

# Official Guidelines

## ASIA PACIFIC FORUM

Aotearoa New Zealand - Australia - Bahrain - Cambodia - China - Guam - Hawaii  
India - Indonesia - Iran - Japan - Kuwait - Malaysia - Maldives - Nepal - NERF - Pakistan  
Philippines - Saudi Arabia - Singapore - South Korea - Thailand - Viet Nam

A Network of  Communities

*Approved at Kolkata APF, February 2010*

<http://www.apfna.org/>

# Asia Pacific Forum Guidelines

## TABLE OF CONTENTS

Section 1:	<u>APF Statement of Purpose</u> .....	3
Section 2:	<u>NA Community Membership</u> .....	3
Section 3:	<u>Suggested Criteria for Administrative Committee Officers</u> .....	6
Section 4:	<u>Suggested Criteria for Other Trusted Servant Positions for the APF</u> .....	7
Section 5:	<u>Other Participants at the APF Meetings</u> .....	7
Section 6:	<u>New Business, Decision making and Voting</u> .....	7
Section 7:	<u>Meeting Times</u> .....	8
Section 8:	<u>Fiscal Guidelines</u> .....	8
Section 9:	<u>Duties and Responsibilities for Trusted Servants of the APF</u> .....	8
Section 10:	<u>Administrative Committee Guidelines</u> .....	11
Section 11:	<u>Non-Performance of Trusted Servants</u> .....	13
Section 12:	<u>Delegate/Representative Responsibilities</u> .....	13
Section 13:	<u>Host Delegate Responsibilities</u> .....	14
Appendix A:	<u>Asia Pacific Forum Website Guidelines</u> .....	15
Appendix B:	<u>Asia Pacific Forum Election Guidelines</u> .....	16
Appendix C:	<u>Fellowship Development Principles</u> .....	18
Appendix D:	<u>Fellowship Development Resource Material</u> .....	19
Appendix E:	<u>Merchandising Guidelines</u> .....	21
Appendix F:	<u>APF Newsletter editor and editorial committee recommendations</u> .....	22
Appendix G:	<u>APF Community Reporting Template</u> .....	23
Appendix H:	<u>Participant Request Form</u> .....	24
Appendix I:	<u>APF Evaluation Form Template</u> .....	25
Appendix J:	<u>APF List Server Guidelines</u> .....	26
Appendix K:	<u>Solutions to Existing Challenges in Emerging NA Communities Workshop</u> ....	27

# 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.

## Section 2: NA Community Membership

### 2.1 Definition

Each NA Community within or practically linked to, the geographical boundaries of the Asian 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 & to assist both potential & existing APF Communities & 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.}

# Asia Pacific Forum Guidelines

## 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 their delegate to the APF meeting. The delegate shall forward a "Participant Request Form" to APF admin no later than 6 weeks prior to the APF and APF Admin will determine if funds allow to grant the request.
- 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 Admin to support communities that require funding assistance and bringing service related materials specific (Guidelines, Strategic Plans etc) from your NA community to the APF that might make a contribution to the newer communities.

## 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 & the APF body as a whole, will consider the case & give every consideration to the seating request 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 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 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 Administration 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 Administration Committee along with a report by the Admin Committee detailing the communication so far & 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 Administration Committee and will immediately assume all the seated participant benefits & 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 Administration 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 & their 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 Administration Committee.
- 2.5.2 Communities forming out of an already existing Community must have functioned as a separate body for 2 Years & also have made & maintained contact with the APF Administration 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.

# Asia Pacific Forum Guidelines

- 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 be 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 & the new Community with facilitation provided by the APF Administration 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 Neighbouring 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.
- 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 administration Committee along with assuming all the seated benefits & 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 Administration Committee will notify the Community of the reasons a consensus could not be reached, will continue to work with the Split off Community along with the seated neighbouring Community to assist them in their growth & their 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 Communities 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 Administrative 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 reapply to be seated as a Community the APF. The application needs to be made to the APF Administrative 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 Administrative Committee. It will be put forward, along with a recommendation, by the APF Administrative Committee. If re-seated, the Community will be notified as soon as practically possible by the Administration Committee along with assuming all the seated benefits & will be asked to assume all the seated participants responsibilities. If a consensus cannot be reached by the APF, the APF Administration 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 & their 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 present.

