.
- k) Will be in contact with the Web Servant to help coordinate the posting in PDF format of all trusted servant, sub-committee, workgroup and community reports within 2 months after the APF meeting.
- l) Is the point of accountability for the Communications Workgroup.

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- m) Is responsible for creating the APF meeting minutes and posting them to the APF email list and to the APF website within 2 months of the conclusion of the APF meeting. Minutes must be approved by the current and out-going Admin committee members. These minutes shall include the approved Agenda as set by Admin prior to the meeting. The minutes shall also include the roll call from the APF.
- n) Is responsible to inform first time delegates of the existence of the APF Delegates Orientation Handbook.

## 3) **Treasurer:**

- a) Administers the APF bank account.
- b) Completes two financial reports a year, one to be completed and distributed before the annual APF meeting.
- c) Gives financial reports and recommendations at the annual APF meeting.
- d) Coordinates the signing and completion of all banking signature cards.
- e) Is a co-signatory on the APF bank account.
- f) Is responsible for issuing checks for funding requests and other APF expenditures.
- g) Attends the annual APF meeting.
- h) Reports to the Chairperson and the Secretary on a monthly basis all treasury activities and current bank balances.
- i) Is available for questions from the APF participants in reference to financial activity.
- j) The Treasurer will bring to the APF meeting all financial documentation for the purpose of an audit.
- k) The Chairperson, the Treasurer and one Delegate/Representative assigned by the Chairperson will conduct and complete an audit of the treasury before elections or the closing of the APF Meeting.
- l) Makes a post to the email list at least 6 months before the APF meeting informing all APF participants to submit a "Participant Request Form" to APF Admin. This form should be submitted regardless of whether funding is being requested by the participant.
- m) Requests input from APF Admin on all funding requests.
- n) Is the point of accountability for the Money Matters Workgroup.

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## 4) Fellowship Development Coordinator:

- a) The APF Fellowship Development Coordinator (FDC) is elected by the APF body to serve for two years as a fully funded member of the Admin Committee.
- b) The role is named "Coordinator" because the role is to coordinate and not necessarily participate in APF Fellowship Development (FD) trips.
- c) The FDC contributes to the group conscience of the APF Admin Committee on all matters. All references to APF Admin include the FDC.
- d) The annual FD budget is approved by consensus of the APF body at the regular APF meeting.
- e) The annual budget may be exceeded if required to complete an FD trip already in progress only if unexpected expenses are incurred.
- f) Is the point of accountability for the Fellowship Development Workgroup.

For the annual APF meeting, the FDC role has the following specific responsibilities:

- a) Include the local fellowship wherever possible when arranging the annual APF meeting.
- b) Arrange local fellowship workshops held in conjunction with the APF meeting. The APF will fund space for workshops run by resource people and, if practical, visitors.
- c) Support communities who wish to host future APF meetings to ensure bids are ready for presentation at the APF.
- d) Prepare an FD Report for the annual APF meeting and present this with Admin Committee reports.
- e) Coordinate FD and Strategic Planning sessions at the APF meeting to set and update FD and APF Goals to further the primary purpose of the APF.

## **Fellowship Development Activities:**

It is anticipated that the number of Fellowship Development requests will exceed the budget and resources available. The intent of having the APF Admin Committee prioritize activities is to make the most effective use of resources.

- a) The APF Admin committee approves all FD activities and all FD expenditure within the FD budget.
- b) The FDC supports NA communities to prepare written requests for FD activities.
- c) The Admin Committee determines best use of budget to achieve FD goals.
- d) NA Communities who wish to receive APF funded FD will approach the APF Admin Committee or the FDC.
- e) The Admin Committee will prepare and update a proposed timetable of FD activities.
- f) The FDC will provide regular Admin approved reports on FD activities to the APF email list.
- g) For more information, refer to Appendices C (Fellowship Development Principles), D (Fellowship Development Resource Material), O (Fellowship Development Guidelines) and P (Women's Fellowship Development Workgroup Guidelines).

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## 5) **Newsletter Editor:**

- a) Produces the APF newsletter 3 times per year — of which one edition is published for distribution at the annual APF meeting.
- b) Solicits materials and ideas for the APF Newsletter.
- c) Distributes the APF Newsletter.
- d) Responsible for posting the APF Newsletter to the APF website.
- e) Maintains a mailing list of APF Newsletter subscribers.
- f) Reports to the APF at the annual meeting.
- g) May or may not be an APF delegate/representative.
- h) Is *not* required to attend the annual APF meeting.
- i) See Appendix F (Newsletter Editor and Editorial Committee Recommendations) for more information.

## 6) **Web Servant:**

- a) See Appendix A “*Asia Pacific Forum Website Guidelines*”

## 7) **Merchandise Chair:**

- a) See Appendix E “*Merchandising Guidelines*”

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## **Section 10: Administrative Committee Guidelines**

- 1) Reporting at the World Service Conference
  - a) The Admin Committee ensures that a WSC attendee from a member APF community (usually a Regional Delegate) delivers a formal APF report to the WSC. This person is not funded separately to attend this event. A written report is sent to the conference in time to be included in the Regional / Zonal Report package.
- 2) Chairing the APF Meeting at the World Service Conference
  - a) Given that the APF Chairperson would not normally attend WSC and therefore the WSC Zonal Meeting, another APF Regional Delegate or the Zonal Delegate may be chosen by those present to perform the role.
- 3) Communication within the Administrative Committee
  - a) Primarily this takes place by email and internet conference calls (e.g. Skype or Hangouts).
  - b) The Chairperson is to receive a copy of all communications.
  - c) The Chairperson will instigate regular communication at least once a month. Other members may also initiate communication.
- 4) Consensus Decision Making
  - a) All decisions made by the Admin Committee will be made on a consensus basis. Consensus is when, after full discussion, no Admin member has strong opposition. In the event consensus cannot be reached, the APF delegates/representatives are to be contacted for their guidance.
- 5) Decision Making Between APF Meetings
  - a) If a decision needs to be made on what can be considered an immediate need, the APF body has entrusted the Administrative Committee to make a decision on the need.
  - b) All members of the Administrative Committee must be in communication to make a consensus decision on the immediate need.
  - c) The decision is then communicated to the APF body within 7 days of the decision.
- 6) Communication with Delegates/Representatives
  - a) The Admin Committee regularly communicates with all delegates:
    - i) Through the newsletter.
    - ii) By email at least quarterly.
  - b) This communication will include:
    - i) Recent Admin decisions.
    - ii) Travel reports.
    - iii) Agenda development.
    - iv) Trusted Servant positions vacant.
    - v) Treasurer/Secretary reports.
    - vi) Reminders and relevant information regarding delegate/representative travel to the annual meeting.
    - vii) Any other relevant information.



# Asia Pacific Forum Guidelines

## 7) Updating & Reviewing APF Policy

- a) Policy motions approved at the Annual APF Meeting will be added/finalized to the APF Guidelines by the APF Secretary & posted on the APF website no more than 1 month after the annual APF meeting to ensure everyone has access to our updated Policy.
- b) Practical additions, deletions, & revisions that the Admin Committee feel may benefit our service body, either through input from our Regions/Communities, or from input from our Trusted Servants, may be tentatively added to our Guidelines for review prior to our annual meeting. This document will be sent out to the email list by the APF Secretary, (as a PDF document marked proposed draft), for review/input not less than 1 month prior to the annual meeting & will not become policy until such time as it is sanctioned by the APF body at the annual meeting.

## 8) Transition of Admin Committee Members

The Admin Committee upon completing their term of office following the APF meeting will extend their term for 3 months, making sure the minutes and any other information is completed before their term of office ends. This would ensure a smooth transition.

- 9) Responsible for distribution and collection of the APF Evaluation Form (see Appendix H) on final day of the APF. Assessment of these forms shall be carried out by current/incoming APF Admin to aid in agenda creation for the following APF. These forms shall be put into digital format and made available online so that future Admin Committees can reference this feedback.
- 10) APF Admin can lend the use of the name Asia Pacific Forum to a recovery event being held by the local APF hosting community on the weekend following the APF meeting.
- 11) A hard copy of all the Admin reports and the Delegate Orientation Handbook will be made available on request to all delegates at the APF meeting. The reports and the Delegate Orientation Handbook shall be sent out to the APF email list at least 2 weeks prior to the APF.
- 12) **AGENDA at APF:** The following workshops shall be part of the Agenda for the APF:
  - a) Solutions to Existing Challenges in Emerging NA Communities (See Appendix K)

# Asia Pacific Forum Guidelines

## **Section 11: Non-Performance of Trusted Servants**

The APF Administrative Committee has the right to act on behalf of the APF communities in between annual meetings in the event of a trusted servant not performing their responsibilities as stated in these guidelines. Before any action is taken, the APF Admin Committee will make all possible efforts to communicate to the Trusted Servant in question, the details of the non-performance & offer possible ways to amend the situation. If it is deemed necessary by the Admin Committee, through a consensus based decision, to remove the trusted servant in the best interests of the APF as a whole, the following process will be followed:

- 1) The Trusted servant will be given the option to resign. The time frame will be 7 days. Failure to respond within the time frame will mean the position will be vacated automatically. The trusted servant in question & all APF voting participants will be notified by private email.
- 2) If the trusted servant feels the request for resignation is unreasonable, all APF voting participants will be contacted by the APF Admin Committee with a full account of the proceedings. This will be for the purpose of seeking direction from the APF voting participants. The options for the voting participants will be:
  - a) to direct the APF Admin to remove the trusted servant or
  - b) to roll the decision over until the next APF meeting. The time frame from this process will be 14 days.
- 3) If the Admin Committee is directed to remove the trusted servant (option A), they will inform the trusted servant by way of a private email, a copy of which will be made available to the voting participants on request. The removed trusted servant will be taken off the email list at the first available opportunity. The Admin Committee is responsible to caretake the position made available until the next APF annual meeting where the vacant position will be advertised for the election session of the meeting.
- 4) If the Admin Committee is directed to roll the decision over until the next APF meeting (option B), the issue will be dealt with at a closed session of the APF meeting prior to the commencement of the meeting, to be organized & facilitated by the APF Admin Committee. Those asked to attend will be the APF Admin Committee, the trusted servant involved in the non-performance issue, and the voting APF voting participants. If the trusted servant cannot attend, a written statement will be read on their behalf by one of the APF Admin Committee Members.
- 5) If a consensus is reached that the Admin Committee request for resignation or removal is in the best interest of the APF as a whole, the trusted servant will be removed from their position, effective immediately, thus giving the APF the chance to advertise & re-fill the vacant position.
- 6) In the event of the voting participants reaching consensus that they believe the trusted servant can continue serving the APF effectively, the matter will end & the trusted servant will continue until the time of their term is complete.
- 7) The APF Admin Committee will archive a full account of all proceeding regardless of the outcome.

# Asia Pacific Forum Guidelines

## **Section 12: Delegate/Representative Responsibilities**

- 1) Gives a community report at the annual meeting using the APF Community Reporting Template (Please refer to Appendix G). The report shall be posted to the APF email list no later than 1 month before the APF. Hard copies of reports are NOT required to be provided for APF participants.
- 2) Forwards agenda items to the APF Chairperson.
- 3) Shall submit a Participant Request Form (including funding request information) to APF Admin at least 12 weeks before the annual meeting takes place regardless of whether the delegate/community is seeking funding.
- 4) Funding requests submitted less than 4 weeks prior to the APF will only be recognized at the discretion of the Admin Committee.
- 5) Delegates shall state whether it is possible to make a stopover on their way to the APF with the intention of APF Admin possibly coordinating side trips to support NA communities that might be in close proximity of the APF venue.
- 6) Is responsible for communication between their Region/Community, NAWS & APF members by way of email postings to the APF email list. *(The suggested reporting interval is a minimum of 4 times a year).*
- 7) Takes back any pertinent information to their local service committees from posts made to the APF email list by other delegates.
- 8) Informs the APF Secretary of any changes to contact information for the delegate/representative and/or the NA community represented.
- 9) Confirms attendance at the APF meeting to the Secretary.
- 10) Prepares a report for their local community detailing what occurred at the APF. This report is also to be sent to APF Admin no later than 2 months after the APF event.
- 11) Shall become familiar with the APF Delegates Orientation Handbook.
- 12) Shall become familiar with all the resources available on the APF website.
- 13) Shall inform their community of all positions up for election at the APF.

