

# Asia Pacific Forum

**ASIA PACIFIC FORUM**

Aotearoa New Zealand - Australia - Bangladesh - Cambodia - China - Guam - Hawaii - Hongkong - Indonesia - India  
Japan - Korea - Malaysia - Maldives - Nepal - Nerf - Pakistan - Philippines - Singapore - Saudi - Thailand - Vietnam

A Network of  Communities

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

# APF

## Strategic Planning Fellowship Development

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## the next steps

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## WHERE ARE WE NOW?

- At the last APF we gathered a lot of information.
- The APF made some decisions based on this information.
- What is next?

### Key steps in planning (source Area Planning Tool)

1. Gathering information (*during community reports*)
  - a. the needs and challenges of NA communities (see 2007 material as well)
  - b. the effectiveness of current APF procedures and operations
  - c. review information gathered and issues to be addressed
2. Listing the Issues (*during community reports*)
  - a. discuss information gathered
  - b. develop categorized, prioritized list of issues
3. Developing Goals (what? not how) (*between sessions*)
  - a. define what makes a good goal (some goals can take more than a year to reach); provide examples
  - b. create goals for each key area
4. Prioritising goals (*Evening session*)
  - a. discuss importance of prioritizing – APF's human and financial support
  - b. decide a method for prioritizing goals
  - c. set priorities
5. Creating approaches (actions to reach goals) (*Evening session*)
  - a. define what makes a good approach; provide examples
  - b. integrate current area services and activities with new ideas
  - c. develop approaches for each goal (begin with priority goals)
6. Prioritising approaches (a second look) (*Evening session*)
  - a. discuss importance of approaches and need to prioritize these
  - b. set priorities
7. Developing an action plan (*Last session*)
  - a. explain the need for these plans
  - b. reach agreement as to who develops
  - c. develop an action plan
  - d. Note: plan hopefully includes targeted communities, a timeline, and resources needed.

All the information from the last APF is included in this document. The following pages have been provided to act as a workbook for note taking and planning as the APF progresses.

**Gathering information and Listing the Issues (from community reports)**

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**Developing Goals (what? not how)**

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**Prioritising goals**

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**Creating approaches (actions to reach goals)**

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**Prioritising approaches (a second look)**

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**Developing an action plan**

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## **APF Meeting report**

Hi everyone, I am Mark, an addict serving the APF to progress Strategic Planning and Fellowship Development.

At the last APF meeting I was asked to continue work on the Strategic Plan and to include in that plan information on Fellowship Development to be reviewed by Delegates. I am here to report on this and to continue to facilitate APF strategic planning or to be of service in any way I can.

### ***Fellowship Development***

An FD committee/workgroup was suggested at the last APF meeting and 10 delegates stepped forward to serve. I made contact with each member of that group and gained their permission to create an email group for further communications. I made a number of posts with information from the APF re: what we were asked to do, suggested approaches and ideas.

I want to acknowledge that creating a workgroup with a high level of geographic diversity, without the opportunity to first build personal relationships as a group proved to be challenging.

I suggest to the APF that future groups be much smaller – 2-3 members plus a lead and, if possible, these members should have some personal experience of serving together. The material they produce will follow the same review and input process at the APF as material produced by a larger group.

During the last 12 months I have progressed the development of some material for the APF to review at this meeting. Many members who have experience with the APF and have helped with APF planning discussions in the last year and a lot of their wisdom has been included. They include staff from NAWS, Jane N, Uschi M, Steve R, Anthony E and Elaine W. I also want to acknowledge members of the WB Tom M, Ron B, Ron M and Jim B all have been very supporting and encouraging. Jim D a non-member who consults with the WB on Strategic Planning also gave some very helpful and useful guidance.

I also want to acknowledge past members of the APF, Tim S, Bella A, Danny U who gave their time and energy to helped advise me and members from the EDM Conor H and Paul F who shared the experience the EDM has had with Fellowship Development.

Lastly I want to thank the NZ and Australian Delegates Peter T and Ursula O who though geographic proximity were able to advise me on their communities thoughts on strategic direction for the APF. The Admin committee also made time, at short notice, to help me plan times at this APF to present and workshop. I am sure that there are others I have forgotten to mention – thank you to all of you.

As you will be able to see from the wide range of members I talked to, the responses I received were varied and diverse. I have also included in this material the feedback I received from Delegates I met with last year who shared their communities' experiences, needs and resources. Where possible I have included either my own notes or material that was provided as part of this document.