# Asia Pacific Forum Guidelines

## **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:

### **a) Chairperson:**

- i) 7 years clean time.
- ii) Have served on the APF recently. (within 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) May or may not be a community delegate/representative.
- iii) Able to communicate in English.
- iv) Recent APF experience desirable
- v) Experience with formulating meeting agendas
- vi) Have good communication skills.
- vii) Have strong computer skills.
- viii) Have access to the internet.

### **c) Treasurer:**

- i) 5 years clean time.
- ii) May or may not be a community delegate/representative.
- iii) Able to communicate in English.
- iv) Recent APF experience desirable
- v) Experience with formulating meeting agendas
- vi) Have good communication skills.
- vii) Good accounting skills
- viii) Previous NA Treasury experience on a Committee level.
- ix) Have strong computer skills
- x) Have access to the internet

# Asia Pacific Forum Guidelines

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

### **1) Newsletter Editor:**

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

### **2) Website Chair:**

- A. See Appendix A “Asia Pacific Forum Website Guidelines”

### **3) 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.

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

- 1) Representatives from NA World Services. 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 New Delegates Handbook for discussion on “Consensus Decision Making”. Decisions at an APF meeting may be reached through consensus or by formal voting. Generally at the chairpersons 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. {IE: 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, 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 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

# Asia Pacific Forum Guidelines

## **Section 7: Meeting Times**

- 1) Each year, a 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 may run between 3 and 4 days and is usually 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.

## **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 and/or Secretary in a reasonable and timely fashion.

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

### **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 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 2 months 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) Assists and supports the Chairperson's assigned duties and responsibilities.
- b) The Secretary should attend the APF meeting.
- c) 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.
- d) Is responsible for the list server administrative duties.
- e) Is responsible for delegating/monitoring/moderating, all list server mails.
- f) Is responsible for answering all list-server communication directed to the Admin Committee.
- g) Is responsible for implementing changes to the guidelines as approved at the annual meeting.
- h) 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.

# Asia Pacific Forum Guidelines

- i) Responsible for working with the host delegate/committee for all preparations for the APF meeting keeping/ 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.
- j) The secretary will be in contact with the web-servant to help coordinate the posting in PDF Format of all Admin reports, sub-committee reports and community reports within 2 months after the APF meeting.
- k) Is responsible for creating the APF meeting minutes and posting them to the APF List Server and to the APF website within 2 months of the conclusion of the APF the meeting, Minutes must be approved by the current and out-going Admin committee member(s).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.
- l) Is responsible to inform first time delegates of the existence of the APF 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 annual APF meetings.
- 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) The Treasurer should attend 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 list at least 2 months before the APF 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

### 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 FDC.

For the Annual APF Meeting, The FDC role has the following specific responsibilities:

- d) Include the local fellowship wherever possible when arranging the annual APF meeting.
- e) 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.
- f) Support communities who wish to host future APF meetings to ensure bids are ready for presentation at the APF
- g) Prepare an FD Report for the Annual APF and present this with Admin Committee Reports
- h) 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.
- i) The annual FD budget is approved by consensus of the APF body at the regular APF meeting.

# Asia Pacific Forum Guidelines

- j) The annual budget may be exceeded if required to complete an FD trip already in progress only if unexpected expenses are incurred.

## 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.

- k) The APF Admin committee approves all FD activities and all FD expenditure within the FD budget.
- l) The FDC supports NA communities to prepare written requests for FD activities .
- m) The Admin Committee determines best use of budget to achieve FD Goals.
- n) NA Communities who wish to receive APF funded FD will approach the APF Admin Committee or the FDC.
- o) The Admin Committee will prepare and update a proposed timetable of FD activities.
- p) The FDC will provide regular Admin approved reports on FD Activities to the APF List

## 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 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.

## 6) Web-Servant:

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

## 7) Public Relations Resource Person:

- a) Is available to support APF NA communities with public information requests for support.
- b) Creates a report for the annual meeting discussing all activities on communications and projects.
- c) May or may not be an APF delegate/representative.
- d) Must be from the Asia Pacific Zone
- e) Is *not* required and is not funded to attend the annual APF meeting.