*(The Administrative Committee requests that, delegates/representatives send on copies of relevant communication between APF communities. We make this request in the spirit of open sharing of information.)*

# Asia Pacific Forum Guidelines

## **Section 13: Host Delegate Responsibilities**

1. Works with APF Admin regarding all issues that have to do with preparation and implementation of the annual APF event. Even if the APF delegate is getting help from others in the hosting community by forming a hosting committee (suggested), the host delegate will remain the point of contact with APF Admin.
2. Will be able to maintain regular email contact at all times and be available for periodic phone contact as well with APF Admin. This can be a time consuming commitment and the delegate must have the free time and willingness to fulfill all the requirements.
3. Is fluent in English as well as the local language spoken.
4. Works directly with APF Admin to secure the Hosting hotel for the APF. The hotel shall be secure, decent, safe and affordable and will be used for the APF meeting as well as for lodging for the APF delegates, alternate delegates, NAWS and visiting NA members.
5. Will assist APF to get the most reasonable deal possible for the meeting rooms, hotel rooms and meals and other functions. The host delegate may be asked to assist APF Admin with information to prepare an event budget.
6. Presents APF Admin with a contract (in English) from the hosting hotel no later than 6 months before the event.
7. May be tasked to assist APF Admin and NAWS with logistical support in transport, office supplies, audio visual aids, printers and the like.
8. Helps APF Admin determine the best system for organizing airport transfers to the event for all participants.
9. Supplies APF Admin will all information required by the participants including:
  - a. Visa & immigration information, departure taxes etc.
  - b. Best locations/rates to convert money into local currency.
  - c. Emergency contact information for the attendees such as hospitals, police, taxi, hotel, etc.
  - d. Any culturally related do's and don'ts (dress codes etc).
  - e. Weather/clothing considerations.
  - f. NA meeting schedules around the vicinity of the APF meeting.
10. Must be available onsite at the APF 2 nights before the APF meeting and during the entire APF event to meet with and assist APF Admin with any setup considerations or implementation issues that arise during APF week.
11. The host delegate is encouraged to invite members of the host community's service bodies and members interested in getting involved with service to attend the APF.
12. Must organize a banner, name placards, name tags and lanyards for the event.
13. The default location of the annual meeting will be in Thailand. This will be enacted when:
  - there are no formal bids to host the APF meeting;
  - no bids are accepted at the annual APF meeting;
  - the host Community needs to pull out of hosting for any reason;
  - any unforeseen safety/security issues;
  - the Admin Committee believes it has become impractical to follow through with the proposed hosting. (This will be communicated to the email list prior to a final decision being made);
  - funds are limited (to be assessed at the annual meeting & in line with the second dot point).

# Asia Pacific Forum Guidelines

## **Appendix A: Asia Pacific Forum Website Guidelines**

*As approved at the 2017 APF meeting.*

### **Purpose:**

The purpose of the APF website is to further NA's primary purpose and APF's Vision for Service by providing easily accessible information to NA members, communities and regions in the Asia Pacific Zone and worldwide.

### **General:**

1. The Asia Pacific Forum (APF) domain and website at <http://www.apfna.org/> is owned and operated by the Asia Pacific Forum and maintained by the APF Web Servant.
2. Website content is to adhere to the guidelines approved by the Asia Pacific Forum, the Twelve Traditions and the Twelve Concepts of Narcotics Anonymous.
3. Links from the website should only be to other Narcotics Anonymous websites. No unaffiliated links are to be placed on the website.
4. As far as is practicable the website should contain material in the languages of our member communities by linking published material on the NAWS website.
5. All passwords for site update access, domain name update and web hosting company access must be made available to the Admin Committee.
6. Ownership of all aspects of the APF website must be retained by the APF Committee itself, never an individual.

### **Content:**

The website should contain the following information:

1. The APF Statement of Purpose and Vision Statement.
2. The current APF newsletter and an archive of past newsletters.
3. A regularly updated History Page.
4. A page that gives contact details for the APF and its office bearers.
5. A page that contains basic contact information about isolated NA members and communities in our zone.
6. A page that provides information about events and activities taking place in APF communities that may be of interest to members, communities and regions in our zone. This information may include promotional fliers or registration forms made available for download. These documents are made available at the discretion of the Web Servant in consultation with the Admin Committee.
7. A "Communities" section with Links to websites maintained by communities and regions in our zone.
  - a. Where a community or region does not have its own website, basic contact and meetings information is maintained for that community.
  - b. To ensure that any meetings information is accurate and up to date:
    - i. Meeting information should, as the preferred option, be maintained by the local community in a schedule, particularly when there are more than four or five meetings a week.

# Asia Pacific Forum Guidelines

- ii. Wherever possible, the schedule or any changes to meeting information should be made available through the local service structure should one exist, and any updates provided by individuals referred back to that service structure.
  - iii. This schedule is made available to the Web Committee for downloading from the community's page in PDF format.
  - iv. In situations where such a schedule cannot be provided, the details of the meetings can be passed on to the Web Committee for listing on that community's page.
  - v. All meetings information must be checked for accuracy by a member of the local community three times a year – at the annual APF meeting, and twice more during the year. Where this checking does not take place, the Web Servant in consultation with the Admin Committee will remove the meeting information.
8. Links to other NA websites that may be of interest to members, communities and regions in our zone.
9. A password protected documents page that contains:
- a. Copies of minutes and reports to each APF meeting.
  - b. Copies of minutes from other zonal forums.
  - c. Any other documents that the committee believes may be of interest to NA members, communities and regions in our zone.
10. A "Resources" page with:
- a. Translations resources.
  - b. H & I resources.
  - c. APF service-related documents and resources.
  - d. Any other material that the committee believes may be of interest to NA members, communities and regions in our zone.

## **Structure and Layout:**

- 1. The structure and layout of the site should be at the discretion of the Web Servant. However, the Web Servant should accept direction from a majority of committee members or the Admin Committee, either at or between APF meetings, in relation to structure and layout.
- 2. The process for publishing new content, new designs and updated material is to follow the APF website guidelines.

# Asia Pacific Forum Guidelines

## **APF Web Servant Position**

1. This is a two year commitment.
2. The minimum clean time for this position is five years.
3. The position requires frequent access to a computer that can run the latest generation of web browsers, and a suitable connection to the Internet.
4. Any applicant for this position should have a demonstrated ability to administer a website via the content management system (currently WIX), and administration of G-Suite..
5. It is the responsibility of the Web Servant to maintain and update the website within approximately five days of receiving new information.
6. Once new content has been published, the Web Servant will send a brief email to the APF email list outlining the change.
7. The Web Servant is the coordinator of the APF Web Committee (see below), and the single point of accountability for web services to the APF generally.
8. A report is to be submitted to and read at each APF meeting, which should include a summary of site development, visitor statistics, and recommendations for ongoing development.
9. The Web Servant is routinely included in APF admin committee meetings or discussions to ensure communication hurdles are overcome in a timely manner.

## **APF Web Committee**

APF is expanding its traditional approach to web services beyond a single web servant, by seeking appropriately qualified members from all member communities who serve on a web committee, lead by the elected trusted Web Servant who will be the single point of accountability for those services.

The goal of the web committee is assisting members of the APF admin committee, other APF trusted servants and developing communities with Internet related matters as well as updating information on the website. This role needs to provide the “helpdesk” for all APF related communications, including the web-site. The intention is to improve and maximise the integrity and effectiveness of APF’s communications as provided via its website, email and trusted servants.

Services provided by the web committee include

- website content and updating.
- maintaining and developing contacts with every community for to maintain accurate information on each community page on the website.
- supporting use of the website (for example the availability of downloadable documents, reports and meeting schedules).
- support for elected APF trusted servant email accounts.
- support of several APF email lists used by delegates, trusted servants and community members.

# Asia Pacific Forum Guidelines

## **Appendix B: Asia Pacific Forum Election Guidelines**

### **Purpose:**

- 1) To provide a procedure for the election of trusted servants to leadership positions in the Asia Pacific Forum of Narcotics Anonymous.

### **General:**

- 1) Elections should take place on the last day of the APF meeting, immediately following the lunch break.
- 2) The Chairperson is responsible for conducting the election process in such a way as to ensure that no candidate is disadvantaged or unfairly treated.
- 3) The Chairperson is responsible to ensure that each voting member understands the election process and reads out duty statements and qualification requirements for each position.
- 4) A Roll Call is taken before elections to establish that a majority of the delegates/representatives is present.
- 5) These guidelines should always be included in the APF Delegates Orientation Handbook that is made available to all participants prior to each meeting.

### **Length of Terms:**

- 1) The length of term for all APF positions is two years. Trusted Servants begin their term at the end of the meeting that elected them.
- 2) Elected APF Trusted Servants can serve a maximum of two consecutive terms.

### **Resignation:**

- 1) If a Trusted Servant resigns prior to the end of their term of service their duties are taken over by members of the Admin Committee, other elected APF trusted servants or workgroups. All APF participants are to be notified of the resignation and the reasons for it. An election for the vacant position is to be held at the next meeting.
- 2) The following are grounds for the removal of a Trusted Servant from their position:
  - (a) Relapse during term of office
  - (b) Failure to perform duties and responsibilities:

In the event that an APF Trusted Servant fails to perform their duties the APF Admin Committee will contact the trusted servant and offer the following options:

- i. Provided with support and time to complete their duties and responsibilities; or
- ii. Offered the opportunity to resign; or
- iii. Requested to stand down from the position. See Section 11 of these guidelines "Non-Performance of Trusted Servants" for the process to be followed.



# Asia Pacific Forum Guidelines

## **Clean Time Requirement:**

The minimum clean time requirement for all APF service positions is five years.

## **Nomination Procedure:**

1. The nomination process involves the completion of an APF Service Resume Form by a nominee. This form must be received by the Chairperson 65 days prior to the start of the APF meeting.
2. A confidential summary of resumes containing only the name of the nominee, Region/Community, clean time date and NA service experience, will then be forwarded to all delegates (for whom contact information is available) 60 days prior to the start of the APF meeting. Note that this summary is sent directly to the email address of each delegate, NOT to the general APF email list.
3. Hard copies of all full resumes will be made available to all the delegates on the first day of the APF Meeting.

## **Voting Procedure:**

1. The Chairperson shall read out the duty statement and qualification requirements for the position.
2. Nominations need to be seconded by a Community Delegate/representative. Any nomination not seconded is discarded.
3. Voting should be by secret ballot.
4. In order to be successful a nominee must get more than 50% of the votes cast. If there is more than two nominees for a position and no candidate receives more than 50% in the first round of voting, the candidate who received the least number of votes is eliminated and another round of voting takes place until a nominee does receive more than 50%
5. If a vote is tied another round of voting takes place to try to break the tie. If the vote is still tied after two rounds of voting the Chairperson must cast a vote to break the tie.

# Asia Pacific Forum Guidelines

## Appendix C: Fellowship Development Principles

The FD guidelines are only for Fellowship Development services funded or arranged by the APF. Member regions may wish to use these guidelines to help support neighboring communities or to carry out Fellowship Development trips.

The primary principle of "APF Fellowship Development" (FD) is to support the growth, unity, stability and recovery of NA Communities within the Asia Pacific Zone. The principles in these guidelines are intended to help guide members who will carry out Fellowship Development Service on behalf of the Asia Pacific Forum.

All Fellowship Development Service will first consider the 12 Traditions and 12 Concepts for guidance. The following principles are included here as further guidance:

- **First, do no harm.** The first principle of APF Fellowship Development is to "First do no harm". This may sound like an over stated warning, however it is important to recognise that outside influence on a developing NA community can create imbalances between members that can be unhelpful. All of the rest of these guidelines are written with the primary intention to provide helpful and supportive APF Fellowship Development activities and avoid pitfalls.
- **... has no opinion.** NA has tradition 10 to help limit controversy between NA and the wider community in which NA exists. This tradition can also guide us in relating to NA communities, which are members of the APF. The way this guideline is intended to work is to remind us that the APF is here to serve all the communities in the APF and no judgement or opinion is ever stated by the APF in relation to NA communities and the way they form. Many NA Communities experience conflict and disagreements between members. The APF does not take sides or express opinions on these matters and is always guided by the Group Conscience of the Local Community. APF members simply share their experience, strength and hope in an open, nonjudgmental way. They may include examples of their own or other communities experience with similar or related issues.
- **... the NA community always knows better.** When the APF works with NA communities we will find our members trying to reach out across different cultures, religions, schools of thought and approaches to life. While these are "outside" issues for NA, our members are part of the community in which NA has formed first and NA members second. We must always defer to the wishes of the NA community that we are seeking to serve because ultimate authority for NA service lies with the NA groups of that community, and in our Fellowship Development work it is always the NA groups that we are seeking to serve. This principle is also expressed in Concept two. Listening to what the NA community is requesting of FD is more important than following plans or session notes.
- **Self-supporting.** Every NA Group should be self-supporting. Our seventh tradition is one of the foundations of our NA independence. All the Fellowship Development service carried out by the APF has a single goal to foster and encourage greater self-support within each member community. This is done by focusing all FD activity on supporting, encouraging and assisting local members in NA communities to grow their NA communities. Helping local members develop skills to carry out wider FD within their community will be a more successful long-term strategy than APF members with greater experience travelling to carry out workshops on behalf of local members.

