

# **Asia Pacific Forum** **Delegates Orientation Handbook**

## **Welcome to the APF**

The Asia Pacific Forum (APF) meetings are traditionally held once a year, unless otherwise decided. The primary function of the APF is to unify and serve its communities in helping to carry NA's message not only to the addict that still suffers, but also to organisations whether private or governmental that can refer potential members to NA. The APF is an active member of the World Service Conference (WSC) and sends reports to update our progress. Delegates strive for unity and another function of the APF is to be a centre of communication with other Regions and the global NA fellowship. The APF supports and contributes to the growth of NA by assisting the development of NA communities in the Asia Pacific Region. The APF also supports communities with their individual Literature translations projects in alignment with NA World Services (NAWS).

### **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 honour:

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.

The APF has a number of sub-committees that:

1. Assist the APF with carrying the NA message through Public Relations (PR) and Hospitals and Institutions (HI).
2. Develop and produce an APF Newsletter.
3. Provide Fellowship Development services directly to communities who have restricted access to the existing service structure or who are geographically isolated.
4. Supports the member communities by offering web services to make their communities more visible to the rest of the world.

Additionally, the APF through its Admin Committee provides information and communication and also deals with difficult and/or sensitive matters that affect the APF NA community as a whole and within the individual communities.

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## **Your Role as a Delegate**

Delegates have a considerable part to play in the running of the APF. They share with one another the information and experience of their respective Areas, Regions or Communities. Each community has a voice during APF discussions and the primary delegate for each seated community (Not the ALT) has a vote during the new business session of the APF. The delegate presents an annual community report which gives APF Admin and NAWS a clear idea of how to best to set the agenda for the APF. This aids Admin NAWS in determining where best to focus energies and activities during the week of the APF.

Throughout the year the Delegates serve as the contact points between APF, NAWS and the NA groups in their own communities. Through the APF list server, the delegates are the liaison between their NA community, APF Admin and the other delegates of the APF. Delegates keep their respective communities in touch with the larger world of NA by providing information on activities in neighbouring communities, functions being sponsored by other APF communities' afar, reports containing relevant information to their communities' appropriate service committees as well as important issues being discussed at various levels of NA service.

NA communities depend on their Delegates to be well versed in NA service practices and principles; Delegates need be closely acquainted with the Twelve Traditions and Twelve Concepts, the fundamentals of service in our fellowship. They should also gain familiarity with all published service manuals and bulletins so they have they have the resources of the entire fellowship of NA available at their fingertips. The Guide to Local Services in Narcotics Anonymous (GLS) is one of the most important of these documents.

Delegates should carefully study the reports from their own individual communities groups, officers and sub-committee chairs so that they can pass their community's experience on to other communities at the APF meeting. Delegates will be more affective if they take time to talk personally with other participants of the APF 1 on 1 in between sessions of the APF. A formal component of a Delegates job description is to take an active role in their communities subcommittees such as PR, H&I and Outreach so that they can be an effective line of communication between other APF communities.

In order to facilitate communication and information flow, Delegates shall ensure that they have up to date contact info with other Delegates. Delegates are responsible to familiarize themselves with "Section 12: Delegate/Representative Responsibilities" portion of the APF Guidelines downloadable at [http://www.apfna.org/docs/policy/apf\\_guidelines\\_2009.pdf](http://www.apfna.org/docs/policy/apf_guidelines_2009.pdf).

## **Travel Arrangements**

The APF has a policy of funding the travel costs of the Admin committee, APF Delegates from seated communities requesting funding (If funds allow) and sometimes APF trusted servants to aid in the running of workshops etc at the APF. Funded participants have the choice of making their own travel arrangements or asking the Treasurer/Secretary to do it on their behalf. The delegate is required to land at the site of the APF no later than the night before the APF.

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## **Preparing for the Meeting**

Delegates attending the event will need to submit a Participant Request Form to [apfadmin@nzna.org](mailto:apfadmin@nzna.org) no less than 5 weeks prior to the APF. All participants shall submit this form regardless of whether they will be seeking funding from the APF. Accommodation arrangements shall be reconfirmed prior to travel with the APF secretary ([Secretary@apfna.org](mailto:Secretary@apfna.org)).

There are usually NAWS and APF sponsored workshops dedicated to different service topics (H&I, PR, LTC etc) held during the week of the APF. These details will be included in the tentative agenda submitted by Admin prior to your travel. All Delegates and Alt Delegates are required to attend these informative meetings.

Delegates are encouraged to use the APF Community Reporting Template downloadable off of the APF Website to create their community report. The delegate should bring with them 30 hard copies of their report to the APF meeting and the report needs to be emailed to the APF List Server no less than 1 month prior to the APF meeting.

It is essential that all Delegates and APF participants arrive on time and attend all sessions of the APF.

## **APF Admin Committee**

The APF has the following office bearers:

- Chairperson
- Secretary
- Treasurer
- Fellowship Development Coordinator

The Admin Committee is able to make decisions and conduct business in between APF meetings and is responsible for the effective administration and co-ordination of all APF activities. The Admin Committee meets in between each APF by teleconference/Skype link.

## **Other Trusted Servants**

- APF Merchandise Chairperson
- APF Newsletter Chairperson
- APF Webservant
- H&I Resource Person
- Public Relations Resource person

Detailed job descriptions for all of these positions can be found in the APF Guidelines. More general descriptions of these positions can be found in the Guide to Local Services (GLS) which is available from the World Service Office (WSO) online. All of these positions are two-year terms.