## 8) H&I Resource Person:

- a) Is available to support APF NA communities with public information requests for support.
- b) Creates a report for the annual meeting discussing all activities on communications and projects.
- c) May or may not be an APF delegate/representative.
- d) Must be from the Asia Pacific Zone
- e) Is *not* required and is not funded to attend the annual APF meeting.

# Asia Pacific Forum Guidelines

## Section 10: Administrative Committee Guidelines

- 1) Funding Committee Members to the Annual APF Meeting
  - a) 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.
  - b) APF sub-committee chair people and APF 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).
- 2) 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, NAWS, APF fundraising 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 Administrative 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 Administrative Committee will deliver adequate funding for a delegate/representative to attend the annual meeting. This funding will support the delegate/representative in acquiring airfare, accommodations, 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 Administrative 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 Administrative Committee should approach the NA community in question for positive confirmation of their delegate/representative. The Administrative 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) 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 consisting of 3 to 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 Admin with logistics and to aid the delegates 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 Tuesday morning at the opening of the APF.
- 3) Expenses and Reimbursements
  - a) Acknowledging that there will be costs involved in performing the work of the APF Administrative Committee (e.g. international telephone calls, interpreters, emailing, postage etc.) members of the Administrative Committee may contact the Treasurer for reimbursement of such costs within a budget determined by the Admin Committee on an annual basis.
- 4) Reporting at the World Service Conference
  - a) The Admin Committee ensures that a WSC attendee who is a member of the Administrative Committee or an APF delegate deliver 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.

4/24/2010

# Asia Pacific Forum Guidelines

- 5) Chairing the APF Meeting at the World Service Conference
  - a) In the absence of the APF Chairperson at the WSC Zonal Meeting, another APF participant may be chosen to perform the role.
- 6) Communication within the Administrative Committee
  - a) Primarily by email and internet teleconference but also by fax and telephone.
  - b) Chairperson to receive copy of all communications
  - c) The Chairperson will instigate regular communication at least once a month. Other members may also initiate communication.
- 7) 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.
- 8) 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. All members of the Administrative Committee must be in communication to make a consensus decision on the immediate need. The decision is then communicated to the APF body within 7 days of the decision.
- 9) Communication with Delegates/Representatives
  - a) The Admin committee regularly communicates with all delegates:
    - i) Through the newsletter
    - ii) By e-mail, fax or surface mail 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.
- 10) 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 our Web-Site no more than 1 month after the Annual APF Meeting to ensure everyone has access to our up-dated 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 list server 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)).
- 11) Inclusion for 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.

# Asia Pacific Forum Guidelines

- 12) Responsible for distribution and collection of the APF Evaluation (See Appendix H) forms 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 stored on group office so that future Admin committees can reference these forms
- 13) 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
- 14) A hard copy of the all Admin reports and delegate orientation packs will be distributed to all delegates at the APF. The reports and the Orientation pack shall be sent out to the APF List at least 2 weeks prior to the APF
- 15) **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)

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

The APF Administrative Committee has the right to act on behalf of the APF Committee 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 e-mail.
- 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 role 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 e-mail, a copy of which will be printed out & made available to the voting participants on request. The Removed trusted servant will be taken off the list server at the first available time. The Admin Committee is responsible to care take 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 role 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, (If the trusted servant cannot attend, a written statement will be read on there behalf by one of the remaining APF Admin Committee Members) &, the voting APF voting participants.
- 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 will archive a full account of all proceeding regardless of the outcome.

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

- 1) Gives a community report at the annual meeting using the APF COMMUNITY REPORTING TEMPLATE (Please refer to Appendix F). The report shall be posted to the APF List Server no later then 1 month before the APF and the delegate shall bring hard copies of their report to the annual meeting in quantities to be determined by APF Admin.