## Relationships

In keeping with the Mission Statement of the APF, all Fellowship Development service activities will invite NA World Services to join, participate, inform, support, guide and assist in all APF Fellowship Development efforts.

Members who are carrying out Fellowship Development service report in the first instance to the APF Admin committee. The APF Admin committee is accountable to the APF body to work towards the goals set by the committee with respect to Fellowship Development. The APF Admin Committee is primarily responsible to maintain communications outside of the APF.

# Asia Pacific Forum Guidelines

## **NA member training and support for APF FD**

The abilities to communicate well, form supportive relationships and develop rapport with the APF Admin Committee, FDC and NA communities are important qualities for Fellowship Development Service.

NA Members are selected by the APF Admin Committee to carry out Fellowship Development service on behalf of the APF. Members are selected from a pool of NA members which includes members known to the APF Admin Committee. The APF Admin Committee may refer to NA World Services for assistance in finding members with language, culture and skills. Members may make use of the APF FD form to express their interest to serve. The APF Admin Committee can request assistance from NAWS to use the methods and systems already used for WS FD. Members who wish to serve APF Fellowship Development may request assistance; training and support from experienced current and past trusted servants who have served the APF.

## **Funding and Financial accountability**

All funding for Fellowship Development activity is budgeted at the annual APF meeting and spending more than the budgeted amount for Fellowship Development trips requires unanimous approval of the APF Admin Committee.

All FD expenses must be documented to the APF Treasurer in writing and must include receipts. The APF treasurer will provide a reimbursement form and members are required to obtain prior approval from the APF Admin Committee before committing personal finances to Fellowship Development. Major costs may be paid directly by APF in advance.

## **Travel Policy for funded trips**

When travel is funded by the APF for trusted servants who have been approved to carry out FD Service, the members are expected to agree to commit their time, energy and enthusiasm to carrying out the service. Members are also expected to be flexible and willing to re-arrange their plans to carry out the FD Services.

The APF will fund the most cost effective method of travel to carry out the service in a time efficient way. Members may upgrade their tickets, accommodation etc at their own expense and discretion.

# Asia Pacific Forum Guidelines

## **Appendix D: Fellowship Development Resource Material**

1. Group recovery workshops
2. Unity workshops
3. Financial Accountability Workshops
4. Traditions Workshops
5. NA Service Concepts Workshops
6. Local Services Workshops
7. Public Relations Workshops
8. H&I Workshops
9. Special Issue Workshops
10. Government Relations Workshops
11. APF Fellowship Development Request & Information Form

# Asia Pacific Forum Guidelines

## APF FELLOWSHIP DEVELOPMENT REQUEST & INFORMATION FORM

This form is intended for use in requesting a Fellowship development trip for your Region/Community. Please answer as many questions as possible. It is suggested that this form be filled out with the cooperation & endorsement of the local Service body in your Region/Community. Contact the APF Admin Committee if you need any assistance compiling this information. Upon completion, please pass on to the APF Admin.

<b>Fellowship Development Activity:</b>	<b>A. Region/Community &amp; proposed Activity</b>
<b>Local Service body with contact details:</b>	RSC/ASC/.....
<b>Purpose:</b>	<b>Outline Description:</b> The requested Fellowship Development Trip will focus on the following issues: <ul style="list-style-type: none"> <li>● Issue number one</li> <li>● Issue number two</li> <li>● Issue number three.....</li> </ul>
<b>Who will be Attending:</b>	Please give a fair & reasonable indication of the numbers likely to attend the event.
<b>Dates &amp; Duration:</b>	e.g.: 2 Day workshop to coincide with local Convention/APF meeting/Local Unity day...
<b>Estimated Cost to Fellowship:</b>	A breakdown of costs including Hire of proposed event premises, local accommodation, estimate of travel expenses.....
<b>Country Visa requirements:</b>	Please obtain information for the members who you have requested pertaining to the country they are from in regards to them entering your Country.
<b>Language needs:</b>	e.g.: Are translations required? Can they be provided by the local Service body???
<b>Current security issues &amp; travel warning status:</b>	As per Government advise at time of request.
<b>Previous Fellowship Development events:</b>	e.g.: Hosted APF meeting, NAWS workshop, learning days.....
<b>Local Experience &amp; recourses:</b>	Please indicate if any of the local or neighbouring members attending have the relevant experience to assist & help deliver the activities requested. Please remember: "NA service is a team effort. Our Service representatives are responsible to the NA fellowship as a whole rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole". (Twelve Concepts of NA Service, p 16)
<b>Literature request:</b>	This will depend on the members attending & their language/reading ability to read literature.
<b>Additional Service events that could be attended:</b>	e.g.: Local H & I meetings, RSC/ASC Meetings, LTC meetings.....
<b>Additional Service events that could be attended:</b>	e.g.: Local H & I meetings, RSC/ASC Meetings, LTC meetings.....

# Asia Pacific Forum Guidelines

## **Appendix E: Merchandising Guidelines**

### **Purpose:**

The Purpose of the APF Merchandise Committee is to coordinate the designing, manufacturing and distribution of *APF* merchandise in an effort to contribute financially to the APF. The Merchandise Chair will coordinate other contributing activities for the APF Committee. We will also assist Regions & Communities within the APF and in their various APF fundraising ventures. The Merchandise Chair and the Committee that is formed by that Chair is accountable to the APF Committee.

The Merchandise Chair will always keep an open line of communication with the APF Admin, primarily the Treasurer.

### **General:**

1. The Merchandise Chair will be appointed at the annual APF Meeting.
2. The Merchandise Chair is a position funded by APF.
3. To be eligible for the Merchandise Chair position, the member must have a minimum of 6 years experience in handling NA funds.
4. A report will be submitted in the bi-annual APF Treasurer's report as well as a report written and distributed at the annual APF meeting.
5. All funds raised by the Merchandise Committee, in excess of the Reserve, are placed into the APF account as soon as it is practical to do so.
6. The Merchandise Committee may operate with a reserve of up to US \$1,000.
7. The Merchandise Committee may request operational funds at the annual APF meeting or through the APF Administrative committee.
8. The Merchandise Committee Point Person will work with the APF Treasurer to ensure accountability
9. The APF Admin Committee must approve all items that are offered for sale by the Merchandise Committee. The Merchandise Committee will follow directives given by the APF.
10. The Merchandise Committee, through its trusted servants, may communicate with APF Regions/Communities, for the purpose of producing & distributing merchandise for general fundraising.

NOTE: Trusted servants may hold other APF positions or may be Delegates/Representatives of APF Regions or Communities.

### **Elections:**

The election process shall be in accordance with the APF guidelines. The APF Admin Committee will automatically become members of this Committee. The Merchandise Chair will be elected at the annual APF Meeting. Willing members can be the trusted servants of Merchandise sub-committee. Specific roles can be assumed by the consensus of the sub-committee.

### **Decision Making:**

The Merchandise Committee will make its internal decisions through the consensus based decision process facilitated by the Chair assigned by the APF Body at the Annual APF Meeting.

# Asia Pacific Forum Guidelines

## **Appendix F: Newsletter Editor and Editorial Committee Recommendations**

*As approved at the 2017 APF meeting.*

The APF Newsletter assists the NA communities in the Asian Pacific Forum to communicate about their activities between APF meetings, and provides information regarding Narcotics Anonymous in Asia and the Pacific to NA members and the public via the APF website.

The APF Newsletter is focused on providing a description of the activities of the APF NA communities and committee members, and includes personal stories of recovery and the service experience of the members within the APF and other NA communities.

### **APF Newsletter Editor:**

Is responsible to the APF through the Admin Committee.

### **Requirements:**

The APF Newsletter Editor:

- Must be 5 years clean;
- Must have NA service experience;
- May or may not be an APF delegate / representative;
- Is familiar with APF activities;
- Have a good working knowledge of the Traditions and Concepts of NA;
- Have good written communication skills;
- Have good English skills;
- Have good computer skills and has access to the internet;
- Is accessible for regular communication with APF committee members between meetings;
- Is able to work as part of a team; and
- Is not required to attend the annual APF meeting.

### **Duties include:**

- The production of the APF Newsletter 3 times per year, *one of which is published for distribution at the APF meeting*;
- Soliciting material and ideas for the APF Newsletter, with reference to the APF Admin Committee;
- The development of the Newsletter with the editorial committee;
- Ensuring that the final draft is signed off by the editorial committee and the APF Admin Committee –
- If there is any reporting on NAWS related activities, the Newsletter Editor shall inform NAWS of such and get NAWS to sign off on the NAWS related submission.
- Responsible for sending the approved draft of the newsletter to the APF web servant for posting on the APF website

# Asia Pacific Forum Guidelines

- Making a report to the APF at the annual meeting;
- Other relevant duties as delegated by the Admin Committee.

## **Editorial Committee:**

This Newsletter Editorial Committee is responsible to assist the Newsletter Editor to develop the APF Newsletter. This committee consists of up to 5 NA members plus the Editor. It is responsible for assisting the Newsletter Editor to develop the APF Newsletter. Ideally these members are identified at the APF annual meeting; however they may be nominated between meetings.

## **Requirements for Editorial Committee Members:**

Editorial Committee Members have:

- three years clean;
- NA service experience;
- previous newsletter and editorial experience;
- a good working knowledge of NA Traditions and Concepts; and
- the ability to work as part of a team.

## **Duties:**

The editorial committee members:

- Assist the Newsletter Editor to solicit material for the Newsletter;
- Participate in an annual sharing of ideas regarding the focus of the newsletter for the next year;
- Write material for the newsletter as delegated by the Newsletter Editor;
- Assist in editing the drafts of the newsletter;
- Sign off on the final draft and recommend to the Admin Committee to approve the final draft for posting on the APF website.



# Asia Pacific Forum Guidelines

## **Appendix G: APF Community Reporting Template**

*The following community reporting format is to aid the delegate in creating a report for the APF and to also aid APF Admin in preparing the Agenda for the next APF.*

1. Describe your NA Community's achievements since the last APF meeting.
2. What are the 3 biggest obstacles facing your NA Community, are any of these obstacles new since the last APF?
3. Which of these 3 issues would your community most like to be discussed at the upcoming APF?
4. How else can APF Admin tailor the agenda of the upcoming APF meeting to best address the needs of your individual community.
5. Demographics of your fellowship:
  - How many groups/meetings do you have?
  - Approximate size of entire community membership.
  - What percentage of your meetings are being held inside of rehab facilities
  - How many members with clean time/service experience?
  - How many newcomers where are they getting their initial NA Message?
  - How far apart are your Groups, Meetings, and Areas? Please describe any issues with travel etc.
6. Describe your existing service structure:
  - Numbers of Groups, Areas.
  - Describe your current operating Sub-committees.
  - Have you hosted any conventions or NA events since the last APF?
7. Literature Projects:
  - Literature approved by NAWS.
  - Existing Literature projects submitted to NAWS waiting for Approval.
  - Existing Literature projects being worked on by your local LTC.
  - Future planned Literature projects.
8. Freeform section: Please use this section to report anything else that your community would like to communicate to the APF that is not covered by the preceding questions.

# Asia Pacific Forum Guidelines

## Appendix H: Participant Request Form

- o All participants including APF committee members, delegates, alternate delegates NAWs and/or attendees in any official capacity should fill out a participant request form whether you are requesting funding or not. Please email this completed form to [apfadmin@nzna.org](mailto:apfadmin@nzna.org)

- Full Name of Participant (as it appears on the passport): [ \_\_\_\_\_ ]
- Service Position of Participant: [ \_\_\_\_\_ ]
- Email Address: [ \_\_\_\_\_ ]
- Phone Number: [ \_\_\_\_\_ ]
- NA Community/Service Committee/Attendee requesting Participation: [ \_\_\_\_\_ ]
- Is your Community currently an active member of the APF and List Server: [ ] Yes [ ] No
- I may be able to stopover en-route to APF to support other communities: [ ] Yes [ ] No
- Our NA Community: (Please mark X for applicable choices)
  - [ ] Requires funding assistance to attend the upcoming APF.
  - [ ] Does not require funding assistance to attend the upcoming APF.

