

Asia Pacific Zonal Forum Guidelines

Approved at the APF 2023

Contents

Section 1 APF Statement of Purpose	4
Section 2 APF Membership	5
2.1 DEFINITION	5
2.2 SEATED COMMUNITIES	5
2.3 SEATED COMMUNITY BENEFITS AND RESPONSIBILITIES	5
2.4 SEATING OF NEW COMMUNITIES AT THE APF	6
2.5 NON-PARTICIPATION OF SEATED COMMUNITIES	7
Section 3 APF Meeting Procedures	7
3.1 ESTABLISHING A QUORUM	7
3.2 PARTICIPANTS OF THE APF	7
3.3 APF AGENDA	8
3.4.1 CONSENSUS BASED DECISION MAKING – WHY CONSENSUS?	9
3.4.2 CONSENSUS BASED DECISION MAKING – 3 CARD SYSTEM	9
3.4.3 CONSENSUS BASED DECISION MAKING – APF PROCESS	10
3.5 TRUSTED SERVANT NOMINATION PROCEDURE	11
3.6 TRUSTED SERVANT ELECTION PROCEDURE	12
3.7 VACANT TRUSTED SERVANT POSITIONS	12
3.8 VOLUNTARY RESIGNATION OF TRUSTED SERVANTS	12
3.9 REMOVAL OF TRUSTED SERVANTS	13
3.10 COMMUNITY BIDS PROCESS	13
Section 4 APF Financial Guidelines	14
4.1 APF FINANCIAL GUIDELINES	14
4.2 FUNDING APF PARTICIPANTS	14
4.3 APF CASH HANDLING PROCEDURES	15
4.4 APF IN COUNTRY ACCOUNT SIGNATORY GUIDELINES	16
Section 5 APF Annual Meeting - Host Community Bids and Host Community Responsibilities	17
5.1 HOST COMMUNITY BID PREPARATION	17
5.2 APF REQUIREMENTS FOR HOST COMMUNITIES TO MEET	18
5.3 APF CONVENTION CASH HANDLING PROCEDURES	19
Section 6 APF Biannual Convention - Host Community Bids and Host Community Responsibilities	20
6.1 HOST COMMUNITY BID PREPARATION	20
Section 7 Required Qualities, Roles, And Responsibilities for APF Trusted Servants	20
7.1 REQUIRED QUALITIES AND RESPONSIBILITIES FOR ALL APF TRUSTED SERVANTS	20
7.2 APF CHAIRPERSON	21
7.3 APF SECRETARY	22
7.4 APF TREASURER	22
7.5 APF FELLOWSHIP DEVELOPMENT COORDINATOR	22
7.6 APF WOMEN’S FELLOWSHIP DEVELOPMENT COORDINATOR	23
7.7 APF MERCHANDISE COORDINATOR	23
7.8 APF NEWSLETTER COORDINATOR	24
7.9 APF PUBLIC RELATIONS COORDINATOR	24

7.10 APF WEB COORDINATOR-----	25
7.11 APF STRATEGIC PLANNING COORDINATOR-----	26
7.12 APF ZONAL DELEGATE-----	27
7.13 APF ZONAL DELEGATE ALTERNATE-----	27
Section 8 APF Harassment Policy-----	28
Section 9 APF Fellowship Development Guidelines-----	28
9.1 FELLOWSHIP DEVELOPMENT PRINCIPLES-----	28
9.2 FELLOWSHIP DEVELOPMENT RELATIONSHIPS-----	29
9.3 FELLOWSHIP DEVELOPMENT RESOURCE MEMBERS TRAINING AND SUPPORT-----	30
9.4 FELLOWSHIP DEVELOPMENT FUNDING AND FINANCIAL ACCOUNTABILITY-----	30
9.5 FELLOWSHIP DEVELOPMENT TRAVEL POLICY-----	30
9.6 TRANSLATIONS-----	30
9.7 FELLOWSHIP DEVELOPMENT SUBCOMMITTEE-----	31
9.8 OUTLINE OF A FELLOWSHIP DEVELOPMENT TRIP-----	32
Section 10 Women’s Fellowship Development Guidelines-----	33
10.1 VISION STATEMENT-----	33
10.2 WOMEN’S FELLOWSHIP DEVELOPMENT SUBCOMMITTEE-----	33
10.3 WOMEN’S FELLOWSHIP DEVELOPMENT TRAVEL POLICY-----	35
10.4 WOMEN’S FELLOWSHIP DEVELOPMENT FINANCIAL GUIDELINES-----	35
APF FELLOWSHIP DEVELOPMENT REQUEST & INFORMATION FORM-----	38
APF Community Reporting Template-----	40
APF Participant Request Form-----	41
APF Evaluation Form-----	43
APF Community Challenges Workshop Outline-----	45
APF Guideline Review Notes 2023-----	46

Section 1 APF Statement of Purpose

1.1 The Asia Pacific Forum is made up of the NA Communities from the Asia Pacific Zone. The names “Asia Pacific Forum Incorporated”, “APF” and “Asia Pacific Forum” all refer to the Charitably Registered Incorporated society in this document and all other APF Documents and Guidelines. The guidelines facilitate the agreed purposes of this service body and are to be read in conjunction with the APF Incorporated Constitution which is the basis on which Charitable Registration is provided. The following is the stated purpose of the Asia Pacific Forum, which these guidelines and the Constitution honour:

- a) We, the NA Region’s 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.
- b) This forum is intended to complement the existing service structure of NA.

Our Vision is that one day:

- a) Every addict in the world has the chance to experience our message in their 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.

Functions of the APF to encourage develop and support NA in this part of the world:

- a) 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 collaboratively with NA World Services in our efforts.
- e) Establish and maintain relationships with other Zonal Forums, sharing experience and resources where appropriate.
- f) Establish and maintain relationships with institutions and agencies within the Asia Pacific outside of NA.
- g) To be financially secure, fully self-supporting, with sufficient funds to sustain APF’s ongoing service efforts, maintain a prudent reserve, and to participate in fund flow.
- h) Encourage and support the development of NA within vulnerable, indigenous, and underrepresented communities within the Asia Pacific.
- i) Provide representation and maintain flow of communication for WSC Unseated communities with the World Service Conference through the Zonal Delegate Team.

j) Continually seek to improve our service delivery and functions by engaging in Strategic Planning.

Section 2 APF Membership

2.1 DEFINITION

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

2.2 SEATED COMMUNITIES

The following communities are Seated at the APF

Afghanistan	Hong Kong	Oman
Aotearoa New Zealand	India (SOSONA)	Pakistan North
Australia	Indonesia	Pakistan South
Bangladesh	Iran	Philippines
Bahrain	Japan	Saudi Arabia
Bhutan	Kuwait	Singapore
Cambodia	Malaysia	South Korea
China	Maldives	Thailand
Guam	Nepal	UAE
Hawai'i	NERF	Vietnam

The list of Seated APF Communities will be accurate and consistent across all documents, correspondence, and website listing.

Trusted Servants including but not limited to Secretary, Web servant, and Merchandise Chairperson should ensure that anywhere the communities are listed is maintained and updated as required.