## **The APF, Strategic Planning and Fellowship Development.**

### ***Key observations from the past 12 months:-***

- Once the APF has agreed as a body, documented and published the desired strategic direction, the goals, the priorities and the timelines, the rest of the fellowship, NAWS and others will be able to help the APF.
  - Until the APF makes this step its hard for the rest of the fellowship to know how to help or what to do to help.
  
- Review of the material from 2007 appears to show that communities are asking for more contact time with the APF members with Experience Strength and Hope in service.
  - The APF could consider documenting guidelines for meeting formats to maximise the time for contact at and during the APF meeting
  
- It took the EDM a number of years to begin FD trips. The APF has an opportunity every year to provide FD to NA communities by organising the APF meeting at a location that maximises contact with the local fellowship, providing workshops and material as either part of the APF or while the APF is in session.
  - The APF could consider creating a FD role that organises FD opportunities within the current context of the APF meeting.

Resource material is included with sample forms as examples of material that could be used if the APF delegates decided that creating a role, finding resource people and asking for FD trips was the correct approach. Please note that the inclusion is not a recommendation.

## Resource Material: Sample FD Request and Info Form

# 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 Administration Committee if you need any assistance compiling this information. Upon completion, please pass on to the APF Admin.

<b>Fellowship Development Activity:</b>	<i>Region/Community &amp; proposed Activity</i>
<b>Local Service body with contact details:</b>	RSC/ASC/.....
<b>Purpose:</b>	<b>Outline Description:</b> The requested Fellowship Development Trip will focus on the following issues: <ul style="list-style-type: none"> <li>• Issue number one</li> <li>• Issue number two</li> <li>• Issue number three.....</li> </ul>
<b>Who will be Attending:</b>	Please give a fair & reasonable indication of the numbers likely to attend the event.
<b>Requested Service Provider:</b>	IE: Members with experience in NAWS, APF, Regional, P.I., H & I, P.R.....& how many members would you feel need to come. {Minimum 2.}
<b>Dates &amp; Duration:</b>	IE: 2 Day workshop to coincide with local Convention/APF meeting/Local Unity day...
<b>Estimated Cost to Fellowship:</b>	A breakdown of costs including Hire of proposed event premises, local accommodation, estimate of travel expenses.....
<b>Country Visa requirements:</b>	Please obtain information for the members who you have requested pertaining to the country they are from in regards to them entering your Country.
<b>Language needs:</b>	IE: Are translations required? Can they be provided by the local Service body???
<b>Current security issues &amp; travel warning status:</b>	As per Government advise at time of request.
<b>Previous Fellowship Development events:</b>	IE: Hosted APF meeting, World wide workshop, learning days.....
<b>Preferred Work Group Sizes:</b>	IE: 100 members attending, breaking into workgroups of around 20.
<b>Local Experience &amp; recourses:</b>	Please indicate if any of the local or neighbouring members attending have the relevant experience to assist & help deliver the activities requested. Please remember: "NA service is a team effort. Our Service representatives are responsible to the NA fellowship as a whole rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole". (Twelve Concepts of NA Service, p 16)
<b>Literature request:</b>	This will depend on the members attending & their ability to access literature.
<b>Additional Service events that could be attended:</b>	IE: Local H & I meetings, RSC/ASC Meetings, LTC meetings.....

## Sample Fellowship Development Coordinator role for guidelines

### 1) Fellowship Development Coordinator:

- a) Handles all requests relating to APF FD.
- b) Communicates regularly with each APF community during the year (3 monthly)
- c) Coordinates APF resource members to answer requests from NA Communities
- d) Provides FD training workshops to Delegates at the APF meeting
- e) Is responsible to ensure that the FD benefits of the APF meeting are maximised
- f) Ensures that all APF resources are used to further FD goals set by the APF delegates
- g) Presents a report at the annual APF and makes recommendations to the APF on goals
- h) The FD Coordinator should attend the annual APF meeting.
- i) Is available for questions from the APF participants in reference to FD activity.
- j) Requests input from APF Admin on all funding requests
- k) Is funded to attend the APF as a member of the Admin Committee

# Sample APF Volunteer Information Form

Thank you for your interest in volunteering to support the APF.

Please provide us with the following information.

If at some point you are considered for service, you may be asked for additional information.

Please type or print legibly and return to:

[admin@apfna.org](mailto:admin@apfna.org)

Today's Date: Month \_\_\_\_\_ Day \_\_\_\_\_ Year \_\_\_\_\_

## Contact Information

Name: \_\_\_\_\_ Clean Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
Month Day Year

Address: \_\_\_\_\_

City: \_\_\_\_\_ State/Province \_\_\_\_\_

Postal/Zip Code: \_\_\_\_\_ Country: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_ Your Region: \_\_\_\_\_

**Relevant Education, Occupation, and Life Experiences** - Please provide information regarding any relevant educational background, occupational skills, or life experiences.