(If funding assistance is required, please fill in all applicable items)

1. Local travel costs (taxi/bus) to get to/from departing airport: [ \_\_\_\_\_ ] (\$US)
  2. Roundtrip ticket from [ \_\_\_\_\_ ]: [ \_\_\_\_\_ ] (\$US)
  3. Airport/departure tax from home country: [ \_\_\_\_\_ ] (\$US)
  4. Visa cost: [ \_\_\_\_\_ ] (\$US)
  5. Requires funding assistance for accommodation at the APF: [ ] Yes [ ] No
    - a. If yes, are you a smoker or non smoker? [ ] Smoker [ ] Non-smoker
    - b. If yes, will you share a room or do you want to pay to upgrade to be alone?
      - [ ] Share Room [ ] No, I will pay to upgrade
    - c. Do you have specialty dietary requirements?
      - [ ] Halal [ ] Kosher [ ] Vegetarian [ ] Other [ \_\_\_\_\_ ]
    - d. Check-in Date [ \_\_\_\_\_ ] Check-out Date [ \_\_\_\_\_ ]
    - e. Any other special requirements? [ \_\_\_\_\_ ]
- Our participant requires a letter from APF Admin and/or NA World Services to expedite Visa processing. If yes, please fill in your passport number and date of issue.
    - [ ] Yes [ ] No [ \_\_\_\_\_ ] Passport Number [ \_\_\_\_\_ ] Date of Issue
  - Our NA Community already has or intends to make a financial donation to the APF.
    - [ ] Yes [ ] No [ \_\_\_\_\_ ] (Amount in \$US)
  - 1st time participating as a delegate / requires Orientation Pack [ ] Yes [ ] No

If there is any change in this request moving forward, the Participant must notify APF Admin promptly. It is the responsibility of all communities and participants requesting funding to seek out the most competitive costings available for travel to the APF. No participant requesting funding shall purchase any plane tickets etc until the funding request has been approved by APF Admin.

Date: [ \_\_\_\_\_ ]

# Asia Pacific Forum Guidelines

## Appendix I: APF Evaluation Form Template

*Parts A & B on this form can be altered annually to reflect the actual workshops sessions that occur.*

Please complete the form below. Your feedback will be used to help plan the agenda and format of the next APF. This is an anonymous form and APF Admin requests all participants be as honest and candid as possible, thank you for your participation.

**A: Please rate every session from 1 to 10 with 10 being the most effective/informative.**

	Session	Rating
1	Community Reports and Issues	
2	Hospitals and Institutions workshop	
3	PR Workshop	
4	NAWs workshops- Freedom & Responsibility	
5	NAWS Worldwide Update	
6	Traditions Workshop	
7	Old Business/New Business	
7	Strategic Planning Workshop	
8	Guidelines Review	

**B: Which format best conveyed the information?**

	Format	Rating
1	Community presentation of top three challenges	
2	Small group discussions with facilitator	
3	Large Group Discussions	
4	Delegate shares individual Experience	
5	Question and answer session	
6	Business session (motions and guidelines)	

**Please write down your thoughts on the following:**

**C: I would like to see the following workshop/discussion at the next APF meeting:**

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**D: How APF Admin can best tailor future APF agendas to best support my local NA fellowship:**

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# Asia Pacific Forum Guidelines

## Appendix J: APF Email List Guidelines

### APF Email Lists

The Asia Pacific Forum (APF) utilises a number of email lists to support communications by and between its trusted servants, workgroups and members:

- APF (general APF communications)
- APF Admin (for use by the admin committee and elected trusted servants)
- APF-FD (for use by the fellowship development workgroup)
- APF-money (for use by the “money matters” workgroup)
- APF-comms (for use by the communications workgroup)
- APF-SP (for use by the strategic planning workgroup)
- APF-merch (for use by the merchandise workgroup)
- APF-news (for use by the newsletter workgroup)

### General APF Email List

#### Membership

- a) Up to 3 delegates/representatives nominated by each member community. e.g. current delegate and alternate plus the outgoing delegate.
- b) All elected APF trusted servants (including Merchandise, Newsletter etc). APF trusted servants will remain on the email list for a period of 2 years after they have rolled off of their commitments.
- c) NA Members tasked by the admin committee to carry out tasks for the APF as required.
- d) Interested members of the NA fellowship resident within the APF zone
- e) Other interested members of the NA fellowship, for example trusted servants from other zones, members of the World Board.

All committee members and delegates subscribed to the APF List shall have role based email addresses dedicated to their service commitments. Prior trusted servants can use personal email addresses and will be on moderation. Subscribers shall take care to make sure that no inappropriate content is sent to the APF list.

The APF Email List Moderator shall send a test message out to all new members and will wait for a response before enrolling the new member on the email list.

### APF Email List Greeting Message

The following Email List Greeting Message is sent by the list software to all new subscribers welcoming them to the APF List.

*Greetings and welcome to the Asia Pacific Forum Email List.*

*The goals of this list are to:*

- 1. Establish an email communication link between member communities.*
- 2. Create a simple way for the APF Admin committee to address the committee at large.*
- 3. Create an online forum for the APF to further achieve its goals and objectives of being a medium for APF member communities to connect with each other to request & share support.*

*In alignment with the APF Admin committee's wishes to make the APF a 365 day a year forum instead of a 1 week a year event, this email list can be a great vehicle with which member communities can request support and to share their experience strength and hope with the APF at large throughout the year. It's evident that a lot of our member communities share mutual problems and concerns so let's use this email list as a means to help fulfill some of our common needs and to support each other in overcoming obstacles.*

# Asia Pacific Forum Guidelines

*When you want to post a message to the email list, simply send an email to [apf@nzna.org](mailto:apf@nzna.org). The message will automatically be sent to all the subscribers of the list. Likewise as a subscriber to the list, you will receive all emails posted to this list by others. You will know you will have received an email from the list because the Subject will contain the word [APF] at the beginning of the subject followed by the sender's subject. It is important that all messages sent to the list be sent from the email address that you are subscribed under, not from any secondary email addresses.*

*Please practice common courtesy to all members of the email list by only sending emails with subject matter relating to the Asia Pacific Forum. Please don't send subject matter that is off topic (Jokes, funny pictures, invitations to web communities etc). Thank-yous, welcome messages to new participants, congratulating people on their clean dates etc are best sent directly to the specific member, not to the list at large. As some members are connecting to the internet at slow dial up speeds, please don't send any emails with attachments larger than 150KB. If you want to reply to someone personally regarding a post to the list, don't "reply" to the list, but simply create a new email and send directly to the member (all posts from the email list reveal the email address of the person posting).*

*All queries regarding administration of the list as well as requests to be removed from the list should be sent to [apfadmin@nzna.org](mailto:apfadmin@nzna.org). If anybody has any specific questions about the list and the instructions above, please feel free to send questions directly to [secretary@apfna.org](mailto:secretary@apfna.org).*

*Love In Service,  
APF Secretary*

## **APF Admin Email List**

### **Membership**

1. Admin Committee: Chairperson, Secretary, Treasurer, Fellowship Development Co-ordinator.
2. Other elected APF trusted servants: Web Servant, Merchandise Chairperson, Newsletter Editor, Women's FD Coordinator.
3. Any other NA members as determined on a case-by-case basis by the Admin Committee.

## **Other APF Email Lists**

The apf-fd, apf-money, apf-comms, apf-sp, and apf-women email lists are for the use of the various planning workgroups. Email lists can be created for other workgroups as required.

### **Membership**

1. The members of that workgroup
2. Representatives of the APF admin committee

## **Email List Administration**

Historically the APF Secretary has held the responsibility for the email lists administration, as "email list administrative duties, and delegating/monitoring/moderating all list emails" is part of the role description for the position.

However given the growth in the number of APF email lists, the high workload of the APF Secretary, the possible lack of experience with a somewhat technical role, and the establishment of an APF Web Committee beyond a single Web Servant, email list administration and any technical support will evolve away from the Secretary to the Web Committee as suitable trusted servants become available.

# Asia Pacific Forum Guidelines

## **APF Email Accounts**

The Asia Pacific Forum has a number of email accounts for use by elected trusted servants:

Chairperson: [chair@apfna.org](mailto:chair@apfna.org)

Secretary: [secretary@apfna.org](mailto:secretary@apfna.org)

Treasurer: [treasurer@apfna.org](mailto:treasurer@apfna.org)

FD Co-ordinator: [fdc@apfna.org](mailto:fdc@apfna.org)

Women's FD Co-ordinator: [women@apfna.org](mailto:women@apfna.org)

Web Servant: [web@apfna.org](mailto:web@apfna.org)

Newsletter: [newsletter@apfna.org](mailto:newsletter@apfna.org)

Strategic Planning: [sp@apfna.org](mailto:sp@apfna.org)

Zonal Delegate: [zd@apfna.org](mailto:zd@apfna.org)

## **Accessing APF Email Accounts**

All email accounts can be accessed via webmail at <https://mail.google.com>

# Asia Pacific Forum Guidelines

## **Appendix K: Solutions to Existing Challenges in Emerging NA Communities Workshop**

The FDC shall facilitate 1 session at the APF (1 hour and 30 minutes) with a dedicated focus on the specific challenges of emerging communities and to brainstorm how to solve these issues. The intention is to give the newer communities a direct chance to benefit from all the experience at the APF. It would give all the APF communities a chance to work together and to share all of their ideas with each other. This would be intentional FD work that happens at the actual APF.

APF Admin shall identify in advance which emerging communities to focus on (No more than 5). The FDC with help from APF Admin shall read all the community reports and focus on the “3 Biggest Obstacles” section of the reports to determine which communities are most in need of assistance.

### **Workshop Format**

- **Introduction (5 mins):** Split the communities into 4 or 5 small groups where there is 1 emerging community who needs support per group sitting with 3 or 4 delegates from more experienced communities.
- **Identify (5 mins):** Write down all the key obstacles that the emerging community has on a big piece of paper.
- **Brainstorm (30 mins):** Discuss solutions to these problems, write down some possible solutions.
- **Create a Big Group presentation (10 mins):** Prepare a 5 minute presentation on the solutions to these problems.
- **Presentation Time (30 mins):** Have each group give their presentation to the Big Group. It would be preferred if each group member talked about 1 or 2 solutions so as to try and involve all the delegates.
- **Conclusions (10 mins):** Try to draw together ideas and to acknowledge everyone for their ideas.

### **Items required for Workshop**

- Large pieces of paper
- Lots of colorful marker pens
- Printed handouts

This workshop not only allows emerging communities a direct chance to focus on their problems, it also allows the solutions to be shared amongst the APF body. This is very helpful because we very rarely face a problem uniquely on our own. This also fulfils the goal of the APF to help emerging communities and it is a very effective way of maximizing all the experience that is gathered at the APF.

# Asia Pacific Forum Guidelines

## **Appendix L: Guide to Bid to Host the APF**

For the communities who are interested in hosting the APF, we need you to prepare a bid and present it to the APF body. Based on the past APF discussions, the following would be helpful in increasing your chances of securing your bid for APF:

1. Group Conscience - Coming to the APF with a clear mandate from your community to bid for the APF always shows that your community is serious and willing to do the hard work of hosting the APF.
2. Enough members for the host committee - Having spoken to your members, try to have a rough number of members who you believe can and will help with hosting the APF.
3. Ease of Transport - Propose to host the APF in a city or town, which is easily accessible to all with air transport and hopefully a short and pleasant land travel connection.
4. Peace and order - Please, safety first for all. Any danger or potential danger/risk to the forum will disqualify certain places. Because of peace and order, we cannot hold the APF in some cities. Some places will be difficult to access by travelers esp. for western travelers.
5. Venue - Get at least one to three possible venues for the APF in your proposed place. Better to have the name of the place, pictures of the rooms, facilities, area would give the delegates an idea of what to expect. Clean, service, big comfortable meeting room, good bedrooms and wifi are the main considerations. Access to restaurants, exchange, travel services is also a consideration.
6. Secure area - the venue and/or hotel should be in a peaceful and secure part of town where foreigners can walk freely during the free time allotted. The last thing we want during the APF is an incident on safety.
7. Prices - approximate prices will give us an idea if the place is affordable considering the APF budget. Sample air ticket prices from different locations to the proposed APF venue will also give us more info to decide.
8. NA Meetings - Access to local NA meetings for the participants is desirable. In past APF's, delegates asked for the venue to be accessible to local NA meetings which we APF participants would like to support.
9. Local Impact - Please state clearly why you are bidding for the APF. Why does your community want to host the APF? What groups, members or community will benefit from the APF being held in your community? This will help delegates make an informed decision.