4/24/2010

# Asia Pacific Forum Guidelines

- 2) Forwards agenda items to the APF Chairperson and funding requests to the APF Treasurer.
- 3) Shall submit a Participant Request Form to APF Admin at least 6 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 not be recognized.
- 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 e-mail postings to the APF list-server. *{The suggested reporting intervals are a minimum of 4 times a year.}*
- 7) Brings back any pertinent information to their local service committees from posts made to the APF List Server by other delegates.
- 8) Informs Chairperson of any changes to contact information for the delegate/representative and/or the NA community represented.
- 9) Confirms attendance at APF meeting to Chairperson.
- 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 Pack
- 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.)*

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

1. Works with APF admin relating to 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 3 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 funded delegates, NAWS etc.
9. Supplies APF Admin will all information required by the attending delegates 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

4/24/2010

# Asia Pacific Forum Guidelines

- f. NA meeting schedules around the vicinity of the APF.
10. Must be available onsite at the APF 2 nights before the APF 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 communities 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.

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

### **Purpose:**

To provide easily accessible information to NA members, communities and regions in the Asia Pacific Zone and worldwide.

### **General:**

- 1) The Asia Pacific Forum website - <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) The website on-line content needs to be accessible to all browser software and their versions.
- 4) In the construction of the web pages, the alternative text field should always contain a description of the content, making all the information of each page accessible to people with disability technology.
- 5) Links from the website should only be to other Narcotics Anonymous websites. No unaffiliated links are to be placed on the website.
- 6) 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.
- 7) All new content is uploaded to a test area of the web site, and following review and approval of the Admin Committee the material is published to the public web site. Routine updates to current content (eg adding new events or changes to contact information) are not subject to this level of review.
- 8) All passwords for site update access, domain name update and web hosting company access must be made available to the Admin Committee.
- 9) 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) An archive of APF newsletters and the current newsletter.
- 2) The APF Statement of Purpose and vision statement.
- 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.

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:

4/24/2010

# Asia Pacific Forum Guidelines

- 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.
  - ii) Where ever 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 Servant 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 Servant 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.
- 7) Links to other NA websites that may be of interest to members, communities and regions in our zone.
- 8) 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.
- 9) 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

## **APF Web Servant Position:**

- 1) This is a two year commitment. The minimum clean time for this position is five years.
- 2) Any applicant for this position should have a demonstrated ability to write HTML code and administer a website. They also require access to a computer that can run the latest generation of web browsers, and a suitable connection to the Internet.
- 3) It is the responsibility of the Web Servant to maintain and update the website within approximately ten days of receiving new information.
- 4) Once new content has been published, the Web Servant will send a brief email to the APF email list outlining the change.
- 5) A report is to be submitted to each APF meeting, which should include a summary of site development, visitor statistics, and recommendations for ongoing development.

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

### **Purpose:**

# Asia Pacific Forum Guidelines

- 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 Meeting Orientation Pack that is sent out 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) The Treasurer, Secretary, Newsletter Chair and Web-servant can serve a maximum of two consecutive terms.
- 3) The term of the Chairperson is fixed at two years each and cannot be extended.

## Resignation:

- 1) If a Trusted Servant resigns prior to the end of their term of service their duties are taken over by the other members of the Admin Committee. 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.

## Clean Time Requirement:

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

## Nomination Procedure:

The nomination process involves the completion of an APF Service Resume Form by a nominee. This form must be received by the Chairperson before the lunch break on the first day of the APF meeting. Although nominations will be accepted on the first day of the meeting it is recommended that nominations be made at least two months prior to the meeting. Once the Chairperson receives a nomination, copies should be distributed to all voting members.

## 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.

4/24/2010

# Asia Pacific Forum Guidelines

- 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.

## 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 a 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 are 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 focussing 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.