**Education:**

**Occupation:**

**Life Experience:**

**Language** - For each language, please indicate your skill level as FLUENT, AVERAGE, or MINIMUM by marking the appropriate boxes. Include all languages that apply.

Language	This is my 1 <sup>st</sup> Language	Can Write	Can Read	Can Speak
	Yes / No	Fluent/Average/Minimum	Fluent/Average/Minimum	Fluent/Average/Minimum
	Yes / No	Fluent/Average/Minimum	Fluent/Average/Minimum	Fluent/Average/Minimum
	Yes / No	Fluent/Average/Minimum	Fluent/Average/Minimum	Fluent/Average/Minimum

## Further Input

### **EDM**

I had the fortune to have previously served on a NAWS workgroup with two members who had served on the EDM. The information presented here was mainly gained from Paul F who served the EDM and conducted FD trips.

Significant points I noted are that the EDM has worked with FD for a number of years. Initially as PI and H&I committees and had some success with FD trips. In particular, the process of requesting an FD trip from the EDM had a beneficial effect by documenting the needs of the community in the process of making a request. This process was helpful for the community even if an FD trip did not occur.

The EDM found that trips had limitations, at the end of the weekend everyone left. Follow up was found to be very useful, however that too had limitations in terms of resources.

Interestingly NAWS has mentioned that follow up has been found to be critical in achieving lasting benefit for NA Communities.

Recently the EDM has focussed on training members to carry out Fellowship Development instead of carrying out the FD work directly. This is a recent change.

### **EDM Notes**

I wrote these notes while talking to Paul who then kindly corrected them for me:-

- 95/6 Euro PI Project started at EDM. Occasional FD activity.
- 98 - Euro-PI Coordinator elected. PI projects and EDM PI involvement in European conferences.
- 2000 EDM to also have an H&I committee, come to EDM with a proposal to have an H&I SC to coordinate H&I efforts.
- 2001 EDM H&I committee formed Brief to put together a brief, description and guidelines and rationale for EDM H&I
- 2001 EDM started sending H&I and PI chair to different NA communities to provide support on how to develop a service structure and do H&I and PI. 1-2 FD trips per year.
- 2003 It became clear that in many ways H&I and PI are duplicating their efforts. Instead create a FD committee with chair and vice to respond to the needs of the NA communities in Europe. H&I Chair wrote a proposal to create FD out of PI and H&I.
- 2003 FD committee formed.
- 02-06 FD trips continue and FD committee develops further.
  - Workshops were carried out
  - Communities were able to say that they had specific needs that needed to be addressed
  - FD Committee started a training program - selecting past members from the EDM to do workshops
  - Some communities were able to pass the information into the fellowship
  - Build conventions and workshops around the trips, disputes sometimes resolved due to outside info
  - Lack of continuity for communities and lack of follow-up

Weekend workshops - not always beneficial because at the end people leave.

06/07 New strategy. Now about training rather than running groups. The EDM primary purpose is now FD - in mission statement.

Starts at the EDM so the strategy is to:-

- members of the EDM are given training and orientation about Fellowship Development
- at least one day (out of 4) is given over the FD activities

EDM FD committee strategy 2006: Carry out research before EDM meeting: ask members to write needs and perception of FD. Whats does FD mean to you? What can FD offer you and your community? What can you offer in the way of FD to other communities?

(aspirations, needs and resources)

Made a proposal that the EDM would put on training to address the things that the members wanted.

Put on a chart that showed wants and needs on one side and resources on the other side.

Put together a training program for the EDM. This is what we are going to learn ... then you are going to take it out to your communities.

Topics addressed in FD workshops in EDM meetings 2005 - 2007: Carrying out FD in your community; sponsoring other communities with FD work; Following up FD trips and workshops; planning and evaluating FD activities; matching resources to needs.

## **NAWS**

During the year I was copied on some emails between Brunei and the Gerry in the Philippines fellowship with regards to providing material for a drug awareness conference. As a result I was able to put the members communicating with Brunei in touch with Jane at NAWS who was able offer to ship 22Kg of NA Literature directly to Brunei.

In further conversations with NAWS I was able to establish that NAWS is willing to help the APF as much as they can. However, the APF body first needs to complete the planning process and set goals. This will inform and guide NAWS with regards to what level of support is most useful.

Once this has been completed the APF can approach NAWS and request support to meet these goals.

## APF Strategic Planning notes from 2007

This section is from the feedback from the Strategic Planning at the APF in 2007. This page is a summary of community feedback created by analysing the responses and grouping them by overall intent.