In summary, the more information you can provide, a clear group conscience, pictures, brochures, prices, safety & travel concerns and FD reasons to host the APF will make the delegates understand that you are serious, ready for the work and genuinely out to help your community by hosting the APF.



# Asia Pacific Forum Guidelines

## Appendix M: APF Hotel requirements

### Dates

- APF Meeting will run for 4 days (usually Monday to Thursday or Tuesday to Friday).
- Delegates are funded for 5 nights and will arrive the day before the meeting commences. Any additional days are at personal cost.
- Admin are funded for 6 nights and will arrive a day earlier than delegates. Any additional days are at personal cost.
- Conference facilities will need to be available for the entire 4 days.
- Conference will start at 9am and finish at 5pm most days, with availability in the evening as required.

### Conference Facilities

1. Conference Style seating for 50 in a rectangle format in a single room with no internal pillars or obstructions
  2. Plus seating for 30+ observers around the perimeter of the room
  3. Fixed microphone for one end (chairperson)
  4. At least 2 wireless microphones for delegates
  5. Audio/Visual (projector / screen / speakers with Laptop inputs)
  6. Power for each seat
  7. Internet with wireless access in the main meeting room
- **Further Information**
    - o Break-out rooms for small group workshops for delegates and local fellowship
    - o Printing and copying facilities (in the hotel business centre)
    - o Secure room off meeting room for storage of materials and literature (NAWS and APF)
    - o Stationery and paper types, folders for delegates, packs, ID badges

### Accommodation Needs

- Rooms required
  1. 4x - double room, single occupancy, 6 nights (Admin)
  2. 4x - double room, single occupancy, 6 nights (Confirm number and nights with NAWS)
  3. 38x beds in 19 double occupancy rooms - (estimate: 24 Delegates & 10 alternates, 3 resource and 1 translator - twin share, 2 per room, 5 nights)
- Breakfast
  - o Include a breakfast with options for vegetarians, halal

# Asia Pacific Forum Guidelines

## General requirements

### a) Meals

- Evening meals (local restaurants) (Include options for Halal, Vegetarian, Vegan, Dairy free)
- Lunch options - hotel restaurant provides opportunity for fellowship
- Tea, coffee, snacks during meeting, per person per day

## Financial requirements

### b) Budget

#### (1) Exchange rate:

- Admin committee and NAWS typically stay 6 nights (APF pays for 6 nights at shared rate) [Cost] (NAWS pays for their accommodation)
- Delegates stay for 5 nights - (APF pays up to 24 delegates for 5 nights at shared rate) [Cost]
- Resource, volunteer, local volunteers. (APF can vote to pay for two rooms during the session) [Cost]
- Rates
  - o Per person rate needs to be \$37.50 USD / night with breakfast on a twin share basis
  - o Conference Space (including break out rooms) up to \$500 per day x 4 days = \$2,000
    - Note: Some Hotels charge more for rooms and provide conference facilities for free or lower cost.
- **Example Total Hotel accommodation budget**
  - o Admin: \$37.50 USD / person at 4 people 6 nights \$900
  - o Delegates: \$37.50 USD / person at 24 delegates for 5 nights \$4,500
  - o Conference: \$500 USD / day for 4 days \$2,000
  - o **Total: \$7,760**
- **Example Total Food budget**
  - o Refreshments: Est: USD 3.20/ Day per person for 4 days: budget 50 pax: USD 635
  - o Lunch: Est USD 8.20 / Day / per person for 4 days: budget 32 pax: USD 1,040
  - o Dinners: per day allowance of USD \$10 per person. budget 28 pax 4 days USD 1,120
- **Participant Accommodation / Food Costs:** USD 58.90 / day includes room, breakfast, refreshments, lunch and dinner
  - o Admin Committee - 5 days, 4 persons USD 1,178
  - o APF Delegates (14 funded on average) USD 3,298.4
  - o Hotel Meeting Room Costs 10,000 Tk USD 135

# Asia Pacific Forum Guidelines

- **Example Total in country costs: USD 4611.00**
  - Visa and Airport Costs: US/AU/NZ/UK \$150 each,
  - Flight Costs: 2011: \$11,960 2010: \$8,700 2009: \$8,640 2008: \$10,407 Average cost / APF = \$9,926
- **Example Visa Costs**
  - List the Visa costs for each seated community.
- **Example Flights – work out example flights for 3 months in advance from each Seated Community.**
  - New Zealand
  - Australia
  - Etc.
- **Example APF Total Budget:**
  - In country (hotels, airport transport, meals etc): \$ 4,600
  - Flights (estimate using online face calculators): \$ 10,000
  - Visas: \$ 2,000
  - **Total: \$ 22,600**

## c) Finance

- Booking fee is required to secure the Hotel
- Progress payment can be made at the beginning of the conference (1-2 days before most delegates arrive)

# Asia Pacific Forum Guidelines

## **Appendix N: APF Suggested Format**

### **APF Format – first day**

1. Open the meeting with the Serenity Prayer
2. Roll Call – Secretary
3. Pick members to read the 12 Traditions, 12 Concepts and Vision Statement
4. Round of introductions – include visitors
5. Welcome from the host committee and thanks to them
6. Ice breaker session for 5-6 minutes
7. House keeping and announcements
  - a. Community Dinner
  - b. Previous minutes approval in Old Business
  - c. Treasury
  - d. Internet use while APF in progress
8. Discussion of the Agenda
9. Approval of the Agenda
10. Admin Reports
  - a. Secretary
  - b. Treasurer
  - c. Chair
  - d. FD and FD Trip Reports
11. Workgroup Reports
12. Community Reports
13. Discussion of Community Issues

### **APF Format – On subsequent days**

1. Open the meeting with the Serenity Prayer
  - a. Invite non-English speaking members to share the Serenity Prayer in their language
2. Roll Call – Secretary
3. Pick members to read the 12 Traditions, 12 Concepts and Vision Statement
4. House-keeping and announcements
  - a. Previous minutes approval in Old Business
  - b. Treasury
  - c. Internet Use while APF in progress

# Asia Pacific Forum Guidelines

## **Appendix O: Fellowship Development Guidelines**

*As approved at the 2017 APF meeting.*

### **Fellowship Development Goal:**

To encourage and support Fellowship Development efforts within the Asia Pacific zone.

### **Fellowship Development Strategies [For 1st year - March 2016 to February 2017]:**

1. Develop a Fellowship Development Subcommittee.
2. Create a "ready to go" pack to assist with dissemination of information to the communities.
3. Keeping in mind the new delegates, write a statement about what APF is & what it does.
4. Prioritise a list of countries where FD is required.
5. Consistently communicate with surrounding neighbours
6. Conduct a survey for FD status
7. Create FD literature
8. APF observers feedback
9. APF Conventions
10. Continual sale of APF merchandise

### **Fellowship Development Subcommittee**

**Tenure:** Permanent

**Members:** Membership is not limited by numbers. Any delegate, alt delegate, past APF trusted servant and other experienced trusted servants can join this workgroup.

### **Service Positions**

1. FD Coordinator/Chairperson
2. Secretary
3. FD Panel Members/Travellers/Volunteers
4. Members

### **FD Coordinator/Chairperson**

#### **Service position requirement:**

1. 5 years clean time
2. Past work experience in area service or regional service as s/c or executive body level
3. Minimum 1 FD service experience at APF level
4. Served in APF as RD, RD Alt, Delegate from the committee or as an executive body member of APF
5. Good Knowledge in 12 Traditions and 12 Concepts
6. Leadership, communication and organizing ability

# Asia Pacific Forum Guidelines

## Responsibilities:

1. Set the Agenda of Meeting
2. Coordination of the meeting
3. Prepare and send the Quarterly Reports of the workgroup

## Secretary:

### Service position requirement:

- 5 Years or more Clean Time
- Working knowledge & understanding of the Traditions and Concepts
- Effective communication skills
- Minutes writing ability

### Responsibilities:

- Take accurate Meeting Minutes
- Send the minutes to the SP email list within 2 weeks of each monthly meetings
- Prepare the quarterly report in conjunction with Point Person

## FD Panel Members/Travellers/Volunteers

### Service position requirement:

- 5 Years or more Clean Time
- Working knowledge & understanding of the Traditions and Concepts
- Effective communication skills to mix up with new fellowship
- FD panel member/volunteer should have previous experience of conducting service workshop (area/regional level)
- PR experience in area/regional level
- Can speak on the current issue of the fellowship worldwide (keep updating yourself)
- Mostly they should have enough experience of H&I & PR as this two committee is the most effective for the growth of NA.
- They should be in touch with the recovery meeting, service meeting in their local/Regional level.

### Responsibilities:

- 

## Outline of a FD Trip:

1. FD will be conducted on a two day basis format.
  - a. First day - FD workshop with PPT presentation
  - b. Second day - interactive and feedback session from 1st day output & if we can have a local event. (Celebration, town hall meeting, Dinner party etc.)

# Asia Pacific Forum Guidelines

2. Any FD should be submitted/agreed upon 3 months prior to the proposed trip date for preparation and tickets.
3. FD travellers should be chosen from the pool of members who have completed and submitted resource form on cost effective basis.. Members experience and skill will be matched with the needs identified by the community requesting FD.

## **Operational Guideline:**

- In all APF meetings we should have learning session on how to do a FD trip.
- As we have (APF) limited funds for FD, the Chairperson should always be in touch with NAWS & wherever possible so that we can approach them for support (fund & material) to do our job smoothly.
- FD committee should make a yearly FD calendar with the prospective panel member.
- Will do a financial planning for the year
- FD committee should have ready power point presentation in English for FD & pick the most commonly used topic. Example: building strong Home Group or Service structure of ASC or Actual area planning etc.
- FD committee can also plan and target some community for FD but it should be passed by the table.
- The FD committee can make some merchandise item to get little more fund for future work (As now days FD is followed by some events)

**Note:** FD or Fellowship Development this means where there are fellowship mind it's not a PI or PR, our job is to tell/educates them about what we are, what we can do or what not, how we can help/support them & how can they do the same for us.

The FD is just not the workshop or meeting, it exchanging love to a upcoming community, who need this right this moment and how we can do it.

# Asia Pacific Forum Guidelines

## **Appendix P: Women's Fellowship Development Workgroup Guidelines**

*As approved at the 2018 APF meeting.*

### **Vision Statement:**

Our vision is that:

Every woman identified addict in the world has the chance to experience the Narcotics Anonymous (NA) message in her own language and culture and find the opportunity for a new way of life.

As part of the NA Communities Worldwide, NA World Services and the Asia Pacific Forum (APF) we work together in a spirit of unity and cooperation to carry our message of recovery to women across the globe.

**The purpose of the Women's Fellowship Development (FD) Workgroup is:** to encourage and support FD efforts within the Asia Pacific Zone, and raise awareness of and for women in recovery; amongst women, NA and all communities within the Asia Pacific Zone.

### **Operational Systems and Processes**

The APF Women's FD Workgroup meet using Google Meet (or another group call platform if identified as providing increased ability to host the call).

The meetings take place once a month, with the date of the next meeting determined during each call.

Interim calls may be requested / take place if the need presents itself.

Business also takes place on the APF Women's FD email list. Women are subscribed to this list and have the ability to view all enquiries that come in, conversations and responses; as well as receiving regular and consistent opportunities to participate in the conscience of the group, and provide suggestions and edits or get clarification on any reports, or documents that are created and sent from the group / with regard to the group.

The position of APF Women's FD Workgroup Coordinator is filled by election at the APF following processes overseen by the APF Admin. The position vacancy is communicated via the APF email list and open to all women residing in the APF Zone.

All other positions are filled using consensus-based decision making (CDBM) by the Workgroup following qualification by nominees. Women may be self-nominated or nominated by another person. In the event of more than one nominee for a position a formal election will take place.

Nominees for all positions must meet the service requirements as set out further in this document.

Nominees and expressions of interest in vacant positions are made via the coordinator of the Workgroup. Who then advises the group of the number of nominations for the position and the process the election will take. (CDBM or formal election).

The Workgroup is accountable to itself as a whole, as well as individually; the APF and the wider NA Fellowship.

The Workgroup has been endorsed by the APF to fundraise. Guidelines that support fundraising processes, financial accountability and the responsibilities of those involved have been provided and will be maintained separately.

These Guidelines are a living document; with a review set to take place annually prior to each APF in order to ensure that they fully reflect current processes of the Workgroup. The review date / period of the Guidelines is in line with all other APF Guidelines.

Women must currently reside in or be part of a Fellowship that belongs to the APF Zone to be members of this Workgroup.



