

# 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 Manila APF, February 2009*

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

# Asia Pacific Forum Guidelines

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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.

## Section 2: NA Community Membership

- 1) Each NA community has the *choice* to join this forum.
  - a) For the purposes of the APF an NA Community is
    - i) An RSC as defined in the Guide to Local Services
    - ii) In communities where an RSC is yet to form, an appropriate service body that serves NA in a specific country/community as determined by the APF.
  - b) Where an RSC is already a seated APF participant the APF will not accept "breakaway" groups within the region. If an established region is dividing into 2 regions through due process they may join the APF though a proposal put forward by the existing region.
- 1) Each NA community belonging to the Forum can send a group of members to the Forum meeting; however only one delegate/representative per community can vote at the Forum meeting. One alternate RD or community 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.
- 2) *Each NA community's* delegate/representative is given the authorization to vote on issues on behalf of their community.
- 3) Newly formed Regions/Communities, from within the APF geographical boundaries, wishing to join the APF & attend the next available meeting, are requested to make contact with the APF Admin Committee, at least 3 months prior to the next APF meeting, for guidance. The Admin Committee will work with the Newly formed Region/Community to establish, through mutual consensus, if attending the next available APF meeting is practical & helpful to all concerned. The Admin Committee has the mandate to approve funding of the newly formed Region/Community, however they may seek guidance from the APF body if they cannot reach consensus from within the Committee & with the Newly formed Region/Community.
- 4) Regional/Community membership & consequent seating at the Forum, shall be conducted at the New Business session of the annual APF meeting. Seating will be introduced by way of a formal request by the New Region/Community to be seated or from a voting participant. The Chair will work with the body to establish consensus on this request. In the event of consensus not being reached, the Chair may request that a voting participant present the request in motion form, requiring a seconder, & a formal vote will occur. If the request, or motion, is successful, the Newly formed Region/Community immediately becomes a seated, thus voting, participant of the APF. {The Newly formed Region/Community is not required to be present at the Meeting were the request is being made.}

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## **Section 3: Suggested Criteria for Administrative Committee Officers**

- 2) The APF Administrative Committee consists of:
  - a) Chairperson
  - b) Secretary
  - c) Treasurer
- 3) 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.

### **b) 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

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## **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: Decision making and voting**

See Appendix C; “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.

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## **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) Will distribute meeting minutes within two months after the annual APF meeting that includes an updated contact list of APF participants, trusted servants and other contact information that is helpful to the APF.
- e) Is responsible for the list server administrative duties.

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- f) Is responsible for delegating/monitoring, all list server mails.
- g) Is responsible for answering all list-server 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.
- j) 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.
- k) The secretary will be in contact with the web-servant for posting of all community reports within 2 months after the APF meeting.
- l) All trusted servant reports will be given in PDF format to the web servant within 1 month after the conclusion of the APF
- m) Is responsible for creating the APF meeting minutes and posting them to the List Server and to the website within two months after the conclusion of the APF the meeting, Minutes must be approved by the current and out-going Admin committee member(s).

### 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 informing all APF participants that require funding to submit a "Funding Participant Request Form" minimum 2 months before the APF
- m) Requests input from APF Admin on all funding requests

### 4) **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.

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## 5) **Web-Servant:**

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

## 6) **Public Relations Resource Person:**

- a) Is available to support APF NA communities with public information requests for support.
- b) Reports to the APF at the annual meeting 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 to attend the annual APF meeting.

## 7) **H&I Resource Person:**

- a) Is available to support APF NA communities with public information requests for support.
- b) Reports to the APF at the annual meeting 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 to attend the annual APF meeting.

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

### 1) Funding Committee Members to the Annual APF Meeting

- a) At all times, APF Admin (Chairperson, Secretary & Treasurer) 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 “Funded 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.

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- e) 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).
  - 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.
- 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 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.

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## 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 word 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.

## 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.

## **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.

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## **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 than 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.
- 2) Forwards agenda items to the APF Chairperson and funding requests to the APF Treasurer.
- 3) *All Participant Request Forms for the APF should be submitted at least 6 weeks before the annual meeting takes place.*
- 4) *Funding requests after this 6 week cut-off date will not be funded.*
- 5) 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.}*
- 6) Informs Chairperson of any changes to contact information for the delegate/representative and/or the NA community represented.
- 7) Confirms attendance at APF meeting to Chairperson.

*(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
  - f. NA meeting schedules around the vicinity of the APF.
10. Must be available onsite at the APF 2 days 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.

# Asia Pacific Forum Guidelines

## **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 is owned and operated by the Asia Pacific Forum and maintained by the APF Website Chair
- 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) All web page content should be printable
- 5) 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.
- 6) Links from the website should only be to other Narcotics Anonymous websites. No unaffiliated links are to be placed on the website.
- 7) 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.
- 8) All new content is uploaded to a password protected area of the web site and following review and written approval of the Admin Committee the material is published to the public web site.
- 9) All passwords for site update access, domain name update and web hosting company access must be made available to the Admin Committee.
- 10) Ownership of all aspects of the APF website must be owned by the APF Committee itself, never an individual.