### ***What has helped:***

- Feeling part of larger NA and participating at the APF
- Carry out 12th Step for the fellowship
- Improved communication and connected to resources (NAWS etc)
- Holding the APF boosted our service structure / fellowship and finances
- Learned a better approach to service
- Inspired to do service work
- Exchanged Experience Strength and Hope
- LTC Workshops
- Helped organize our service structure
- APF Workshops have helped our service structure
- Makes us grateful

### ***Requests for help / improvement:***

<b>Request for support from the APF from delegates (Consolidated)</b>	<b>No. of responses</b>
Run/Facilitate Workshops, Learning days, LTC, with Areas and neighboring region and local groups (1111111111)	10
Improved communication about APF activities and conventions and general information (111)	3
Documentation and support to approach government / professionals / officials (11)	2
Prudent and wise use of funds and resources (11)	2
Hold the APF in our community (1)	1
Focus on local groups and help to setup subcommittees (1)	1
Provide workshops on DVDs (1)	1
Come to our Regional Assembly (1)	1
Hold small group brainstorming sessions with similar language and culture (1)	1
Help with Public Relations (1)	1
Help with making recovery meetings more effective at reaching the newcomer (1)	1
Help with fundraising (1)	1
Improved communication about APF activities and conventions and general information	1

***Details of Communities Workshops request:***

- **Nepal** – Want workshops in the local communities
- **NERF** – Would like APF to hold on India region for other communities that have access issues
- **Malaysia** – If there is a workshop in their home community, old-timers will come back
- **Saudi** – IF there is a workshop, it will strengthen our weak service structure
- **Pakistan South** – A workshop would help with problems with the service structure. Addicts in recovery don't understand service structure. Requesting support from APF/NAWS
- **India** – Had 4 external workshops in the last 8 or 9 months. We feel we could invite the neighboring NA communities to attend our India based workshops.
- **Pakistan North** – Don't have a strong service structure and not familiar with how to do it. Have a workshop to help discuss about how successful sponsorship can work.
- Discussions with Government Officials:
- **China** – Having problems approaching officials because NA is not well known in China, not a legal entity.
- \*\* Fellowship Development Activities

***Ideas about ways the APF can best deliver these services/resources***

- Write and professional universal introductory letter to officials
- APF come visit Region before each actual APF to give workshops
- Have the local community really get to know NAWS/APF members that come
- Don't hold APF in expensive locales, try and stay in close to where the addicts are and attend local fellowship meetings
- Make a part of the APF format, the day before and/or after the APF where we do some FD workshops for the local fellowship
- Coordinate the APF with an official APF Convention connected with the local fellowship
- APF financially support neighbouring APF communities to attend FD Workshops
- APF meet every 2 years and in off years, have small FD trips and workshops
- Make a FD sub-committee as part of the APF committee Structure

***Who is best to develop these services?***

- Folks who share common languages with cultural understanding
- Folks with Service experience
- Work with stronger communities supporting the weaker communities
- Well balanced teams (Experienced members with newer members)
- NAWS/APF sponsored/balanced coordination
- Create an APF Fellowship Development Sub-committee
- Include Local community that is sponsoring the APF/Convention

***FD Related tasks***

- Create an APF form for communities seeking workshops
- Create an APF form for folks wanting to participate in Fellowship Development trips
- Need guidelines to determine where we go to do FD trips

## APF Strategic Planning notes from 2007 (cntd)

- FD committee prioritizes who gets FD trips during a particular cycle
- APF Admin will handle FD requests and bring it to APF Admin

### **Collated responses:**

#### ***Needs Support***

China, Thailand, NERF, Malaysia, Saudi, Guam, Iran, Kuwait, Nepal, Japan, Indonesia, Pakistan North, Philippines, Pakistan South, Cambodia, Maldives

16 Communities

#### ***Can provide resources***

**Aotearoa NZ:** Experienced trusted servants to serve APF, Web Server, Funding, Inspiration, Member to run workshops

**China:** Merchandise sourcing to assist cost effective manufacture of NA related materials

**NERF:** Ideal conference facilities, good variety of NA fellowship from four areas, unique recovery experience

**Iran:** Experience and group conscience & trusted servants, money

**Hawaii:** We are here to provide money, heart energy and enthusiasm

**Australia:** Experienced HR, funding

**Pakistan North:** Can share ES&H with communities

6 communities

#### ***Vision Statement***

**Yes** Aotearoa, China, Thailand, NERF, Malaysia, Saudi, Guam, Iran, Kuwait, Nepal, Japan, Hawaii, Indonesia, Phillipines, Pakistan North, Pakistan South, Cambodia, Maldives, Australia