2.3 SEATED COMMUNITY BENEFITS AND RESPONSIBILITIES

- 2.3.1 Each NA community belonging to the Forum is encouraged to send a group of members to the Forum meeting; however only 1 delegate/representative per community can vote at the Forum meeting. One alternate delegate/representative per community may be seated at the main table of the APF next to the primary representative at the discretion of APF Trusted Servants. A translator may also be seated at the table though the APF strongly encourages communities to send members fluent in English.

- 2.3.2 Seated communities may request funding assistance from APF Trusted Servants when money is lacking within their community to fund any delegate to the APF meeting. By applying for funding, the community is representing to the APF that it has insufficient financial resources. Communities who have funds but choose other priorities over APF travel costs in their financial planning may not be eligible for APF funding assistance. If a community is accepted for APF funding assistance, that community may not fund a second attendee to attend the APF. Funded communities are respectfully requested to partially fund or make some contribution to the APF to support other communities who are less fortunate.
- 2.3.3 Seated communities that do not have the resources to create their own website may request assistance from the APF. The APF Web Servant will create a sub-page dedicated to that NA community containing basic contact and meeting information as provided by the community.
- 2.3.4 Seated communities that have the ability and are requested to support the APF wherever possible. This can mean sending delegates with strong experience to support the proceedings, sending funding to APF to support communities that require funding assistance, providing persons for service in APF positions or subcommittees, or bringing service-related materials (for example Guidelines, Strategic Plans etc) and/or merchandise from their NA community to the APF that might contribute to the newer communities or use for fundraising purposes.

2.4 SEATING OF NEW COMMUNITIES AT THE APF

- 2.4.1 In cooperation with the Community seeking to be seated, APF Trusted Servants will attempt to determine if seating the new Community is the best way to serve the new Community, the APF itself, and the Global NA community.
- 2.4.2 A new NA community seeking to be Seated at the APF should be in regular contact with the APF Trusted Servants
- 2.4.5 The APF Trusted Servants shall appoint a Trusted Servant to work with the Community seeking to be Seated to make a Seating Application to the APF.
- 2.4.6 The Seating Application should address the following criteria
- How the community was formed and how long they have functioned as an NA community.
 - Explanation of current services offered by the community (some items suggested, but by no means an exclusive list... how many groups and meetings, any literature development and translations projects/committees, any PR work being done, election of trusted servants, and unity days and/or conventions).
 - Some contact information of Trusted Servants in the community (name and email address so we have multiple contacts for APF delivered services)
 - How Seating at the APF will benefit the community
 - Any other information the community would like the APF to consider in their application.
- 2.4.7 The Community's application should be presented to the APF during New Business by APF Trusted Servants.
- 2.4.8 The APF body will strive to reach consensus. If consensus is reached, the Community will become a member of the APF at the conclusion of the APF meeting, thus becoming a full

APF participant. The newly seated Community will be notified as soon as practically possible by the Trusted Servants along with assuming all the seated benefits and will be asked to assume all the seated participants responsibilities.

- 2.4.9 If a consensus cannot be reached on seating the new community, the APF Trusted Servants will notify the Community of the reasons a consensus could not be reached, will continue to work with the Community to assist them in their growth and possible re-application for seating in the future.

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

2.5 NON-PARTICIPATION OF SEATED COMMUNITIES

- 2.5.1 If a community has been absent from an APF meeting, or not sent a written report in 2 or more subsequent years the APF Fellowship Development and APF Women's Fellowship Development Committees shall take responsibility for attempting to re-establish contact with that Community.
- 2.5.2 The FD committees shall attempt to determine what supports the Non-participating Community needs and how the APF can best serve them.

Section 3 APF Meeting Procedures

3.1 ESTABLISHING A QUORUM

- 3.1.1 A quorum is the minimum number of Seated Communities present to make decisions.
- 3.1.2 A quorum is established when at least 50% of the APF communities represented at the previous APF meeting are represented at the current APF Meeting. Arrivals and departures during a session are to be made known to the APF Chairperson and APF Secretary. The establishment of a quorum is to be checked at the beginning of each business section.
- 3.1.3 The APF Secretary shall report the number of communities required to reach a quorum at the start of each APF meeting.
- 3.1.4 The Secretary shall make a count of Seated communities represented and announce if the quorum has been reached.

3.2 PARTICIPANTS OF THE APF

- 3.2.1 Each Seated APF Community can be represented by a Regional Delegate, and an Alternate Delegate. In the absence of either of these service positions a community can be represented by a member approved by their community.
- 3.2.2 Other participants of the APF include all Trusted Servants. Each subcommittee may also include a second member from the subcommittee who may sit at the APF table and be acknowledged but is not considered a participant.
- 3.2.2.1 Trusted Servants include the following positions, and additional Trusted Servants may be elected as required by the APF.

- APF Chairperson

- APF Secretary

- APF Treasurer
- APF Fellowship Development Coordinator
- APD Women’s Fellowship Development Coordinator
- APF Merchandise Coordinator
- APF Newsletter Coordinator
- APF Public Relations Coordinator
- APF Web Coordinator
- APF Strategic Planning Coordinator
- APF Zonal Delegate
- APF Alternate Zonal Delegate

3.2.3 Others that may sit at the APF table and be acknowledged but are not considered participants include Representatives from NA World Services including World Board Members and/or Staff.

3.2.4 Other NA members are also welcomed to attend although their participation in the APF meeting will be at the discretion of the APF Chairperson. Host Communities are encouraged to invite members from the Host Communities service boards and interested members to attend the APF meeting.

3.3 APF AGENDA

3.3.1 APF meetings are hosted by an APF community annually and will usually be 4 days of 9am to 5:30pm business. Some after-hours sessions may be added.

3.3.2 The location of the next APF meeting will be decided by the APF meeting with bids open to any community. If no bids are received, or none are accepted by the APF, a centralised location, usually Bangkok shall be the default location.

3.3.3 The preparation of the agenda shall be prepared by the APF Chairperson in collaboration with the APF Trusted Servants and provided to all APF Participants a minimum of 2 weeks prior to the APF meeting.

3.3.4 Standard agenda items usually include the following

- Opening Items, reading of Traditions and Concepts, Vision for NA Statement, Roll Call and welcoming of new members
- Housekeeping and Announcements, Welcome Dinner, Women’s Lunch, Convention information and Merchandise Fundraising efforts
- Approval of previous minutes and establishment of a quorum
- Trusted Servants Reports and Questions
- Solution Sharing for Challenges faced by APF Communities
- Strategic Planning
- APF Annual General Meeting
- Election of Trusted Servants (usually held after lunch on final day)
- NAWS Workshops
- Community Bids to Host APF Annual meeting
- Community Bids to Host APF Biannual Convention