## **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

# Asia Pacific Forum Guidelines

9. Special Issue Workshops

10. Government Relations Workshops

11. APF FD Forms:

## 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.

Fellowship Development Activity:	A. Region/Community & proposed Activity
Local Service body with contact details:	RSC/ASC/.....
Purpose:	<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>
Who will be Attending:	Please give a fair & reasonable indication of the numbers likely to attend the event.
Dates & Duration:	eg: 2 Day workshop to coincide with local Convention/APF meeting/Local Unity day...
Estimated Cost to Fellowship:	A breakdown of costs including Hire of proposed event premises, local accommodation, estimate of travel expenses.....
Country Visa requirements:	Please obtain information for the members who you have requested pertaining to the country they are from in regards to them entering your Country.
Language needs:	eg: Are translations required? Can they be provided by the local Service body???
Current security issues & travel warning status:	As per Government advise at time of request.
Previous Fellowship Development events:	eg: Hosted APF meeting, NAWS workshop, learning days.....
Local Experience & recourses:	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)
Literature request:	This will depend on the members attending & their language/reading ability to read literature.
Additional Service events that could be attended:	eg: Local H & I meetings, RSC/ASC Meetings, LTC meetings.....
Additional Service events that could be	eg: Local H & I meetings, RSC/ASC Meetings, LTC meetings.....

attended:	
-----------	--

## 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 point person 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. This point-person and the Committee that is formed by that point-person is accountable to the APF Committee.

The point-person will always keep an open line of communication with the APF Admin primarily the treasurer

### General:

1. The Merchandise Point-person will be appointed at the annual APF Meeting, this is not a funded position.
2. To be eligible for the Merchandise Point-person position, the member must have a minimum of 6 years experience in handling NA funds.
3. A report will be submitted in the bi-annual APF Treasurers report as well as a report written and distributed at the annual APF meeting.
4. 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.
5. The Merchandise Committee may operate with a reserve of up to US \$1,000.
6. The Merchandise Committee may request operational funds at the annual APF meeting or through the APF Administrative committee.
7. The Merchandise Committee Point Person will work with the APF treasurer to ensure accountability
- 8 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.
9. 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 Point person will be elected at the annual APF Meeting. The other trusted servants will be appointed by the Merchandise Point-person

### Decision Making:

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

## **Appendix F: APF Newsletter editor and editorial committee recommendations**

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 Committee Chairperson:**

Is responsible to the APF through the Admin Committee.

### **Requirements:**

The APF Newsletter Chairperson:

- 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 Chair 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
- 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 chair to develop the APF Newsletter. This committee consists of up to 5 NA members plus the chairperson. It is responsible for assisting the newsletter chair 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.

# Asia Pacific Forum Guidelines

## Duties:

The editorial committee members:

- Assist the Newsletter Chair 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 Chair;
- 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.

## 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

- 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.**

	<b>Session</b>	<b>Rating</b>
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?**

	<b>Format</b>	<b>Rating</b>
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:**

---



---



---



---

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

---



---



---



---

# Asia Pacific Forum Guidelines

## **Appendix J: APF List Server Guidelines**

1. Membership of the APF List Server.
  - b) Up to 3 delegates/representatives nominated by each member community. e.g. current delegate and alternate plus the outgoing delegate.
  - c) All elected APF trusted servants (including pi, H&I, newsletter etc) .APF trusted servants will remain on the list server for a period of 2 years after they have rolled off of their commitments.
  - d) NA Members tasked by the admin committee to carry out tasks for the APF as required.
2. 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.
3. The APF List Server Moderator shall send a test message out to all new members and will wait for a response before enrolling the new member in the list server.
4. The following List Server Greeting Message is to be sent to all new subscribers welcoming them to the APF List.

### **APF List Server Greeting Message**

Greetings and welcome to the Asia Pacific Forum List Server.

The goals of this list server 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 list server 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 alot of our member communities share mutual problems and concerns so let's use this list server as a means to help fulfill some of our common needs and to support each other in overcoming obstacles.

When you want to post a message to the List Server, 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 server. 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 server 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 list server 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 then 150KB. If you want to reply to someone personally regarding a post to the list, don't "reply" to the list server but simply create a new email and send directly to the member (All posts from the list server 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

# 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) dedicated to 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.