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## **During the Meeting**

APF meetings generally run from 9am until approximately 5pm each day - please refer to your Agenda for times of meetings. A role call is taken at the beginning of each meeting/session of all the APF Delegates and included in the minutes. It is recommended that participants make sure that plenty of time is set aside to ensure you are able to get to the sessions on time. The Agenda provides a 1 hour to 1½ hour lunch break depending on time constraints. Eating venues are usually accessible within walking distance of the venue or at the APF facility. Refreshments such as tea, coffee, water, and biscuits are usually available during the meeting.

Delegates should take notes of the items discussed that are of particular interest to their Areas. Whilst each meeting is minuted and the minutes distributed to all participants, the minutes do not record everything that is said and done at the meeting. The agenda usually provides for workshop(s) during the APF, topics covered vary from meeting to meeting. These workshops are a very important part of the training and information sharing provided to APF participants. Delegates are encouraged to participate fully in these sessions and to keep adequate notes on the topics covered.

The APF directory of participant contact details is updated at each meeting. Please make sure that your contact details including email address are current.

## **Consensus Based Decision Making**

The APF operates under the consensus-based decision-making process. This is a form of decision making that is inclusive of all participants giving the opportunity for all members to offer input in discussions surrounding decision making. 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.

Consensus based decision making is in line with the following concepts:

- From Concept 6: *‘Just as we seek the strongest possible spiritual unity in Narcotics Anonymous, so in our decision making we seek unanimity, not merely a majority vote’*
- Concept 7: *– ‘All members of a service body bare substantial responsibility for that bodies decisions and should be allowed to fully participate in its decision-making processes’*

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## **Fund Flow**

APF funds are managed in accordance with the NA 12 traditions and 12 concepts. The APF committee as a whole considers its projected expenses and authorises expenditures to cover them.

The APF Treasurer produces an annual budget that details the expected income and expenses for each financial year. It is essential that any available APF Regions/Communities contributions be reported to the APF Treasurer in a timely manner so that APF Admin is able to fulfil all of our financial commitments and create a realistic budget for the annual event. Moneys can be given to the APF via electronic transfer or by bringing cash to the event in US Dollars. APF Bank Account details are available from the APF Secretary and Treasurer. One of the primary uses of these funds is to pay for the travel expenses of APF participants. Without regular contributions from APF communities, the APF may cease to function.

It is the Delegates role to raise their Areas, Regions/Communities awareness of the impact of passing on available funds to the APF treasurer on a regular basis. Some Delegates bring their communities contributions to the APF directly and give the funds to the treasurer at the beginning of the meeting. The treasurer will issue a receipt for all contributions received.

## **List of Resources**

- APF Newsletters
- APF Policy & Guidelines
- APF Service Resume Form
- APF Minutes from Prior APF's
- APF Participant Request Form
- APF Community Reporting Template
- APF Fellowship Development and Information Request Form

*All of these resources are downloadable from the APF website at [www.apfna.org](http://www.apfna.org)*

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## APPENDIX 1: APF/NA Service Acronyms

<b>APF</b>	<b><i>Asia Pacific Forum</i></b>
<b>ASC</b>	<b><i>Area Service Committee</i></b>
<b>CAR</b>	<b><i>Conference Agenda Report</i></b>
<b>CAT</b>	<b><i>Conference Approval Track</i></b>
<b>CRT</b>	<b><i>Community Reporting Template</i></b>
<b>CBDM</b>	<b><i>Consensus Based Decision Making</i></b>
<b>EDM</b>	<b><i>European Delegates Meeting</i></b>
<b>FD</b>	<b><i>Fellowship Development</i></b>
<b>FDC</b>	<b><i>Fellowship Development Coordinator</i></b>
<b>FSO</b>	<b><i>Fellowship Service Office</i></b>
<b>GLS</b>	<b><i>Guide To Local Services</i></b>
<b>GSR</b>	<b><i>Group Service Representative</i></b>
<b>GWS</b>	<b><i>Guide To World Services</i></b>
<b>H&amp;I</b>	<b><i>Hospitals and Institutions</i></b>
<b>HRP</b>	<b><i>Human Resource Panel</i></b>
<b>IDT's</b>	<b><i>Information Discussion Topics</i></b>
<b>IP</b>	<b><i>Information Pamphlet</i></b>
<b>LTC</b>	<b><i>Literature Translation Committee</i></b>
<b>LZF</b>	<b><i>Latin Zonal Forum</i></b>
<b>NAWS</b>	<b><i>Narcotics Anonymous World Services</i></b>
<b>OR</b>	<b><i>Outreach</i></b>
<b>PI</b>	<b><i>Public Information</i></b>
<b>PR</b>	<b><i>Public Relations</i></b>
<b>PRF</b>	<b><i>Participant Request Form</i></b>
<b>RCM</b>	<b><i>Regional Committee Member</i></b>
<b>RD</b>	<b><i>Regional Delegate</i></b>
<b>RDA</b>	<b><i>Regional Delegate Alternate</i></b>
<b>RSC</b>	<b><i>Regional Service Committee</i></b>
<b>RSO</b>	<b><i>Regional Service Office</i></b>
<b>WB</b>	<b><i>World Board</i></b>
<b>WCNA</b>	<b><i>World Convention NA</i></b>
<b>WIP</b>	<b><i>Work In Progress</i></b>
<b>WSC</b>	<b><i>World Service Conference</i></b>
<b>WSO</b>	<b><i>World Service Office</i></b>
<b>ZF</b>	<b><i>Zonal Forum</i></b>