- Zonal Delegate Reports and World Service Conference updates

3.4.1 CONSENSUS BASED DECISION MAKING – WHY CONSENSUS?

- 3.4.1.1 The APF strives to be a discussion-based forum and in line with several of NA's 12 Concepts, consensus strives to be the way for a group of equals to make decisions together. The process rests on a fundamental belief that each person has a piece of the truth, but not one person has the whole truth. We strive to discuss an issue until solutions are reached together, in a form acceptable to all participants, rather than a single majority. Consensus strives to hear the quiet minority in reaching decisions together.
- 3.4.1.2 All APF Participants can engage in the consensus decision making process of the APF decisions. Each Trusted Servant and 1 Community Representative will be given cards in line with the 3-card system.
- 3.4.1.3 Concept 6 states "Group conscience is the spiritual means by which we invite a loving God to influence our decisions". Whilst each member has their own way of inviting a Higher Power into their service efforts, collectively we reach better decisions when we are all involved in the process.
- 3.4.1.4 Concept 7 states "All members of a service body bear substantial responsibility for that body's decisions and should be allowed to participate fully in its decision-making processes". Consensus starts with all APF Participants being viewed as equals. We all have our own unique experience, and expertise, but no one member is greater than any other. We owe it to ourselves, and each other, to hear the various viewpoints, opinions, experiences, and knowledge each of us brings to the table. One of our strongest qualities of the APF is our vast diversity. Consensus aims to honour that diversity and allow all our participants an equal place at the table in reaching decisions as a body.
- 3.4.1.5 Concept 9 states "All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes. Like above, we have a responsibility to hear from all facets of our diverse service body in reaching decisions. One member's voice may hold the key to a solution we had previously not considered or provide a reason to pause and adjust our course. On the flip side, consensus principles are not meant to allow one member to hold the discussion hostage, rather that we consider the needs of all members in reaching our final decisions.

3.4.2 CONSENSUS BASED DECISION MAKING – 3 CARD SYSTEM

- 3.4.2.1 **Green Card** – expresses support for the proposed solution, all things considered. You may not agree with every aspect of the proposal but agree that you have heard the discussion, had a chance to participate in the discussion, and are prepared to support the solution.
- 3.4.2.2 **Yellow Card** – Standing aside or agreement with reservations. You might be thinking "*I think this might be a mistake, but I can live with it*" or "*I personally can't do this, but I won't stop others from doing it*"
Yellow Card dissent can be noted in the minutes.
- 3.4.2.4 **Red Card** – expresses a block. "*I can not support this or allow the group to support this, it is against our principles*"

Blocking is a rare and extreme form of dissent taken only if you honestly believe that one of the Traditions or Concepts is directly violated by a proposal, or that some fundamental moral position would be violated.

A block must be based on a generally recognized principle, not a personal preference.

3.4.2.5 Consensus and the listed Concepts are about being heard and participating in the discussion, not about getting our own way. Having our concerns *heard* by the body and *agreed to* by the body are not always the same thing. Some points to consider before implementing a yellow or red card

- a) Am I able to pass on making a point if someone else already has?
- b) I believe that others have understood my point of view
- c) I believe I understand others' points of view
- d) Whether or not I prefer this decision, I support it (and will not undermine it) because it was arrived at openly and fairly and is the best solution this committee can reach at this time.
- e) Any straw polls are for information to assess where the body is at. They are not votes.
- f) Blocking a proposal is a last resort and only done in rare and extreme cases.

3.4.3 CONSENSUS BASED DECISION MAKING – APF PROCESS

Step 1 INTRODUCTION OF TOPIC

Topics shall be presented as issues for discussion

Fully formed proposals are discouraged and where possible will be taken back to the issue they are trying to resolve for discussion

Step 2 TEST FOR INTEREST

Our time together is limited, we always have more business than time

Topics will be prioritised by the body to determine which topics are most important

Smaller topics can be dealt with during any spare time found over the week

Step 3 DISCUSS THE TOPIC

Focus on the issue that needs to be solved

Place in the parking lot any side issues that arise

Ask questions and provide clarification

The body achieves a thorough and common understand of the issue

Step 4 BRAINSTORM SOLUTIONS

Ideas are presented to solve the issue and are clarified for the minutes

Step 5 CLARIFY SOLUTION

The Facilitator restates the solution for clarification and the minutes

Step 6 TEST FOR CONSENSUS

Green cards indicate support for the solution

Dissent is raised by raising either a yellow or red card

Any Dissent should be raised and move to the next step

Step 7 HEAR DISSENT

Members dissenting express their viewpoints

Body discusses the dissent to seek understanding and present solutions

Small group discussion or a break may be needed

Step 8 TEST FOR CONSENSUS AGAIN

Green and Yellow cards indicate support for the solution

90% Green and Yellow constitutes consensus

If Yellow cards exceed 40% it indicates a lack of support to move forward and body moves to the next step

Red cards indicate a block and body moves to the next step

Step 9 DELAY – CONSULT – INFORM

If possible, delay the decision until a later session or task to a subcommittee or task group

Refer to the APF communities for consideration (the topic not the proposed solution)

Seek more information from other sources

Step 10 TEST FOR CONSENSUS AGAIN

Green and Yellow cards indicate support for the solution

90% support required to achieve consensus

Yellow cards exceeding 40% indicates a lack of support

11% Red cards are needed to create a block.

3.5 TRUSTED SERVANT NOMINATION PROCEDURE

- 3.5.1 The nomination process involves a member standing for election for any APF Trusted Servant position to complete an APF Service Resume Form.
- 3.5.2 Completed APF Service Resume Forms must be received by the APF Chairperson 65 days prior to the APF Meeting
- 3.5.3 If after the deadline for receiving resumes has passed the APF Chairperson has not received nominees for a Trusted Servant position, the APF Secretary shall notify the APF participants and resumes can continue to be received for another 30 days.
- 3.5.4 A confidential summary of resumes containing only the name of the nominee, home community, clean date and NA service experience will be forwarded to all APF Regional Delegates (or alts, or rep in their absence) 60 days prior to the APF meeting. This summary is only sent to the delegate email not the general APF list.
- 3.5.5 Hard copies of all full resumes will be made available to all APF Regional Delegates (or alts, or reps in their absence) on the first day of the APF meeting.

3.6 TRUSTED SERVANT ELECTION PROCEDURE

- 3.6.1 The APF Chairperson is responsible for conducting the election process in such a way as to ensure that no nominee is disadvantaged or treated unfairly.
- 3.6.2 The APF Chairperson is responsible for ensuring that each voting member understands the election process and can be asked by any voting member to read out any position description for any election prior to proceeding with the election.
- 3.6.3 The APF Secretary shall ask for a show of hands of Voting members to establish a quorum.
- 3.6.4 The APF Chairperson shall read out the position for election, state the name of the candidate and ask for a voting member to second the nomination. Any nomination that is not seconded by a voting member will be discarded.
- 3.6.5 Nominees standing for election should be encouraged to attend via video link (if they are not present in person) during elections process to allow for questions from the voting members.
- 3.6.6 The APF Chairperson may declare a question out of order.
- 3.6.7 Once any questions have been answered, the nominee shall leave the room (if in attendance in person) or be placed into a waiting room (if attending virtually). No further discussion should take place.
- 3.6.5 APF Trusted Servant election shall be held by secret ballot.
- 3.6.6 Each Seated Community in attendance is a voting member. 1 Vote per Seated Community.
- 3.6.7 Each voting member may vote for, against or abstain, even in the case of a single nominee.
- 3.6.8 APF Trusted Servants shall collect the ballots and be counted by the APF Chairperson and APF Secretary.
- 3.6.9 In order to be successful a nominee must receive more than 50% of the votes cast. If there is more than one nominee and in the first instance of voting neither candidate receives more than 50% of the vote, the nominee with the least number of votes is discarded and another round of votes are taken.
- 3.6.10 In the event of a tie, the APF Chairperson will ask the voting members to recast their vote. If a tie remains the APF Chairperson will be asked to cast a vote to break the tie.