**No** NERF: need to go over is slowly to understand it

#### ***How the APF has helped your fellowship***

**Aotearoa:** 12th step at a regional level, Feel a part of our geographic area, strengthened our ties and exposure to NAWS, purpose to fundraise / contribute

**China:** By allowing us to participate

**Thailand:** made us aware of resources available to us, put us in touch with other developing NA communities & allowed us to share our experience, hosting the APF has directly helped boost our service structure and our finances via our 2006 convention

**NERF:** Nerf from continued participation in the APF has learnt a better approach NA Service, we are up to date with service happenings in the APF community

**Malaysia:** Has inspired us to do service work and share the experience of the APF and put my heart on my service work

APF Strategic Planning notes from 2007 (cntd)

**Guam:** Restored communication with other regions who can help our community, instrumental in connecting us with NAWS. APF has installed service in my heart, the

APF reaches out to Guam which never happened before, as a result of APF we have had literature contributions including banners

**Iran:** Its our first experience trying to take a report to our region

**Kuwait:** Not seated yet

**Nepal:** by exchanging experience, strength and knowledge

**Hawaii:** Help the community to practice 12th step and educates our community about the worldwide fellowship

**Indonesia:** LTC workshop and a lot of info has been passed to us

**Phillipines:** Has helped us to organise our service structure. gave us tools to resolve issues in our structure.

**Pakistan North:** Inspired by growth in Iran

**Pakistan South:** APF has helped us through workshops to help our service structure

**Cambodia:** Encourage formation of region, enthuse members to do service, New work PR focus sounds very positive, discussions with fellowship from similar countries and cultures have been inspiring

**Maldives:** APF has helped by providing necessary information about NA and provided literature and experience of NA

**Australia:** makes us aware of how lucky we are and the importance of giving what was given to us

**... and what the APF could to help more effectively**

**Aotearoa NZ:** Prudent use of funds and resources, cheaper hotels etc

**China:** Documentation (Letterhead) to introduce NA China to Government & other officials to open PROPER channel of communication

**NERF:** Hold the APF in the NERF community and conduct workshops learning days in the NERF community

**Malaysia:** Concentrate more on local groups in the APF and help to setup subcom. on LTC in country having problem with LT

**Saudi:** Expect support in our needs from the APF, To help us if the APF could send somebody to do different workshops

**Guam:** Provide workshops on DVDs so our fellowship can view them over and over again

**Iran:** Better communication and more information to different countries for more unity in Asian and Pacific countries

**Kuwait:** Let us belong to the APF

**Nepal:** Outreach. (Workshops, learning days, LTC)

**Phillipines:** To sit in the Regional Assembly to give support

**Pakistan North:** make use of the strategic plan

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APF Strategic Planning notes from 2007 (cntd)

**Pakistan South:** To hold the APF in Pakistan, APF send some delegates to help us carry the messages and give awareness (Workshops)

**Cambodia:** Include mini forms consisting of brainstorming sessions of similar fellowships / cultures (fellowship facing similar challenges)

**Maldives:** We expect APF to help us convey info about NA to govt officials and help address the issue of passing the NA message

**Australia:** Be aware of using resources more wisely

**Please note what support your community would like**

**Thailand:** Assistance from NAWS and APF in Public Relation exercises in Thailand

**NERF:** Workshops between our separate areas and the India Region

**Malaysia:** More experience fellowship from other APF countries to come forward to help the small group conduct workshops and training programs for trusted servants

**Saudi:** Need to discuss with our community

**Guam:** We would like the continued support of the APF as a whole,

**Iran:** Information and experience and workshops and convention, fellowship development activities

**Kuwait:** We need discussion with our community after we are seated

**Nepal:** Regular exchange of ideas

**Japan:** We development from other communities and the APF, H&I and PI workshop from the APF, Workshops on awareness,

**Indonesia:** Facility workshops to be conducted in Indonesia.

**Phillipines:** Workshops

**Pakistan North:** need training for making our recovery meetings more effective to influence newcomers, help with effective fundraising

**Pakistan South:** Could help exchange workshops with Indian region as we share common language. workshops on LTC

**Cambodia:** finance for future APFs, ideas brainstorming sessions concerning difficulties in our community

**Maldives:** Literature and updated information, invitations to regional conventions of APF, Understand the NA fellowship more