# Asia Pacific Forum Guidelines

Where necessary advocate for; or hold space for women and Communities to self -advocate and find their own solutions to needs, gaps, issues and obstacles that they have identified as being experienced by their Community or women in their Community.

## **Service Positions**

1. APF Women's FD Coordinator
2. Secretary
3. Sponsorship Coordinator

## **APF Women's FD Coordinator**

Length of term two years, with the option to run for no more than two consecutive terms.

Service position requirements:

- Minimum 5 years clean time
- Previous service experience as an elected Trusted Servant (TS) at Area, Region or APF.
- Reside in / be part of a Fellowship that belongs to the Asia Pacific Zone.
- Have been an active member of the APF Women's FD for a minimum of 12 months
- Have a working knowledge of the 12 Steps, Traditions and Concepts

## **Responsibilities:**

- Work with the secretary to call for Agenda items and distribute the Agenda in a timely fashion
- Facilitate the Workgroup meetings
- Liaise with subcommittees within the Workgroup
- Prepare and send the Quarterly and Annual Reports of the Workgroup
- Attend APF on behalf of the Workgroup, facilitate and present during APF
- Maintain a relationship with the APF Admin. and other workgroups of the APF
- Respond to emails and enquiries that come from outside of the Workgroup

## **Secretary**

Length of term two years, with the option to run for no more than two consecutive terms.

Service position requirements:

- Minimum 2 years clean time
- Working knowledge of 12 Steps, Traditions and Concepts
- Have English as a first or second language
- Have access to a computer and internet
- Reside in / be part of a Fellowship that belongs to the Asia Pacific Zone.

# Asia Pacific Forum Guidelines

## **Responsibilities:**

- Take accurate meeting minutes
- Send minutes to Coordinator within a week of the meeting for proof reading
- Send minutes to Workgroup via email list within ten days following the meeting
- If unable to attend organise another member of the Workgroup to take minutes

## **Sponsorship Coordinator**

Length of term two years, with the option to run for no more than two consecutive terms.

- Service position requirements:
- Minimum clean time 5 years
- Have a working knowledge of the 12 Steps, Traditions and Concepts
- Reside in / be part of a Fellowship that belongs to the Asia Pacific Zone
- Have been an active member of the Workgroup for at least 12 months
- Have a sponsor
- Be actively working the Steps
- Have access to a computer and the internet

## **Responsibilities**

- Coordinate and manage the list of sponsors
- Coordinate and manage the list of those looking for a sponsor
- Send regular invitations to women within the Asia Pacific Zone to become part of the sponsor programme
- Regularly check the Sponsorship email account and respond to emails
- Where applicable respond to emails that come to the Women's FD email account
- Participate in monthly Workgroup Skype calls
- Provide regular updates to the Workgroup
- Provide regular updates that can be used as part of the reporting to the APF from the Women's FD Workgroup
- Collaborate with other members of the Sponsorship subcommittee

## **FD Panel Members/Travellers/Volunteers Service position requirements**

- 5 Years or more clean time
- Have a working knowledge of the 12 Steps, Traditions and Concepts
- Effective communication skills
- Demonstrate cultural awareness
- Able to work as a member of a team.
- Good planning and organizational skills.
- Remain informed and up to date on the current issues of the Fellowship worldwide

# Asia Pacific Forum Guidelines

- Be an active member of NA in their own Fellowship
- Where ever possible be an active member of the APF Women's FD Workgroup
- Reside within the Asia Pacific Zone

## **Responsibilities:**

- Respond to requests for FD that come from Communities via a completed APF Community Criteria Submission form requesting FD travel.
- Collaborate and communicate with the entire Women's FD Workgroup, the APF FD Workgroup, as well as APF admin. with regard to the request.
- Where necessary advocate or hold space for women and Communities to self-advocate when they have identified that a FD trip will benefit their Community or the women in their Community.
- The Workgroup will communicate and work with the local Fellowship in order to plan an Agenda that will meet the needs of the community, support mutual learning and provide opportunities for women to experience the NA message and find the opportunity for a new way of life. This might include but should not be limited to an FD workshop, interactive feedback, Q & A, a powerpoint, resources, local event, celebration, dinner etc.
- FD should be organized at least two months prior to the trip to support communication, preparation and best possible travel and accommodation arrangements.
- FD travel will be cost effective utilizing responsible and prudent use of funds.
- Members need to be accountable and transparent with the use of any funds made available for FD.

## **Financial Guidelines - Women's FD Workgroup**

The APF Women's FD Workgroup has been endorsed by the APF Delegates to fundraise, and hold funds specifically to support carrying the message to Women in the Asia Pacific. These guidelines have been produced to provide financial accountability, as well as guide the way in which the funds are held and accessed.

- All funds will be held in the Asia Pacific bank account.
- The APF Treasurer will be informed of any deposits.
- The APF Treasurer will report on these funds alongside all other APF financial reporting.
- Any spending must be agreed by the APF Women's FD workgroup in advance, and will be recorded in the Minutes of workgroup meetings.
- Any requests for funds will be made well in advance to allow the APF Treasurer time to access the funds using the current processes.

## **Fundraising**

Additionally the APF Women's FD Workgroup has been endorsed to fundraise. This will be done using current APF and NA guidelines around fundraising and trademarks surrounding the use of any logos.

- Fundraising initiatives will not impact on the sale of APF merchandise.
- Funds raised will be earmarked specifically for use by the APF Women's FD Workgroup, and held according to the financial guidelines.
- The APF Women's FD Workgroup will have times where it accepts or utilises the support of other groups, meetings, and fellowships in it's fundraising efforts.

# Asia Pacific Forum Guidelines

- All fundraising initiatives will be agreed in advance by the APF Women's FD Workgroup and recorded in the Minutes of workgroup meetings.
- All fundraising will be reported on at the APF meetings.

# Asia Pacific Forum Guidelines

## **Appendix Q: Strategic Planning Guidelines**

*As approved at the 2017 APF meeting.*

The following Goal, Strategies, Responsibilities and Review/Follow Up are taken from the adopted Asia Pacific Forum Strategic Plan 2016.

### **Long Term Goal:**

**Planning:** To have strategic planning, including monitoring and ongoing reviews of those plans, integrated into the APF agenda.

### **Planning Strategies (1st Year - March 2016 to February 2017):**

1. Monitor and review our strategic planning process.
2. PR at government agencies, particularly in new regions and those in most need.
3. Begin the day at APF meetings with the Serenity Prayer.
4. Integrate the strategic planning process into the agenda.
5. Reviewing and minimising the cost of next year's APF meeting.
6. Involving sponsees/sponsor to support workgroup members.
7. Schedule the APF date so as not to clash with other significant events.

### **Workgroup Responsibilities:**

1. Strategic Planning Strategies
2. Ongoing Review and Monitoring

### **Review / Follow Up:**

It is important for the strategic plan to be part of the ongoing conversations that APF has, both during the year, and at its annual meeting. Review and evaluation of the past year, refining the plans and where necessary taking corrective action or changing course as required.

### **SP Workgroup**

**Tenure:** 5 Years (from March, 2016 to February 2021)

**Members:** Membership is not limited by numbers. Any delegate, alt delegate, past APF trusted servant and other experienced trusted servants can join this workgroup.

### **Service Positions**

- A. Point Person
- B. Secretary

# Asia Pacific Forum Guidelines

## C. Members

### Elections

Every member who meets the service requirements, can nominate themselves or be nominated for the position of Point Person or Secretary of the Workgroup. Then this will be decided by the members of the SP workgroup in their own meeting, usually the first one following each annual APF meeting.

### Service Position Requirements

#### Point Person

- 5 years or more clean time.
- Working knowledge & understanding of the 12 Traditions and 12 Concepts.
- Effective communication skills.
- Ability to co-ordinate and facilitate.
- Term: 2 years, with a confirmation after 1 year that the person still has the willingness to continue in the role, and the option to step down as Point Person if they desire.

#### Secretary

- 5 years or more clean time.
- Working knowledge & understanding of the 12 Traditions and 12 Concepts.  Effective communication skills.
- Minutes writing ability.
- Term: 1 year with the option to be re-elected for a second year.

#### Members

- 3 years or more clean time.
- Working knowledge & understanding of the 12 Traditions and 12 Concepts.
- Effective communication skills.
- Delegates attending each annual APF meeting may put themselves forward to serve on this workgroup.
- Members of the workgroup may also include interested APF trusted servants.
- Other members of an APF community may make contact via email to indicate a desire to serve on the workgroup and contribute in any way.
- Confirmation will be sought from existing workgroup members regarding their desire to continue serving beyond the current year.

### Service Positions Responsibilities

#### Point Person

- Set the Agenda of each meeting.
- Facilitate the monthly SP conference call.
- Monitor/follow up the work of other subcommittees and workgroups and do not interrupt unless they see a problem or a misguided road map.
- Prepare and send the Quarterly Reports of the workgroup.

# Asia Pacific Forum Guidelines

- ❑ Coordinate and facilitate the SP sessions during the annual APF Meeting.
- ❑ Attend the Trusted Servants (Admin and other trusted servants of APF) monthly conference call, providing updates of SP activities and participating in any related discussions.
- ❑ Contribute to the drafting and finalising of the annual APF meeting agenda, including incorporating the SP sessions.
- ❑ Plan the SP session by taking inputs from the members of SP.
- ❑ Coordinate and facilitate the SP Sessions during the annual APF Meeting.
- ❑ Correspondence with any other NA Service body (Region, Zonal Forum, WSC) if required.
- ❑ Deal with any contingent issues which has a strategic impact for APF.

## Secretary

- ❑ Take accurate meeting minutes.
- ❑ Send the minutes to the SP email list within 2 weeks of each monthly meeting.
- ❑ Prepare the quarterly report in conjunction with the Point Person.
- ❑ Co-facilitate the SP Sessions during the annual APF meeting (if attending).
- ❑ Where possible, attend other workgroup conference calls in order to keep up to date with their progress. Read minutes of all workgroup conference calls.

## Members

- ❑ Participate in the regularly scheduled conference calls.
- ❑ Provide conscience for setting the direction of the workgroup.
- ❑ Co-facilitate the SP Sessions during the annual APF meeting (if attending).
- ❑ Attend other workgroup meetings calls in order to keep up to date with their progress (if possible).

## Participation of the SP Members at the APF Annual Meeting

As per the APF guidelines, two people from each workgroup can sit at the table as non-voting participants during the annual APF meeting, provided they bear all the costs related to their participation. Willingness and ability to participate are considered as the primary criteria for this attendance. If there are more than two members willing and able to participate, this will be determined by the conscience of all members of the SP Workgroup.

## Relationships

### APF Admin Committee

A key relationship of this workgroup is with the APF Admin Committee. Therefore, the SP Point Person is subscribed to the [apfadmin@nzna.org](mailto:apfadmin@nzna.org) email list. In addition, the SP Point Person should attend the monthly admin meeting.

### Other APF Workgroups

Given the workgroup's responsibilities include ongoing review and monitoring of all workgroup and committees, there is a relationship with each workgroup and committee. Therefore, where possible a member of this workgroup will also have an involvement with each, either as an active member involved in their ongoing service efforts, or subscribed to their email list, attending conference calls and reading conference call minutes in order to keep up to date with their progress.

# Asia Pacific Forum Guidelines

## **APF Meeting Agenda**

Given the workgroup's assigned strategy of integrating strategic planning into the APF agenda, the workgroup has an active role in drafting the agenda. Members work alongside the Admin Committee in this drafting process, with the Point Person participating in conference calls with the Admin Committee to discuss the best way to structure and order the individual reporting and planning sessions.

In 2016, 4 planning sessions were required to create the 2016 Strategic Plan, in addition to the approval process in New Business and inviting delegate participation in each workgroup/committee. In 2017 it is anticipated that 3 sessions will be sufficient.

Usually the Point Person will open the discussion for planning the SP sessions in an SP conference call about six months before the annual APF meeting. With the conscience of the Workgroup members and considering all related factors, a tentative agenda is drafted within one month, and then submitted to the Admin Committee for their review. From there, the SP Point person will participate in the Admin conference calls to coordinate the discussion regarding the proposed agenda integrated with SP sessions.

## **SP Sessions at the Annual APF Meeting**

### **SP Workgroup Annual Report**

A brief report will be provided by the SP Point Person to the delegates. The report will summarise the past year's SP workgroup activities, and also provides an overview of the SP session planned for the upcoming APF meeting.

### **Meeting with Other Workgroup Point Persons**

It is suggested that the SP Point Person arranges a meeting with other Workgroup Point Persons the day before the annual APF meeting. The intent of the meeting is to get the final input from other Workgroups to assist with session planning for the week. Although input will be collected through a formal report by each Workgroup, this meeting will assist to refine the session planning.