3.7 VACANT TRUSTED SERVANT POSITIONS

- 3.7.1 The APF Trusted Servants have been granted the discretion to appoint caretakers to vacant Trusted Servant positions in the event that a position is vacant due to a resignation, a removal of a Trusted Servant or no member elected during APF meeting elections.
- 3.7.2 Prior to the appointment of a caretaker Trusted Servant, the Trusted Servants should report the vacant positions to the APF members and call for interested members and communities to forward names and resumes of suitable candidates.
- 3.7.3 At the next Trusted Servant monthly meeting following the calling for resumes, the APF Trusted Servants can appoint a suitable candidate and notify the APF members.

3.8 VOLUNTARY RESIGNATION OF TRUSTED SERVANTS

- 3.8.1 Voluntary resignation may occur when a Trusted Servant needs to resign prior to the end of their service term.
- 3.8.2 A voluntary resignation should be made in writing to the APF Trusted Servants.

3.8.3 APF Trusted Servants shall inform the APF members of the resignation and follow the procedure described in vacant Trusted Servant positions.

3.9 REMOVAL OF TRUSTED SERVANTS

3.9.1 The following are grounds for removal of a Trusted Servant from position

- a) Relapse during their term (immediate removal)
- b) Misappropriation of NA Funds (immediate removal)
- c) Trusted Servants agreeing that a breach of the Harassment Guidelines (Section 8) had occurred (immediate removal)
- d) Failure to perform duties and responsibilities (must follow the below process)

3.9.2 Before it can be said that a Trusted Servant has failed to perform their duties and responsibilities, they must first be made aware of the concerns by the APF Trusted Servants and offered appropriate support and time to improve their performance.

3.9.3 In the case of 3.9.1 (c) where the Trusted Servants cannot agree that a breach has occurred the member the matter will be placed on the agenda for the next APF meeting

3.9.4 In the case of 3.9.1 (d) the matter will be placed on the agenda for the next APF meeting

3.9.5 The process to be followed when such a matter is placed on the APF agenda is as follows.

Step 1: The person wishing to remove a member based on 3.9.1(c) or (d) shall write to the APF Chairperson making their concerns known. If the person subject to this allegation is the APF Chairperson, the APF Zonal Delegate will assume the responsibilities for the process.

Step 2: The APF Chairperson writes to the Trusted Servant and outlines the allegations made against them and informs them that it will be placed on the agenda at the next APF meeting. The Chairperson asks them if they would like to respond to the allegations.

Step 3: At the APF meeting the APF Chairperson will read out the allegations against the Trusted Servant and read any response received. Submissions should not take longer than 5 minutes for the APF Chairperson to read.

Step 4: A secret ballot will be held. For simplicity a vote of YES is for the Trusted Servant to remain in their position. A vote of NO is for the removal of the Trusted Servant. If the Trusted Servant is in attendance, they will be asked to leave the room for the vote.

Step 5: The APF Chairperson and APF Secretary count the votes. For the Trusted Servant to be removed from their position there must be at least 60% NO votes.

Step 6: If the 60% NO vote is reached the Trusted Servant is removed from their position and can remain at the APF as an observer.

If the 60% NO vote is not reached, the Trusted Servant remains in their position and there is an agreement that this is the end of the matter. The Trusted Servant will be allowed to finish their term of service without any further consequence.

3.10 COMMUNITY BIDS PROCESS

3.10.1 Community bid presentations should be forwarded to all APF participants at least 1 month prior to the Annual Meeting.

- 3.10.2 During the APF Annual Meeting each community submitting a bid will be given 10 minutes to present their bid and discussion and questions will follow.
- 3.10.3 See Section 5 and Section 6 for the requirements of a community bid.

Section 4 APF Financial Guidelines

4.1 APF FINANCIAL GUIDELINES

- 4.1.1 The APF operates bank accounts with ASB Bank (USD, AUD, and NZD currencies) and the Bank of Hawaii.
- 4.1.2 The APF also operate payment services with Wise (formerly TransferWise) and PayPal.
- 4.1.3 The majority of the APF Funds shall be held in the ASB accounts with only a minimum balance held in the Bank of Hawaii account to keep it open and enable banking in the USA.
- 4.1.4 Wherever possible APF accounts that require '2 to authenticate' should be used to authorise transactions.
- 4.1.5 In situations where the APF Treasurer is unable to directly access any bank or payment service, all transactions must be at the request of the APF Treasurer or APF Chairperson via email with the Trusted Servants copied in.
- 4.1.6 Cheques are not available in New Zealand, any cheque drawn from an APF account must be authorised by 2 signatories.
- 4.1.7 All reimbursements or expenditures for expenses incurred in relation to serving the APF will require receipts for verification and reporting.
- 4.1.8 Fundraising efforts for the APF should be coordinated and/or communicated to the APF Treasurer in a timely manner, including transferring of funds raised into an APF account.

4.2 FUNDING APF PARTICIPANTS

- 4.2.1 Funded Participants will have the following expenses covered
 - (a) Most economical travel to and from the participants home city to the APF location city. Participants are asked to find the most economical means of transport when booking themselves. Participants wishing to upgrade from economy may do so at their own expense.
 - (b) Lodging twin share for 5 nights and 6 days except for Trusted Servants listed in (c), participants who wish to upgrade to a single room or add additional days/nights may do so at their own expense.
 - (c) The APF Chairperson, APF Secretary, APF Treasurer and APF Merchandise Coordinator are funded for single rooms for 6 nights and 7 days. Additional days/nights can be added at their own expense.
 - (d) Food and incidentals to a maximum of \$35USD per day
 - (e) The Merchandise Coordinator may have additional baggage added to their ticket for the purpose of transporting APF Merchandise.
- 4.2.2 Each NA community can request funding for their Regional Delegate to attend the APF meeting.

- 4.2.3 The Regional Delegate representing the NA Community requesting funding should be a formally identified representative of that community. APF Trusted Servants may approach the community to confirm or clarify. If APF Trusted Servants can not determine that a participant has been elected by their community to represent them no funding will be provided.
- 4.2.4 A community requesting funding for their Regional Delegate should complete the Participant Request Form and the APF Trusted Servants will provide the required funding in line with 4.2.1.
- 4.2.5 In line with the APF Statement of Purpose the APF Trusted Servants have the discretion to provide funding assistance to the Alternate Regional Delegate or other community Trusted Servants near the APF Annual Meeting, and where the budget allows.
- 4.2.6 All funded participants are expected to attend the entire APF Annual Meeting. APF Trusted Servants have the discretion to withhold funding for non-attendance.