**Australia:** We would like to be asked for help

**... and what is require to provide the support needed**

**Thailand:** We need to motivate ourselves to collect the data for NAWS and help them coordinate the events[PR]

**NERF:** Monetary and financial assistance has always helped us participate in the APF on a regular basis

**Malaysia:** The APF committee to keep in touch with the local groups to know the latest happenings

**Guam:** Continuous contact esp. when the APF is not in session

**Iran:** Communication and workshops

**Nepal:** Trusted servants from APF willing to work with necessary experience

**Japan:** We always need the APF to look after us

**Indonesia:** People with a lot of experience to conduct workshops

**Phillipines:** If possible to visit the communities of the APF

**Pakistan North:** need APF delegation to visit Pakistan would make a large difference in achieving our goals

**Pakistan South:** As soon as possible NAWS approve Urdu Literature so we can start H&I and PI

**Cambodia:** some time brainstorming sessions at the APF in small groups

**Maldives:** Literature, NAWS to conduct workshop for Govt. officials, state holders and policy makers

**Australia:** Organisation to utilise the available resources

## **APF 2008 Strategic Planning and Fellowship Development Presentation**

## **APF 2007 Strategic Planning Presentation**

## **Area Planning Tool**

This tool has seen a number of revisions since it was first created. It will probably be further revised. It is included as an appendix in this document as a resource.

Previous and current presentations are also included



# Narcotics Anonymous

## Asia Pacific Forum 2008

### "Strategic Planning, Fellowship Development – the next steps"



### How did we get here ?

- At the last APF Mark H presented a Strategic Planning session in two parts.
- The APF decided to request Mark to continue Strategic Planning with a focus on Fellowship Development and to come to the APF in 2008
- During the last APF we completed a number of planning steps including
  - Gathering information
  - Listing the issues
  - Identified existing strengths
  - Identified areas for improvement
  - Made plans to begin researching and addressing improvements



## A quick review of what the APF decided in 2007

- Continue Strategic Planning
  - A single APF with two sessions was a great start; more time and focus was felt to be needed.
  - However we did receive this feedback:-

“I think it is remarkable what you have been able to catalog in the way of feedback in such a short period of time and from such a diverse group. It will make the outcomes of your planning effort so much more on point and productive”

Email from Jim D on reviewing the material from the last APF



## A quick review of what the APF decided in 2007

- Focus on Fellowship Development
  - feedback gathered from communities identified workshops, sessions on literature translation and learning days as the greatest benefit the APF has provided to NA Communities.
- Conclusion
  - Re-examining all 2007 feedback from the communities
  - Overwhelmingly it appears that NA communities want more contact time with members with Experience, Strength and Hope
- Question
  - Is the APF meeting format, location and agenda currently providing the best opportunity for contact ?



## What has happened in 07/08 ?

- More learning - discussions with NAWS, WB members, EDM, Delegates, past APF members, NA members and more
- Some new challenges / opportunities identified
- Some things worked really well
  - Worked really well:-
    - Past APF trusted servants
    - World Board members and their contacts
    - NA World Services Staff
    - Other current and Ex Zonal forum trusted servants
    - NA Community Delegates



## What happened in 07/08 ? (cntd)

- Some things didn't work as well:-
- volunteer delegate group, it was hard to form working relationships by email alone with a relatively large group (10) people
- Outcomes/goals from last APF meeting were unclear
- Currently no fellowship development goals have been published by the APF
  - Examples could be:-
    - Activities needed
    - Targeted communities
    - Timeline (2-5 years)
    - Resources required (People, budget etc)



## What can happen this year? Opportunities

- Delegates can determine the future direction of the APF at this meeting
- Delegates can decide how much time and focus to spend on Strategic Planning at this meeting
- APF body can agree to pursue a new strategy altogether separate from Fellowship Development



## Future Challenges

- Widely differing goals from communities:-
  - Efficient use of resources
  - vs
  - Help with making recovery meetings more effective at reaching the newcomer



## Where to now?

- Resource work pack – contains all resources, analysis from last year and the material gained this year.
- Includes example planning work sheets
- Review analysis of material gathered at APF 07 and during 07/8
- Incorporate new information from community reports today
- Consider advice from other parts of the fellowship
- Refine/Redefine vision workshop tomorrow night
- Decide on goals for 08/9
- Decide next actions and plan



# Narcotics Anonymous

## Asia Pacific Forum 2007

### "Strategic Planning"



## Why are we looking at APF strategy and planning?

- This process was begun at the 2006 APF when the APF admin was requested to formulate the development of a Strategic Plan
  - Working on this project is Mark H, from New Zealand (presenting). APF Admin committee (Tali, Danny and Paolo), APF Resource pool members, Previous APF delegates and trusted servants (by discussion) and all the current delegates
- What is assumed is that the request for a Strategic Plan implied that
  - we didn't have an adequate plan at the time
  - we need to consider and probably change what the APF does and how
- Some of you here
  - will have been part of previous planning for NA
  - will have been involved in planning for your job or other vocation
  - will have heard the term, but have never experienced the process
  - may have never heard the term and the idea is new
- Whatever your previous experience you have some thing to contribute