### **Number of SP Sessions**

The number of SP sessions required each year could vary, depending on the input from the workgroups and considering other usual and contingent factors.

### **SP Sessions Facilitators**

The SP sessions will be facilitated by the SP Point Person along with other SP members attending the annual meeting. If there are not sufficient SP members to co-facilitate, then the SP Point Person will seek the assistance of Admin or other APF trusted servants.

### **SP Sessions Outline**

A framework is created by the SP workgroup for each session, in order to collect the input of the whole body on the specific one year strategies for each Workgroup or Subcommittee. Relevant background information will be presented neutrally to the delegates, and an overview of the process the leading up to the New Business approval given.

Small groups of 6 to 8 people will be created, with each choosing a facilitator and a recorder. Session facilitators will provide brief information regarding the specific goal for that session (i.e. which workgroup or sub-committee to focus on, and the time available). Facilitators will also give a clear outline of the process for small group brainstorming used for generating the strategies.

During the small group sessions SP facilitators will move from table to table to ensure the participant understand the specific topics and assist them to stay on topic. It is important to ensure that the lone voice in each small group is heard adequately.



# Asia Pacific Forum Guidelines

Each small group facilitator in turn will present the one highest prioritized strategy from their group. The SP facilitators will write each strategy on large sheets of paper around the meeting room. This process repeats around the small groups for the duration of the available time.

Colored dots will be used by all the participants to indicate their preferred strategies from those written on the large sheets. SP Members will take those strategies as prioritised by this process, and incorporate into an initial draft strategic plan document for review by participants. Any final changes will be incorporated into a final draft Strategic Plan for approval during the New Business session on the last day.

## **Workgroup Communications**

### **Email List**

The primary means for workgroup communications is by email, using the email list [apf-sp@nzna.org](mailto:apf-sp@nzna.org). All workgroup members are subscribed to this email list.

Members of the APF admin committee are also subscribed to the SP email list for the purposes of support, transparency and accountability.

### **Conference Calls**

The workgroup members meet approximately monthly in a conference call to allow for discussion of issues, ideas, and plans. This call takes place via an appropriate platform such as skype or google hangouts.

Given the geographical nature of APF and its member communities, time zone and differing work schedules mean that scheduling calls can be challenging. It is likely that members in the east of our geography (such as Hawaii or New Zealand) will need to participate in calls in the evening or at night, while for those towards the west (such as Iran or Kuwait) call times will be in the morning or mid-day.

### **Reporting**

The Strategic Planning workgroup will provide the following reports to the APF communities:

- A quarterly report to the APF email list summarising their most recent activities and plans for the rest of the annual cycle. A quarterly reporting template has been developed for all workgroups which will be placed for approval of the delegates.
- A brief summary for each newsletter (limited to approximately 400 words).
- An annual report submitted at least one month prior to the annual APF meeting.

# Asia Pacific Forum Guidelines

## Appendix R: APF Convention Guidelines

Version 171121

### 1. Introduction

The **APFCNA** (Asia Pacific Forum Convention of Narcotics Anonymous) is a bi-annual event that combines the celebration of recovery with service oriented workshops. Each alternate year the **APF** (Asia Pacific Forum) delegates the responsibility for planning and hosting the APFCNA to one of the bidding member **Asia Pacific Forum NA** Communities.

This guideline is to be followed by the APF and the APFCNA host committee during the whole event cycle. Ultimate authority and responsibility of the event remains with APF, whilst planning and execution is being designated to the local host committee, APF will be responsible for some of the decisions particularly relating to convention policy.

The APF Conference approved literature "APFCNA Guideline", should always be a guiding document for the APF and the host committee while planning and organizing the event.

Convention shall be named "APFCNA – 1" (APF Convention of Narcotics Anonymous) with successive years – i.e. APFCNA – 2 , 3, 4, etc.

### 2. Community Proposal and Bidding

The Bid should be submitted to the APF Admin committee 3 months before the APF meeting. The proposal will be presented during the APF meeting a year before the actual event. Proposal should contain following information at minimum.

- Fellowship demography (Structures, Total Areas, Total meetings per week)
- Previous Similar experience (Conventions, Camp outs, Workshops and others)
- Potential Venue and Capacity (Accommodation, hall size, Available facilities)
- Accessibility and Transportation (Nearest International Airport, Major operating international airlines, Available means of transportation to proposed venue)
- Ease to get Visa (Particular restrictions, special requirements etc)
- Tentative Unit Registration Cost
- Total anticipated participation
- Proposed Surplus/Liability Sharing %ge
- Potential Key service members (3 potential service members)
- Expected support from APF
- Motivation of the host community for APFCNA (What are the anticipated outcome of the event, how the event can help local community grow, how this event could help APF community as a whole)

**Note:** It is recommended that a tentative pre-booking is made before presenting the bid to the APF, in order to secure the venue in case the bid is successful.

#### 2.1 Proposal Selection

The final selection of the APFCNA host community will be made during annual APF meeting. The following steps will be considered while making selection decision.

- All of the proposals will be shared among member communities 2 months before the APF meeting.

# Asia Pacific Forum Guidelines

- Each of the proposal submitting communities will be provided with the opportunities to present their proposal during the APF meeting. Each community will receive 5 to 10 minutes for presentation.
- Final selection of the host community will be made during the APF meeting.

## **APF meeting will consider following points while making selection decision**

- Fellowship demography (Structures, Total Areas, Total meetings per week)
- Previous Similar experience (Conventions, Camp outs, Workshops and others)
- Potential Venue and Capacity (Accommodation, hall size, Available facilities)
- Accessibility and Transportation (Nearest International Airport, Major operating international airlines, Available means of transportation to proposed venue)
- Ease to get Visa (Particular restrictions, special requirements etc)
- Tentative Unit Registration Cost
- Total anticipated participation
- Proposed Surplus/Liability Sharing %age
- Potential Key service members
- Expected support from APF
- Motivation of the host community for APFCNA (What are the anticipated outcome of the event, how the event can help local community grow, how this event could help APF community as a whole)

## **3. Host Committee and APF Coordination**

Once the final selection decision is made the host community and APF needs to work closely in planning and organizing the event successfully. Following arrangements will be made to accomplish the target.

### **APFCNA Host Committee**

The Host Community will create an APFCNA committee. The Host Community can develop eligibility criteria and selection procedures for the APFCNA committee but none of their provisions should contradict this guideline and NA principal's overall. The committee will be responsible for the overall event cycle (planning, communicating / coordinating, executing and reporting) keeping in mind the ultimate authority and responsibility rests with APF. The committee structure can be arranged according to local needs however basic guideline for the committee is outlined below.

### **APFCNA Structure**

Chair

Vice Chair (Not mandatory) Secretary

Alt Secretary (Not mandatory) Treasurer

Alt Treasurer (Not mandatory)

Eligibility criteria for each of these positions should be approved by the local host community before selection of the trusted servants based on their local suitability. Clean time, relevant service experience, relevant skills and competencies could be the guiding requirements. While selecting the leaders the 4th Concept of NA should be considered.

### **APF Focal Person from APF for APFCNA**

# Asia Pacific Forum Guidelines

APF Admin will nominate an APFCNA focal person from Admin for coordination with APFCNA during the whole event cycle.

## **Local liaison Coordinator**

APF may appoint a local liaison coordinator (usually a local member of the Host Committee, having been involved with APF as previous or current RD or ARD) to coordinate and liaise between APF and the Host Committee).

## **Host Community Regional Delegate**

The RD from the Host Community will be an active APFCNA committee member and mandatory bank signatory. This person will be the point of contact with APF alongside the APFCNA chair person.

## **Last APFCNA Committee Member**

One member of the immediate past APFCNA host committee might be invited as a guest member.

The Host community is advised to establish a local convention host committee immediately (within 2 months) of the official decision from the APF. The details of committee membership should be shared with APF Admin.

## **APFCNA committee is advised to consider the following while organising the event.**

- English will be the official language. The event is anticipated to serve a multi-lingual/multi-cultural fellowship that goes beyond the boundaries of the Asia Pacific Zone and this should be well considered throughout the event cycle.
- Plan an effective layout and use of the convention venue.
- Select all speakers for the convention
- Consideration will be given to NA World Services (NAWS) and APF travellers as convention speakers.
- Ensure that when NAWS is presenting workshops during the convention, nothing is scheduled that might minimize the potential participation.
- Forward successful workshop speaker candidates contact information to programming for confirmation
- Ensure there are marathon meetings held when possible, especially when there are no other scheduled meetings.
- Schedule at least a 15 minute break between meetings during the convention whenever possible and practical.
- Plan main program agenda; ensure to consider space requirements, time, topic and other related factors.

## **3.1 Roles and Responsibilities**

### **APFCNA Chairperson**

- Chair the APFCNA meetings
- Signing officer of the APFCNA bank account
- Organise and lead all APFCNA meetings
- Prepare meeting agenda and report in consultation with other relevant service committee members.
- Coordinate, communicate, facilitate and monitor the overall event planning and execution.
- Work closely with APF focal person and APF local liaison coordinator.
- Coordinate all the sub committees and overall event cycle.

# Asia Pacific Forum Guidelines

- Have oversight of the budget and financial management in coordination of Treasurer.
- Report and coordinate with APF regularly
- Prepare the final convention report.APFCNA Treasurer
- Signing officer of the APFCNA bank account
- Attend all APFCNA meetings
- Prepare and present the overall event budget to APFCNA committee and get approval
- Organise and coordinate necessary bidding arrangements, vender selection and market survey as required.
- Overall financial management including budgeting, disbursement, and record keeping
- Maintain oversight of APFCNA sub-committee financial records
- Participate in decision making issues relating to the APFCNA event
- Processes and maintains all paperwork - receipts, expense reports etc - to ensure all policies relating to financial matters are accurately approved and recorded
- Prepare and organise monthly financial tracking reports based on approved budget.
- Prepare all required financial statements.
- Coordinate and support Chair in overall financial planning and management.
- Work closely with other service (Sub)/committee members.
- Prepare final financial report of the event and get it approved by APFCNA committee.

## **APFCNA Secretary**

- Attend all APFCNA meetings
- Communicate meeting agenda and schedule in advance in coordination with Chair and other committee members.
- Compile an accurate electronic record of all meetings and make all minutes available to all APFCNA members within 7 days (after review by the APFCNA Chair)
- Participate in discussions at APFCNA meetings
- Work closely with the APFCNA Treasurer and other service members
- Coordinate with all subcommittee chairpersons
- Handle all convention related communications and correspondence in coordination with the Chair.
- Work closely with Information and Communication Chair in uploading and updating APFCNA website.

## **Program Sub Committee Chair**

- Attend all APFCNA meetings
- Chair and coordinate subcommittee meetings
- Prepare electronic reports in advance of all meetings
- Participate in discussions at APFCNA meetings
- Prepare a work schedule for onsite programming volunteers
- Oversee Speaker Listening Groups and evaluation submission to APFCNA
- Work onsite to facilitate the sign in of speakers and chair people and provide welcome packages for chair persons and speakers Supply onsite requirements to Convention Information

# Asia Pacific Forum Guidelines

- Be mindful of the budget
- Work closely with the Secretary & the Treasurer
- Facilitate the recording of all speaker meetings using the Recording Service Process
- Contact the successful workshop speaker candidates to provide workshop title and other information

## **Hospitality Chair**

- Attend all APFCNA meetings
- Chair and coordinate subcommittee meetings
- Prepare electronic reports in advance of all meetings
- Participate in discussions at APFCNA meetings
- Compile onsite space and equipment requirements during the event from all Point Persons and submit to APFCNA committee meeting for approval.
- Prepare a work schedule for onsite volunteers to service information table as well as supply other committees with volunteers and security as required
- Work closely with APFCNA committee
- Be mindful of the budget
- Work closely with the Secretary & the Treasurer
- Ensures strict adherence to 12 Traditions, 12 Concepts, APF and APFCNA policies/guidelines are respected in all postings in all mediums.