4.3 APF CASH HANDLING PROCEDURES

- 4.3.1 To ensure the proper handling of cash receipts and payments during each APF meeting, the Treasurer is ultimately responsible for overseeing receipting of cash, paying costs, and will bank the cash into the APF Incorporated accounts.
- 4.3.2 There should be at least two people collecting cash in a cash box or bag. Only collect APF cash in the box or bag. You should not include personal cash. If personal cash is used, it needs to be reimbursed, and needs to be documented.
- 4.3.3 Ensure third party source documents are kept and kept by the treasurer (receipts, invoices, reimbursement forms other documents) that support the transaction.
- 4.3.4 Cash receipts procedure (receiving cash)

Write up a receipt summary document(s) or spreadsheet stating:

- Date cash received.
- Who paid.
- Amount paid.
- Currency received.
- What the cash was for.
- Receipts are to be initialled.
- List what type of source document was received or given (e.g. sales invoice, receipts).
- Give cash, receipt summaries or spreadsheets, and source documents to the APF Treasurer.

- 4.3.5 Cash payments procedure (spending or reimbursing in cash)

Write up a receipt summary document(s) or spreadsheet stating:

- Date cash paid.
- Who cash was paid to.
- Amount paid.
- Currency paid.
- What the cash paid was for.
- Ensure a signed source document is provided (e.g. signed payment form with the details above, or receipt, invoice, reimbursement form).
- Give cash, payment summaries or spreadsheets, and source documents to the APF Treasurer.

- 4.3.6 Reconciliation APF Incorporated Treasurer

Write up a receipt summary document(s) or spreadsheet stating:

- Bank net cash (receipts less payments) - into APF accounts.
- Cash spreadsheet – prepare spreadsheet to reconcile the receipts less payments to the APF Account deposits. Include all the details from the receipt document(s), and payment document(s), and the date the deposit was banked into the account.
- Scan all the source receipt and payment documents per deposits (if possible) and email the scanned source documents and reconciliation spreadsheet to APF Treasurer.

4.4 APF IN COUNTRY ACCOUNT SIGNATORY GUIDELINES

4.4.1 This is a simple guide for members wishing to help the APF and the APF Treasurer with administration of bank accounts and include APF Delegate engagement in the selection of members for this area of APF Service. The APF operates banking facilities and services in countries remote from the APF Treasurer. Anti-Money-Laundering legislation in place around the world requires members who live in the country where accounts are located to help the APF Treasurer fulfill their service roles.

4.4.2 The term of this role is until either the APF Body or the person helping wishes it to end.

4.4.3 The term "Signatory" reflects a person "Authorized" to help operate any APF Bank account or financial service whether by "Signing" or operating Internet Banking. It is accepted that the term for the latter may differ from country to country. Currently APF operates the following: Bank of Hawaii, ASB Bank Ltd (NZ), PayPal and Wise (formerly TransferWise).

4.4.4 Availability:

- This role will periodically require communications with APF Treasurer and Admin: the ability to typically respond within 2-3 days to requests that are completed via Internet Banking and up to 2-3 weeks for in-person banking needs.

4.4.5 Service: It is expected that Signatories will undertake to:

- Be accountable to the APF for administration of the APF bank account where they are a signatory.
- Initiate any banking financial transaction only when instructed by the APF Treasurer and APF Admin
- Not initiate any financial transaction unless specifically instructed by the APF Treasurer in writing that must copy APF Admin
- Monitor email and other communications from the Bank, and scan and forward to the APF Treasurer
- Attend the bank in person to deal with any in person actions required.
- Sign up for Internet banking access so that electronic documents and statements can be accessed, and transactions made.

4.4.6 Skills and Experience: It is expected that the Signatory will have:

- Be accountable to the APF for administration of the APF bank account where they are a signatory.
- A minimum of 10 years clean time
- Experience of APF either as a Delegate, previous APF Trusted Servant or Workgroup member
- Previous experience as an NA Service Treasurer or other banking/accounting roles (within or external to Narcotics Anonymous)

- An understanding of computer software used for bank account access, including email, instant messaging etc.
- Ready access to facilities to convert any paper documents into electronic documents.
- Not be in an intimate relationship with any other APF signatory.

Section 5 APF Annual Meeting - Host Community Bids and Host Community Responsibilities

5.1 HOST COMMUNITY BID PREPARATION

- 5.1.1 Communities wishing to bid to Host the annual APF meeting should work with APF Trusted Servants to prepare a bid to present to the APF meeting. Communities are encouraged to start the process sooner rather than later, but final bid proposals should be ready at least 2 months prior the upcoming APF Annual Meeting.
- 5.1.2 APF Trusted Servants should actively work with communities to ensure their bid meets the expectations of the APF with sufficient information for Delegates to consider each bid.
- 5.1.2 The APF has agreed the following items have been useful in increasing the chances of the APF endorsing community bid requests:
- a) Demonstrate clear group conscience that your community has discussed and agreed to the bid and the responsibilities should the bid be endorsed.
 - b) Sufficient local Trusted Servants willing to join a host committee in preparing to Host the APF Annual meeting.
 - c) Ease of Transport – Select a city or town that is accessible to all APF participants regarding air and land transport. Distance from airport should also be considered. Visa applications and cost should be considered as part of this section.
 - d) Safety for participants – The selected host location should be safe for all APF participants including women, LGBTIQ+ members, and members of other minority groups. The location should not pose danger or risk to the APF or its participants. Peace and order are required to be able to host an APF meeting.
 - e) A bid should contain information about the potential venues. It is recommended strongly to get up to three potential venues in the proposed location. Exact details including name of venue, pictures of rooms and facilities should be included where possible. Considerations for venues should include size of rooms for delegate and meeting, cleanliness of facilities, wifi, access to restaurants, money exchange, and travel are good considerations. The location of the venue should also be in a clean, peaceful, and secure part of town where foreigners can freely move about.
 - f) financial information should be provided in the bid. Approximate prices (based on quotes from the venues) for meeting room, hotel rooms, and air and land travel from various APF locations are the minimum requirements for financial information presented in a bid.
 - g) information about the local NA fellowship including local meeting details and any local events planned for around the APF meeting are helpful.

h) most important the Host community should be able to convey the impact to the local NA community by hosting the APF. Considerations could include why the community wish to host, learning opportunities for the local members, any Fellowship Development goals, and anticipated attendance and involvement from the local community.

5.2 APF REQUIREMENTS FOR HOST COMMUNITIES TO MEET

5.2.1 APF HOTEL REQUIREMENTS

- 5.2.1.1 Conference room must be available for the 4 days of the APF meeting and be available for use from 8am to 6pm each day as a minimum.
- 5.2.1.2 The room should be large enough to seat 40 people in a rectangular format with no internal pillars or obstructions
- 5.2.1.3 Seating for 30+ observers around the perimeter of the room.
- 5.2.1.4 Audio visual requirements of at least 2 wireless microphones, a projector and screen, and enough power points for APF members to plug in devices.
- 5.2.1.5 Strong internet connection in main meeting room.
- 5.2.1.6 Additional requirements break out rooms for workshops, printing and copying facilities in hotel, secure room for storage of materials and literature, stationary requirements are useful to also have.
- 5.2.1.7 Budget for APF meeting room should be up to \$500USD per day for a total of up to \$2,000USD for the 4-day meeting.
 - Note some hotels charge a lower rate for meeting facilities based on room bookings at a higher rate.