## About this presentation?

- The goal is to create a strategic plan
- The strategy is to run a workshop at the APF
  - To include input and experience from delegates
  - To understand what has worked for NA communities
  - To help delegates and participants understand the process of creating a plan
- First we will run through this presentation.
- After this, the delegates will be able to ask questions
- Please wait until the end of the presentation before asking questions (make notes)



## What is a Strategy as it relates to planning?

- Strategy is a word that describes the “way” to go about achieving a stated goal or outcome.
- An example might be this:-
  - Where the goal is to pick a way to travel from Kathmandu to Nagarkot
  - Planning could be take a car, a bus, taxi, meet at a specific time, location etc
  - But the strategy would be to talk to the local fellowship to pick the best options
- Another, more specific example is:-
  - if the goal is to have a convention
  - The plan could be to have a convention on an island
  - but if the strategy was to carry the message then remote island might not be the right choice of venue
- This is an example of why its important to have a formally stated strategy



## Introduction: What is Strategic Planning?

- Strategy is a word that describes the “way” of achieving a stated goal or outcome.
- The plan should be visionary, conceptual and directional
- The plan should focus on
  - the most effective, appropriate and prudent way and
  - the way that is most likely
- to deliver the desired result, goal or outcome of the strategy
  - it should take into account the environment now and in the future and
  - it should include ongoing review of progress; and adjust for new information
- Creating a plan requires that there be
  - some understanding of where we are now
  - a vision and goals of where we want to be
- In the case of helping NA communities in the APF region grow we need to understand
  - who needs help to grow and where they are currently
  - what will best help communities develop and realise their own “vision” for their fellowship



## Steps to creating a strategic plan

### Steps

- |  |           |
|--|-----------|
| 1. What is the desired result, goal or outcome?                  | [Vision]  |
| 2. What is the best way to achieve this outcome?                 | [Mission] |
| 3. Where are we now  | [Review]  |
| 4. What do we need to do and what is the best way to achieve it? | [Plan]    |



## What does the APF purpose and goals say now?

What we do say:

- What we are going to try and do (discuss issues of mutual concern)
- What we want to achieve (encourage translations, outreach, H&I, PI, communication and work with NA world services)

What we don't say

- What our vision is (where are we ultimately trying to go)
- Which NA communities does the APF want to help
- Who is or will be able and willing to help
- Where are the NA communities try to grow
- What help, what outcomes are really needed by the NA Regions and communities?
- In which geographic area(s) of the world?

What we need to ask ourselves

- Does our current "statement of purpose" state the goals and vision?
- Are we achieving other (unstated) goals?
- Are we effective (do we actually help NA communities) if so how are we helping?
- How well are we achieving our stated goals?



## What steps are involved to create a plan for APF?

(To get answers first we must ask some questions - the right ones!...)

- Creating a plan based on a strategy (Strategic Plan) need not be complicated.
- There are some key steps which we need to follow:-
  - First step is to decide
    - what vision does the APF choose to have?
    - what needs to change re: APF goals
  - Second step is understanding
    - what has already helped APF member communities the most?
    - what do other zonal forums do that is helpful?
    - what can the APF do more of that helps?
  - Third step is to review what is needed by which NA communities
    - Which communities need APF support?
    - What do the communities really need?
  - Fourth step is to make a plan
    - what is the best way to provide the support/help? (workshops/meetings etc)
    - what is the best timing and time frame? (at the APF or not)
    - who is best to deliver the support/help? (delegates/NAWS/new positions)
    - when and where and with who is the best was to provide the support?
  - Finally we look at accountability
    - who will be responsible to the APF to handle the associated tasks
    - who will be responsible to the APF to action the plan and organise making it happen



## APF Current Statement of Purpose:

The APF Guidelines currently say:

- » *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.*
- » *This forum is intended to compliment the existing service structure of NA.*
- **Goals** to encourage develop and support NA in this part of the world:
  - » *To encourage and support translations of NA literature into our languages.*
  - » *Encourage and support Outreach, H&I and Public Information efforts within Asia Pacific.*
  - » *Encourage, maintain and support communication among NA members, communities and Regions within this part of the world.*
  - » *To continue working with NA World Services in our efforts.*
- What is NOT stated is a vision, probably because our 12th Tradition states it already and we all want NA to grow. This does not mean we should not have a vision statement!!