## **Information and Communication Chair**

- Attend all APFCNA meetings
- Chair and coordinate subcommittee meetings
- Prepare electronic reports in advance of all meetings
- Participate in discussions at APFCNA meetings
- Respond to convention related inquiries or forward inquiries to appropriate trusted servant in a timely manner
- Work closely with APFCNA committee chair and secretary in uploading and updating the website.
- Ensure the NA Way magazine and na.org have the event on their calendar
- Contact local professionals, organizations, treatments facilities, rehabs, etc to inform them of the event and see if they are interested in attending (in coordination with the APFCNA Chair and Secretary).
- Communicate with local PI, H&I, PR and Helpline committees to inform them of the event
- Prepare press packages to have onsite in coordination with the APFCNA Chair, Secretary and RD.
- Create a monthly newsletter, distribute hard copies to local groups and use the website mailing list software to send to interested members who signed up
- Obtain price quotes for onsite communication equipment such as walkie talkies
- Supply local PI, H&I and PR contacts information to PWG for a possible collaborative local PR type of event
- Sends out convention fliers to the wider fellowship utilizing regular mail and correspondences.
- Ensures strict adherence to 12 Traditions, 12 Concepts, and that APFCNA guidelines are respected in all postings in all mediums.

# Asia Pacific Forum Guidelines

- Obtain available tourist information in the host area and making available on site.

## **Registration Chair**

- Attend all APFCNA meetings
- Chair and coordinate subcommittee meetings
- Prepare electronic reports in advance of all meetings
- Participate in discussions at APFCNA meetings
- Prepare and use registration form to maintain registrants information and share complete list regularly with APFCNA.
- Define registration process and get it approved by APFCNA.
- Work closely with APFCNA Treasurer
- Process all registrations in a timely matter and report all statistics to the entire APFCNA on a regular basis
- Prepare a work schedule for onsite volunteers to service a registration table
- Be mindful of the budget
- Work closely with the Secretary & the Treasurer
- Promptly send out confirmation responses to all registrants that register through mail. (Email would be the preferred method.)
- Ensures strict adherence to 12 Traditions, 12 Concepts, and APFCNA guidelines.
- Working with Merchandise point person, recommend to APFCNA a wish list of items desired to be included in the Registration Package

## **Fundraising & Entertainment**

- Attend all APFCNA meetings
- Chair and coordinate subcommittee meetings
- Prepare electronic reports in advance of all meetings
- Participate in discussions at APFCNA meetings
- Be mindful of the budget
- Work closely with the Secretary & the Treasurer
- Create a fundraising/awareness campaign, discuss with APFCNA and submit final suggestions to PWG along with a budget for each event
- Prepare a work schedule for onsite volunteers to service auction/raffles/event access
- Obtain quotes for audio/video equipment (Consult with Treasurer)
- Offer suggestions to APFCNA for onsite entertainment.
- The committee must ensure they work closely with the local Area Service Committee to ensure APFCNA efforts do not overlap with already planned local events. When working jointly with local committees the F&E subcommittee shall accept responsibility for all expenses and revenues.
- Attempt to involve all work group chair persons in all event planning, both on and off site so they can have a role if practical
- Ensures strict adherence to 12 Traditions, 12 Concepts, and APFCNA guidelines

# Asia Pacific Forum Guidelines

- Responsible for all merchandise donated for the auction. All auction merchandise must be numbered and inventoried prior to Auction and tracked financially during the auction. All items auctioned must be NA approved merchandise.

## Merchandise Chair

- Attend all APFCNA meetings
- Chair and coordinate subcommittee meetings
- Prepare electronic reports in advance of all meetings
- Participate in discussions at APFCNA meetings
- Work closely with APFCNA committee and Treasurer in particular.
- Get all required approval from APFCNA committee before proceeding to any merchandise decision. Prepare a work schedule for onsite volunteers to service auction/raffles/event access
- Submit merchandise ideas for sale to APFCNA committee meeting for final approval
- Be mindful of the budget
- Work closely with the Secretary & the Treasurer
- Working with Registration Point Person, recommend to APFCNA a wish list of items desired to be included in the Registration package
- Prepare and disseminate merchandising policy after getting it approved from APFCNA

## Arts & Graphics Chair

- Attend all APFCNA meetings
- Chair and coordinate subcommittee meetings
- Prepare electronic reports in advance of all meetings
- Participate in discussions at APFCNA meetings
- Oversee banquet hall decorations including hanging and removing all banners in main convention room if permissible by the contracted facility.
- Get all required approval from APFCNA committee before proceeding to any Arts and Graphics production related decision.
- Oversee logo graphic selection
- Plan & prepare advance and onsite signage and tickets
- Secure pricing quotes for flyers and other printed materials (In consultation with the Treasurer)
- Be mindful of the budget Work closely with the Secretary & the Treasurer
- Ensures strict adherence to 12 Traditions, 12 Concepts, and APFCNA guidelines
- All brochures/fliers shall go through the Arts and Graphics Point Person for input prior to distribution.
- All the art and graphics should be approved by the APFCNA committee before use.

## **Convention Planning**

- **Regular Meeting schedule agreed:** Host committee is anticipated to have regular planning meetings and share the update with APF admin each month.



# Asia Pacific Forum Guidelines

- **Sub committees formed and task assigned:** Sub-Committees (Hospitality, Venue, Program, Art & Graphic, Financial Planning and Fund raising, Information and communication, Merchandise, Registration, and Entertainment etc.). All of these positions are expected to be elected by the host community.
- **Necessary market analysis, bidding and selection:** Before making any financial decisions the committee should organize necessary market analysis. At least three quotation should be collected before selecting any vendors unless unavailable.
- **Convention Theme Finalized**
- **Venue finalized**
- **Budget finalized:** Host committee should finalize the budget at least 6 months prior to the event.
- **Registration amount and procedure finalized:** While finalising the unit registration cost, our primary purpose should be kept in mind and rigorous financial analysis should be done. Registration procedures should be made clear and should be communicated well through website and flier, giving consideration to international registrations.
- **Bank account opened:** APFCNA Treasurer will be the primary signatory of the bank accounts together with APFCNA Chairperson and the hosting community's RD.
- **Coordination and communication (Including local authority and website update):** Coordination and communication both at national and international level should be made by host committee. Necessary approval from the relevant government authority should be sought in a timely manner. All convention related information should be updated on the APFCNA website. All published documents should be approved by APFCNA committee before posting.
- **Fliers Produced:** Convention flier should be produced at least before 6 months of the event.
- **Program finalized and resource persons selected:** Program should be finalized and all necessary resource persons should be selected a month before the event. Considering the participation of wider communities, the host community is encouraged to plan relevant workshops beneficial to the local communities.
- **Merchandising Policy Finalized:** Any third parties (except APF and host committee) wishing to sell merchandise must submit a written request from their Region/Area which authenticates that the merchandise will be sold in compliance with the Seventh Tradition. It is up to the host committee to decide when and in which circumstances third parties will be authorized to sell their products at the APFCNA.

## 4. Convention Execution

- Venue prepared (decoration, set up, sound, light, stationaries etc.) Hospitality organized including airport pick ups
- Program and resource persons prepared
- Necessary coordination and communication completed.

### 4.1 Post-Convention

**APFCNA Review Meeting:** APFCNA review meeting should take place within 30 days of the completion of the convention. The date of this meeting should be communicated to all the APFCNA committee members and subcommittee chairs.

**Final Report preparation including financial:** The host committee shall present the APFCNA final report to the APF. The report should have at least two parts: overall convention summary and the financial details. The report should be presented no later than a month after the completion of the event.

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Overall Convention Summary: Local host community background, event summary, total participants, total clean time, communities represented, details of host committees and sub committees, local guideline summary (if prepared), challenges, learnings, best practices and recommendations.

Financial Details: Financial details part of the report should contain cash flow, statement of activities, registration details, merchandise details and other fund raising details at a minimum. In general, the report should be able to demonstrate the details of income and expenditures transparently. All the details are anticipated to be included as an appendix.

**Financial settlement between APF and APFCNA:** All the financial settlements should be done between APF and the local host committee no later than a month after the completion of the event. However it is advised to be completed immediately after the event so that the transaction is easier.

**Financial Audit:** Financial audit of the event should be done within 3 months of the completion of the event. Audit team shall be comprised of Convention secretary, host community treasurer (RSC/ASC) and a person nominated by APF admin committee.

## 5. APFCNA Committee Meeting

- APFCNA meetings will take place in a convenient public location accessible by all APFCNA members.
- Meeting schedule will be agreed in advance by the APFCNA members
- Meetings shall take place at least once per month, and more frequently as the event draws closer.
- Agenda will be created by APFCNA Chair and sent out to APFCNA members at least 48 hrs in advance of meeting for their input.
- Time line task list for each of the sub committees will be prepared and the progress reviewed in each meeting.
- Items will be prioritized and dispensed with in a timely manner
- An attempt will be made to arrive at decisions by consensus when possible. Items that remain important but unresolved may require a decision by the PWG
- All subcommittee chair persons are required to create and submit to the Secretary an electronic report during the APFCNA meeting.
- Though meetings may be open to interested members, the APFCNA Chair has discretion on who may be allowed to speak and for how long but priority is always given to the APFCNA members
- A short closing meeting is to be held immediately following the last convention event
- A final review meeting is to be held within 30 days of the closing of the convention where each of the subcommittee chairs are required to submit wrap up reports including thoughts and recommendations.

## 6. Dismissal

APFCNA members may be dismissed from their positions at any time for:

- Admitted interruption in continuous abstinence (loss of clean time)
- Negligence of responsibilities
- Violence or threat of violence
- Continuous absenteeism (2 consecutive APFCNA meetings, except for humanitarian/compassionate reasons)
- Inability or unwillingness to perform responsibilities
- Refusal to comply with the APFCNA guidelines.

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- Each of the members should be given sufficient opportunity for clarification before dismissal.
- Final decision for dismissal will rest with APFCNA committee.
- If the committee has reason to believe that the Convention Chair should be removed, a vote of confidence will take place after the Chair has been afforded the opportunity to speak on their own behalf. If the result of the confidence vote is NO-CONFIDENCE and exceeds 75%, the chair will be dismissed and reappointment of the new chair will take place at its earliest possible duration. Existing APFCNA committee may elect new chair under the circumstance. Since the position of Convention Chair is assigned by APFCNA, only APFCNA may remove a sitting APFCNA Chairperson.

## 7. Resignation

Voluntary resignation should be submitted in writing to the APFCNA Chair. A written resignation becomes effective at the end of the meeting in which it is received and read into the minutes.

NOTE: Information on vacant positions must go out to the fellowship immediately after the APFCNA meeting.

## 8. APFCNA Funds

- APFCNA Treasurer will be the primary signatory of the bank accounts togetherwith APFCNA Chairperson and the hosting community's RD.
- The convention committee shall be funded through contributions from APFCNA or individual members of NA, and APFCNA work groups' events and activities.
- All revenue accumulated from all sources will be maintained in a general fund bank account
- The APFCNA Treasurer shall deposit all revenues regularly and without delay.
- A night deposit key shall be acquired with the most convenient bank branch location. All deposits shall be made using the night deposit key when monies are received outside of regular banking hours. The Treasurer's input should be carefully considered when selecting the branch location.
- In the event that a cheque is made payable to one of the co-signers, it is preferred that payee not be one of the signatories on that cheque.
- Normally, all expenditures shall be paid by cheque. Cash disbursement may be made only upon submission of receipt and approval of the Admin Committee. The Treasurer shall be informed of all cash disbursements.
- All proceeds from the sale of merchandise, convention profits, or funds otherwise raised through the efforts of work groups shall be turned over to the APFCNA Treasurer at the first reasonable opportunity. See Financial Policies and best practices in Appendix "A" for additional clarification.
- American money is to be taken at par except in situation of a difference of more than 10% exchange rate. Rates shall be rounded down to the nearest .10 cent without exceeding current market rates.
- Upon completion of any APFCNA fundraising event a full report including expenses, revenue and receipts must be forwarded to the APFCNA Treasurer no later than the next APFCNA meeting
- Any member handling money shall have a minimum of two (2) years clean time and sign Financial Disclosure Agreement template (#018) in Appendix "A"
- APFCNA will attempt to acquire three (3) quotes and present them to the Committee.
- All subcommittee chairperson reports will include a complete financial breakdown of their Work Groups progress.
- All surpluses from the convention will be turned over directly to APFCNA

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- The current account must be audited and ready for turn over to the next APFCNA no later than 90 days following the convention.

## 9. APFCNA References

APFCNA Committee is anticipated to be guided by the following:

- 12 Traditions of NA
- 12 Concepts of NA Service
- Current APFCNA Guidelines
- Current APF Guidelines
- Current APFCNA Consensus Based Decision Making (Appendix “B” attached)
- Future APFCNA directives
- A Vision for NA Service (Appendix “C”)
- APF Vision Statement (Appendix “C”)

## 10. Amendments of APFCNA Policies and Guidelines

Any proposal to amend the APFCNA Policies & Guidelines must be presented to, and reviewed by the annual APF meeting.