5.2.2 APF ACCOMMODATION REQUIREMENTS

- 5.2.2.1 The hotel should be able to provide
 - 4x double room, single occupancy, 6 nights (Chairperson, Secretary, Treasurer and Merchandise Coordinator)
 - 4x double room, single occupancy, 6 nights (NAWS staff and WB)
 - 5x double room, twin beds, 5 nights (other APF Trusted Servants not given a single room)
 - 19x double room, twin beds, 5 nights (delegates, alternate delegates, resource travellers, translators)
 - Rooms should include breakfast with options for dietary concerns (halal, vegan, vegetarian, gluten and dairy free, etc)
- 5.2.2.3 Budget per person room rate should be \$37.50 USD with breakfast based on twin share (max \$75USD per room per night).

5.2.3 APF GENERAL REQUIREMENTS

- 5.2.3.1 The location of the venue should provide various options for meals at local restaurants and provide for a range of dietary requirements (halal, vegetarian, vegan, gluten or dairy free etc). The cost of these meals should be considered against the budget of \$20USD per day for funded participants.
- 5.2.3.2 Options for tea, coffee, and snacks throughout the meeting day should be available

5.2.3.3 Budget for refreshments is \$3.20USD per day per person. Budget for 4 days for 50 persons is \$640USD

5.3 APF CONVENTION CASH HANDLING PROCEDURES

- 5.3.1 To ensure the proper handling of cash receipts and payments the convention, the Convention Treasurer is ultimately responsible for overseeing receipting of cash, paying costs, and will bank the cash into the APF Incorporated accounts.
- 5.3.2 There should be at least two people collecting cash in a cash box or bag. Only collect APF cash in the box or bag. You should not include personal cash. If personal cash is used, it needs to be reimbursed, and needs to be documented.
- 5.3.3 Ensure third party source documents are kept and kept by the treasurer (receipts, invoices, reimbursement forms other documents) that support the transaction.
- 5.3.4 Cash receipts procedure (receiving cash)

Write up a receipt summary document(s) or spreadsheet stating:

- Date cash received.
- Who paid.
- Amount paid.
- Currency received.
- What the cash was for.
- Receipts are to be initialled
- List what type of source document was received or given (e.g. sales invoice, receipts).
- Give cash, receipt summaries or spreadsheets, and source documents to the Convention Treasurer.

5.3.5 Cash payments procedure (spending or reimbursing in cash)

Write up a receipt summary document(s) or spreadsheet stating:

- Date cash paid.
- Who cash was paid to.
- Amount paid.
- Currency paid.
- What the cash paid was for.
- Ensure a signed source document is provided (e.g. signed payment form with the details above, or receipt, invoice, reimbursement form).
- Give cash, payment summaries or spreadsheets, and source documents to the Convention Treasurer.

5.3.6 Reconciliation Convention Treasurer

Write up a receipt summary document(s) or spreadsheet stating:

- Bank net cash (receipts less payments) - into APF Convention account.
- Cash spreadsheet – prepare spreadsheet to reconcile the receipts less payments to the APF Convention Account. Include all the details from the receipt document(s), and payment document(s), and the date the deposit was banked into the account.
- Scan all the source receipt and payment documents per deposits (if possible) and email the scanned source documents and reconciliation spreadsheet to Convention Treasurer.

Section 6 APF Biannual Convention - Host Community Bids and Host Community Responsibilities

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

Ultimate authority and responsibility of the event remains with APF, whilst planning and execution is being delegated to the local host committee.

6.1 HOST COMMUNITY BID PREPARATION

- 6.1.1 Communities wishing to bid to Host the bi-annual APF Convention should work with APF Trusted Servants to prepare a bid to present to the APF meeting. Communities are encouraged to start the process sooner rather than later, but final bid proposals should be ready at least 2 months prior the upcoming APF Annual Meeting.
- 6.1.2 APF Trusted Servants should actively work with communities to ensure their bid meets the expectations of the APF with sufficient information for Delegates to consider each bid.
- 6.1.2 In addition to the list of items found to in 5.1.2 considered to be useful to include in a bid, the following APF Convention specific information should also be considered for inclusion in the Host Communities Bid presentation.
 - a) The communities previous experience hosting large events such as conventions, camps, workshops etc
 - b) Anticipated numbers to attend
 - c) Anticipated registrations costs
 - d) Proposed surplus sharing ratios with the APF
 - e) Proposed seeding funds sought from the APF

Section 7 Required Qualities, Roles, And Responsibilities for APF Trusted Servants

7.1 REQUIRED QUALITIES AND RESPONSIBILITIES FOR ALL APF TRUSTED SERVANTS

- 7.1.1 APF Trusted Servants have significant responsibility, both within their individual role and for the APF overall. At various times of the year, and during the APF meeting itself, the amount of time that needs to be dedicated to the role can be high. Therefore, these trusted servants should not simultaneously be serving as delegate for their community at the annual APF meeting.
- 7.1.2 Whilst recent APF experience is desirable, the most valuable asset a candidate can possess is a willingness to serve. Candidates should be able to demonstrate through their service resume the skillset required for the nominated position. Experience on APF subcommittees or a demonstrated commitment to Area or Regional service will be viewed favourably.

- 7.1.3 APF Trusted Servants should be able to communicate effectively in English (speak, read, and write).
- 7.1.4 All APF Trusted Servants should have good computer literacy and readily available access to internet connection.
- 7.1.5 All APF Trusted Servants should show maturity in recovery, in their service experience, have a working knowledge of the 12 Traditions and 12 Concepts, and demonstrate leadership qualities outlined in Concept 4.
- 7.1.6 All APF Trusted Servants provide a written report for the APF Annual meeting. All APF Trusted Servants should provide written quarterly reports for APF Participants. Reports should be provided at least 2 weeks prior to the Annual APF meeting.
- 7.1.7 All APF Trusted Servants are funded to and should attend the APF Annual meeting.
- 7.1.8 All APF Trusted Servants may be asked to facilitate sessions at the APF Annual Meeting.
- 7.1.9 All APF Trusted Servants should regularly check their service emails and respond to requests in a timely manner, referring on to other Trusted Servants where appropriate.
- 7.1.10 All APF Trusted Servants should participate, or give apologies for, the monthly APF Trusted Servants meeting.
- 7.1.11 All APF Trusted Servants must reside within the APF Zone at the time of their election. If a Trusted Servant moves residence outside the APF Zone during their term their term shall be considered completed at the end of the next APF Annual Meeting. The position shall be filled in accordance with the established guidelines.
- 7.1.12 All APF Trusted Servant Positions are a 2-year term.
- 7.1.13 All APF Trusted Servants should be willing to extend their term by 3 months to ensure hand over and training to the incoming Trusted Servant taking on their position.
- 7.1.14 APF Trusted Servants have the delegated authority necessary to make decisions between APF meetings if there is
 - (a) the decision needs to be made on what can be considered an immediate need
 - (b) it is not practical or reasonable to ask for delegates participation in the decisionThe APF Trusted Servants must communicate the decision and the reasons for the immediate need to all APF Participants within 7 days of making the decision.