## A vision for the APF?

- We could use this vision statement from NA World Services vision:

Our vision is that one day:

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;

NA communities worldwide, NA world services **and the APF** work together in a spirit of unity and cooperation to carry our message of recovery;

Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

- Our strategic plan is being developed so that we can meet the above vision, which in turn has been developed from our 12th step.



## Growth of an NA community

- Form NA groups
  - that have reliable, elected trusted servants
  - carry the message bringing new members into recovery
  - meet reliably, regularly and form the basis of the NA community
  - become independent from NA founders and ex-patriot communities
  - become independent from treatment centers and institutions
- Form Area Committees
  - That establish unity among groups and members
  - that have active PI, H&I, Outreach and Activities committees as local needs require (projects)
  - that have locally appropriate guidelines
  - that have elected and rotating trusted servants
  - that run workshops and planning to deliver NA services
  - establish consistent services to groups and external organisations
- Form Regional Committees
  - that bring together areas to form literature translation, create phonedines, national PI, and conventions
  - develop consistency and rotation of regional trusted servants
  - support and establish unity between areas
  - elect regional delegates that interact with other regions and actively participate in zonal forums
  - interact with World Services and become a seated region at the World Service Conference.
  - create a positive supportive environments at service committee meetings



## Community feedback: What helped

[Nepal RD]

- After LTC in Bangkok we learnt about forming LTC. Through LTC there is now less disputes
- Gathered ideas about PI workshop; talked to local govt, police, army and social workers
- We learned to conduct workshops and learning days

[KL RD]

- Inspired to do service work and share my experience of the APF with fellowship
- The APF put us in touch with the rest of NA so now we have literature available

[Guam]

- Puts in my heart to be of service
- LTC Workshop, very useful, took a lot home that is instrumental in LTC work

[Malaysia RD]

- Inspired to do service work and share with fellowship

[Indonesia RD]

- LTC Workshop, very useful, took a lot home that is instrumental in LTC work



## Community feedback: What could have been done?

[Nepal RD]

- More workshops with local fellowship
- Outreach to home group service members
- Provide help with web servant

[Malaysia RD]

- Help with communicating about LTC for Malaysian fellowship
- In Cebu more time could have been spent with local groups
- Workshop with the fellowship on sponsorship

[Guam RD]

- Provide workshops on DVD so they can be shared with Local Fellowship

[Indonesia RD]

- More information could have been passed through (to local fellowship)
- More active two way communication between APF and local fellowship
- Come and conduct workshops; for subcommittees. PI, H&I, LTC etc



## What does the APF do well?

- The forum is the consensus decision making body for the Asia Pacific Zone
- Has representation from the largest group of developing NA communities
- Workshops for delegates and local fellowship
- Unity, discussion and information sharing
- Experience Strength and Hope from one addict to another
- Developing friendships, relationships for further service work
- Opportunity for NAWS workshops and meetings with communities in one location
- Translation Workshops run by NAWS for LTC committees
- Large group of international NA members with great breadth of experience
- Wide range of fellowship representation from fellowship in different stages of growth
- Give an APF report to the WSC, the WB & submit resumes to WP
- Can interact with the local fellowship and hold workshops
- Model unifying consensus based service

This list is a statement of facts - not community feedback



## Greatest concerns/challenges

- Workshops are not helpful for well developed NA communities
- Business sessions don't help NA communities that need help with practical issues (starting PI/H&I, carry the message)
- Business sessions and delegate workshops don't interact with the local NA fellowship - Finding a balance is hard
- The APF is expensive and increasingly so; there are questions about the value of the APF (and other ZF) and the costs
- APF is a Zonal Forum - Not well supported by the documented service structure
- Language issues make make communication hard both at the APF and between APF meetings by email
- APF consists of "Ex-pats" - culture barrier
- APF is a "Service" committee - so tends not to be attractive to local members

This list is a statement of facts - not community feedback



## Actions for delegates

- Establish what the APF is seeking to achieve
  - By agreeing on vision and goals for the APF
- Establish what is helping today and what the APF has done that contributes to NA communities (see Community feedback)
  - please note on the feedback form how the APF has helped your fellowship
  - and what the APF could have done to help more effectively
- Review where NA communities are today
  - Please note on the feedback form what kind of support in their NA community
- Agree how the support can be provided
  - what is needed to achieve the vision and goals
  - what is required to provide the support needed
- Agree on what needs to happen next (Planning)
- Next workshop session on Thursday for two hours



## Resources

- Area planning tool
- Copy of this presentation
- Copy of documents created and used during the workshop
- Convention guidelines given to Nepal fellowship
- Na.org link for local area resources