### **Content:**

- 1) The website should contain the following information:
  - a) An archive of APF newsletters and the current newsletter.
  - b) Our Statement of Purpose.
  - c) A regularly updated History Page.
  - d) A page that gives contact details for the APF and its office bearers.
  - e) A page that tracks new information that is added to the site.
  - f) A page that contains basic information about isolated NA communities in our zone.
  - g) A page that provides information about events and activities that may be of interest to members, communities and regions in our zone.
  - h) Links to other websites that may be of interest to members, communities and regions in our zone.
  - i) A password protected documents page that contains:
    - i) Copies of all appropriate outgoing APF correspondence.
    - ii) Copies of all appropriate communications received by the forum, including those received from NAWS.
    - iii) Copies of minutes from other zonal forums.
    - iv) Any other documents that the committee believes may be of interest to NA members, communities and regions in our zone.

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- j) A page that details the available translated material in our zone and tracks the literature that is currently being translated by our Local Translation Committees.
- k) 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 Website Chair. However, the Website Chair should accept direction from a majority of committee members 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
- 3) The Website Chair should accept direction from a majority of committee members or the Admin Committee between APF meetings in relation to structure and layout.

## **APF Website Chairperson:**

- 1) This is a two-year commitment. The minimum clean time for this position is five years. 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.
- 2) It is the responsibility of the Website Chairperson to maintain and update the website on a monthly basis.

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## **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 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.

# Asia Pacific Forum Guidelines

## 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.

## Appendix C: Consensus based decision making

*{The following is by no means an expert explanation of consensus, but it can be used a place to begin, and perhaps it could be a project to better define and complete this appendix over the next year.}*

### Consensus differs from conventional or formal voting in the following ways:

Consensus is usually less adversarial; there is no division into “for and against”.

All points of view may be considered, there is no restriction to three pros & three cons.

Those in the minority have the opportunity state their reasons so that all bases are covered resulting in a more fully informed decision.

There is less opportunity for parliamentary gymnastics, routine business can be dealt with very quickly.

A perceived problem with consensus is that a small number of people or even a single person can veto a proposal that an overwhelming majority is in favor of. Consensus depends more on spiritual principles in this situation and relies on the good will of the dissenting minority to accept the wishes of the majority and “live with the decision”.

### An example of consensus:

CHAIRPERSON “ I have listened to the discussion about where the next years APF meeting should be held and I sense that most delegates are in favor of ( City A ) are there any objections to this”

*Most delegates shake their heads affirming (City A) as the best choice except for two delegates who raise their hands”*

DELEGATE 1 “I have a problem, it is usually Chinese New Year in (City A) on those dates and it will be impossible to get a plane ticket or hotel accommodation.”

DELEGATE 2 “I strongly object, The APF was held in (City A) three years ago and it should be the turn of (City B)”

DELEGATE 3 “It is ok about Chinese New Year, you just have to book early, it was ok last time”

*Other delegates agree and reassure Delegate 1.*

DELEGATE 1 “Well ok then I have no objection”

DELEGATE 2 “I still strongly object, I do not believe that it is fair to return to (City A) so soon. There are many cities that have not yet hosted the APF meeting, but I can see that I am the only person who objects so I will agree to (City A)

CHAIRPERSON “We have broad consensus that next years meeting will be in (City 1) so that is where it will be.

# Asia Pacific Forum Guidelines

## **Appendix D: 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 E: 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 -
- 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 F: 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. What number 1 key issue would your community like addressed at the upcoming APF?
4. Demographics of your fellowship:
  - How many groups/meetings do you have? Approximate size of membership.
  - 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.
5. 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?
6. 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.
7. How can APF Admin organize the upcoming APF meeting to best address the needs of your individual community?
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 G: Participant Request Form

- o *All participants including committee members, delegates, alternate delegates, resource people and/or attendees in any official capacity who are representing their communities should fill out a participant request form whether you are requesting funding or not.*

- **Full Name (as it appears on the passport) and position of APF Participant completing this form.**

\_\_\_\_\_

- **NA Community/Service position requesting Participation:** \_\_\_\_\_

- **Is your Community currently a 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 20?? APF.**

**Does not require funding assistance to attend the 20?? APF.**

**Already has or intends to make a financial donation to the APF.** \_\_\_\_\_ **(\$US)**

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

1. **Local Travel costs to departing airport in the amount of:** \_\_\_\_\_ **(\$US)**

2. **Roundtrip ticket from \_\_\_\_\_ in the amount of:** \_\_\_\_\_ **(\$US)**

3. **Airport/Departure tax from Home country in the amount of:** \_\_\_\_\_ **(\$US)**

4. **Visa cost in the amount of:** \_\_\_\_\_ **(\$US)**

5. **Requires accommodation at the APF** *(please mark X for applicable choice)*

**Yes**  **No**

a. **If yes, are you a smoker or non smoker?***(please mark X for applicable choice)*

**Yes**  **No**

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. **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**

\_\_\_\_\_

**If there is any change in your request, please notify the Admin. Committee.**

**Date:** \_\_\_\_\_

**Phone #:** \_\_\_\_\_

**Email: Address:** \_\_\_\_\_

# Asia Pacific Forum Guidelines

## Appendix H: 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 I: APF LIST SERVER GUIDELINES

1. Membership of the APF List Server.
  - a) Three delegate/representatives nominated by each member community. e.g. current delegate and alternate plus the outgoing delegate.
  - b) 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.
  - c) NA Members tasked by the admin committee to carry out tasks for the APF as required.
2. The following List Server Greeting Message is currently being used by APF Admin to greet new subscribers and is subject to review and approval at the APF 2010

### 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