7.2 APF CHAIRPERSON

- 7.2.1. The APF Chairperson should have a minimum 7 years clean time.
- 7.2.2 The APF Chairperson will confirm the venue and dates for the APF Annual meeting at least 6 months prior to the next meeting.
- 7.2.3 The APF Chairperson creates the agenda for the APF meeting, seeking input from APF participants for items and sends a tentative agenda to the APF participants at least 1 month before the meeting.
- 7.2.4 The APF Chairperson facilitates, or delegates facilitation of, APF sessions.

- 7.2.5 The APF Chairperson prepares and distributes the agenda for and facilitates the monthly Trusted Servants meetings.
- 7.2.6 The APF Chairperson is responsible for the distribution of the APF Evaluation Form on the final day of the APF. These forms should be considered by the current and incoming Trusted Servants and used to shape future APF meetings. They should be digitalised and stored in the APF GSuite for Trusted Servant access for future reference.

7.3 APF SECRETARY

- 7.3.1. The APF Secretary should have a minimum 5 years clean time.
- 7.3.2 The APF Secretary maintains up to date contact information of APF participants and APF communities.
- 7.3.3 The APF Secretary is responsible for email list administrative duties, delegates, monitors and maintains all email lists, and responds directly to emails.
- 7.3.4 The APF Secretary maintains and updates the APF Google Drive, uploading all reports in PDF format.
- 7.3.5 The APF Secretary takes accurate minutes of the APF meeting and APF Trusted Servant meetings. Minutes of the APF shall be completed and sent to all APF participants within 2 months of the close of the APF meeting. Trusted Servant meeting minutes should be sent to all APF participants within 10 days of being approved by the Trusted Servants.
- 7.3.6 The APF Secretary maintains the APF roll call during the APF meeting.

7.4 APF TREASURER

- 7.4.1. The APF Treasurer should have a minimum 5 years clean time
- 7.4.2 The APF Treasurer should have good accounting skills
- 7.4.3 The APF Treasurer should have previous NA Treasury experience at a committee level
- 7.4.4 The APF Treasurer administers the APF bank accounts.
- 7.4.5 The APF Treasurer prepares the draft APF budget with assistance from APF Trusted Servants and adjusts as required throughout the APF meeting.
- 7.4.6 The APF Treasurer reports monthly to the Trusted Servants meeting all treasury activities.
- 7.4.7 The APF Treasurer can make recommendations regarding financial matters to the APF.
- 7.4.8 The APF Treasurer ensures that all requests for funding or reimbursement is in line with the APF Financial Guidelines and supporting documentation is provided.
- 7.4.9 The APF Treasurer issues receipts promptly for all community contributions.

7.5 APF FELLOWSHIP DEVELOPMENT COORDINATOR

- 7.5.1. The APF Fellowship Development Coordinator should have a minimum 5 years clean time.
- 7.5.2 The APF Fellowship Development Coordinator facilitates regular monthly APF FD Subcommittee meetings.
- 7.5.3 The APF Fellowship Development Coordinator maintains a resource pool of members who can support FD initiatives in the APF Zone and have submitted the *APF FD Pool Information Form*.

- 7.5.4 The APF Fellowship Development Coordinator in conjunction with the APF Women's FD Coordinator is tasked with re-establishing communication with Non-Participating Communities and assessing how best to meet their needs.
- 7.5.4 The APF Fellowship Development Coordinator includes the local fellowship whenever possible when arranging the Annual APF Meeting.
- 7.5.5 The APF Fellowship Development Coordinator in conjunction with the APF Women's FD Coordinator arranges local Fellowship workshops to be held in conjunction with the Annual APF Meeting.
- 7.5.6 The APF Fellowship Development Coordinator is encouraged to communicate regularly with APF Participants and APF Communities making use of emails, items in the APF Newsletter, and reports.

7.6 APF WOMEN'S FELLOWSHIP DEVELOPMENT COORDINATOR

- 7.6.1. The APF Women's Fellowship Development Coordinator should have a minimum 7 years clean time
- 7.6.2 The APF Women's Fellowship Development Coordinator must have been an active member of the Women's FD Subcommittee for a minimum of 12 months.
- 7.6.2 The APF Fellowship Development Coordinator facilitates regular monthly APF Women's FD Subcommittee meetings.
- 7.6.3 The APF Women's Fellowship Development Coordinator maintains a resource pool of members who can support FD initiatives in the APF Zone.
- 7.6.4 The APF Women's Fellowship Development Coordinator in conjunction with the APF FD Coordinator is tasked with re-establishing communication with Non-Participating Communities and assessing how best to meet their needs.
- 7.6.4 The APF Women's Fellowship Development Coordinator includes the local fellowship whenever possible when arranging the Annual APF Meeting with a special interest in the participation of women identifying members.
- 7.6.5 The Women's Fellowship Development Coordinator organises and hosts the Women's Lunch at the Annual APF Meeting.
- 7.6.6 The APF Women's Fellowship Development Coordinator in conjunction with the APF FD Coordinator arranges local Fellowship workshops to be held in conjunction with the Annual APF Meeting.
- 7.6.7 The APF Women's Fellowship Development Coordinator is encouraged to communicate regularly with APF Participants and APF Communities making use of emails, items in the APF Newsletter, and reports.

7.7 APF MERCHANDISE COORDINATOR

- 7.7.1. The APF Merchandise Coordinator should have a minimum 7 years clean time.
- 7.7.2 The APF Merchandise Coordinator should have a minimum 5 years experience with handling NA Funds
- 7.7.3 The APF Merchandise Committee operates with up to \$1,000UDS Reserve, any funds above this reserve should be transferred into one of the APF Bank accounts as soon as practicable to do so.

- 7.7.4 The APF Merchandise Coordinator will keep a record of all financial transactions (sales at events etc can be expressed as a total, rather than accounting for individual sales).
- 7.7.5 The APF Merchandise Coordinator facilitates regular monthly Subcommittee meetings.
- 7.7.6 The APF Merchandise Coordinator maintains a resource pool of members who can support fundraising initiatives in the APF Zone.
- 7.7.7 The APF Merchandise Subcommittee coordinates the design, manufacturing, and distribution of APF Merchandise to help support the APF financially.
- 7.7.8 New designs of APF Merchandise should be signed off by the APF Merchandise Subcommittee and checked by the APF Trusted Servants before production begins. This is not meant to undermine the group conscience of the Subcommittee, but rather to ensure designs are appropriate, contain correct details, are in line with the *FIPT*, and are cost effective to the APF.

7.8 APF NEWSLETTER COORDINATOR

- 7.8.1. The APF Newsletter Coordinator should have a minimum 5 years clean time.
- 7.8.2 The APF Newsletter Coordinator should coordinate the Newsletter subcommittee.
- 7.8.3 The APF Newsletter Subcommittee should produce an APF Newsletter 3 times per year. Each publication should be signed off by the Subcommittee and be submitted to 3 other Trusted Servants for the purpose of ensuring the edition is suitable for release.
- 7.8.4 The APF Newsletter Coordinator requests material and ideas for APF Newsletters.
- 7.8.5 The APF Newsletter Coordinator distributes the APF Newsletter, posts the APF Newsletter to the APF Website, and maintains the subscription list.
- 7.8.6 The APF Newsletter Coordinator facilitates regular Subcommittee meetings as required.

7.9 APF PUBLIC RELATIONS COORDINATOR

- 7.9.1. The APF Public Relations Coordinator should have a minimum 5 years clean time
- 7.9.2 The APF Public Relations Coordinator should have a minimum of 2 years PR experience at and Area or Regional Level.
- 7.9.3 The APF Public Relations Coordinator facilitates regular monthly APF PR Subcommittee meetings.
- 7.9.4 The APF Public Relations Coordinator maintains a resource pool of members who can support PR initiatives in the APF Zone.
- 7.9.5 The APF Public Relations Coordinator builds relationships with other APF Coordinators and Subcommittees and supports their efforts when requested to serve APF communities.
- 7.9.5 The APF Public Relations Coordinator builds working relationships with the PR staff at NAWS and is encouraged to attend PR webinars hosted by NAWS.
- 7.9.6 The APF Public Relations Coordinator creates, updates, and maintains a library of resources, PowerPoint presentations, documents, and records of experience to support APF communities and makes these available to communities requesting them.
- 7.9.7 The APF Public Relations Coordinator helps APF communities in registering with local Governments.

7.9.8 The APF Public Relations Coordinator plans PR efforts in coordination with the Host Community hosting the Annual APF meeting.

7.10 APF WEB COORDINATOR

- 7.10.1. The APF Web Coordinator should have a minimum 5 years clean time.
- 7.10.2 The APF Web Coordinator should have demonstrated ability to administer a website via the current content management system used by the APF (WIX and G-Suite).
- 7.10.2 The APF Web Coordinator maintains the APF domain (<http://www.apfna.org/>) and the domain is owned by the APF. The APF Web Coordinator ensures that ownership of all aspects of the APF website must be retained by the APF and never any individual.
- 7.10.3 The APF purchases the annual e-commerce level subscription from WIX. This is administered by the APF Web Coordinator, APF Chairperson, APF Secretary, other subcommittee members who support the merchandise sales and web subcommittee.
- 7.10.4 The APF Web Coordinator ensures that web content adheres to these guidelines, in addition to the 12 Traditions and 12 Concepts of NA. Requests for content changes should be actioned within 5 days of the request.
- 7.10.5 The APF Web Coordinator should seek appropriately qualified members from APF Communities to assist with web responsibilities.
- 7.10.6 The APF Web Coordinator assists APF participants with web related enquiries including access to documents, reports and meeting agendas, support for Trusted Servants accessing service emails and supports the Secretary in maintaining Email Distributions lists.
- 7.10.7 The APF Web Coordinator should facilitate Web Committee meetings as required.
- 7.10.8 The APF Web Coordinator ensures that only links from the APF website are to other NA websites. No unaffiliated links are to be placed on the website except for the APF GSuite, and PayPal or other payment gateways for payments or contribution purposes.
- 7.10.9 The APF Web Coordinator ensures that as far as is possible links to NA literature in languages spoken by APF communities is provided linking material to the NAWS website.
- 7.10.10 The APF Web Coordinator ensures that all passwords for site update access, domain name update and web hosting committee are made available to the APF Chairperson and APF Secretary.
- 7.10.11 The APF Web Coordinator provides training to the APF Merchandise Committee to maintain and update the APF Merchandise Shop.
- 7.10.12 The APF Web Coordinator ensures that during APF Convention years the site is used promote the APF Convention. Members of the Convention Subcommittee can be provided access and editing rights for this purpose.
- 7.10.13 The APF Web Coordinator ensures that the APF website contains the following content;
- a) The APF Statement of Purpose and Vision Statement
 - b) The current and archives of APF Newsletters
 - c) Service contact details of APF Trusted Servants
 - d) Events and activities taking place in the APF Communities, including event fliers and registration information.

- e) A list of APF Communities with links to websites maintained by those communities. Where an APF Community doesn't have its own website, basic contact and meetings information is maintained by the APF Web Coordinator for that community.
- f) password protected documents page for minutes and reports from APF meetings and key APF Documents.
- g) APF Contribution page with payment gateway.
- h) Merchandise shop which is updated and maintained by the Merchandise Committee.
- i) During APF Convention years, online reservation and booking facilities for Convention ticket sales.

7.10.14 Access Control List

Position	Website	GSuite	Zoom	Social Media
Web Servant	✓	✓		
APF Chair	✓	✓	✓	✓
APF Secretary	✓	✓	✓	✓
APF Treasurer	✓	✓	✓	✓
FD Coordinator	✓	✓	✓	✓
ZD	✓			
ZD (Alt)	✓			
Women's FD Coordinator	✓			✓
PR Coordinator	✓		✓	✓
Merchandise Chair	✓			
Newsletter Editor	✓			
APF Convention Chair	✓			

7.11 APF STRATEGIC PLANNING COORDINATOR

- 7.8.1. The APF Strategic Planning Coordinator should have a minimum 5 years clean time
- 7.8.2 The APF Strategic Planning Coordinator facilitates regular monthly APF SP Subcommittee meetings.
- 7.8.3 The APF Strategic Planning Coordinator should work in close collaboration with and maintain regular communication with other Trusted Servants and Subcommittees to assist with and monitor progress of goals and tasks assigned to them from the APF Strategic Plan.
- 7.8.4 The APF Strategic Planning Coordinator contributes to the planning of the APF Agenda incorporating Strategic Planning Sessions.

- 7.8.5 The APF Strategic Planning Coordinator is encouraged to submit brief reports for the APF Newsletter.
- 7.8.6 The APF Strategic Planning Subcommittee may appoint a Strategic Planning Secretary to take minutes of the monthly meetings and distribute these to the SP members.

7.12 APF ZONAL DELEGATE

- 7.12.1. The APF Zonal Delegate should have a minimum 7 years clean time
- 7.12.2 The APF ZD should have recent APF service experience
- 7.12.3 The APF ZD should have the eligibility to obtain a US Visa
- 7.12.4 The APF ZD must reside in a non WSC Seated Community
- 7.12.5 The APF ZD will facilitate the CAR/CAT Sessions at the APF, collate the voice of the WSC Unseated Communities and vote in accordance with that voice at the WSC.
- 7.12.6 The APF ZD has the delegated authority to change the vote if new information is presented on the floor of the WSC that the ZD and ZDA believe would have influenced the vote had it been heard by the Unseated Communities.
- 7.12.7 The APF ZD prepares and submits the Zonal report for the World Service Conference by the deadline.
- 7.12.8 The APF ZD should attend as many WSC Conference Participant Webinars as possible.
- 7.12.9 The APF ZD is the representative for the APF at the Role of Zones meeting.
- 7.12.10The APF ZD is funded to attend the World Service Conference, including up to 2 days prior to and 1 day after the event, dependant on the location of the elected Trusted Servant.
- 7.12.11The APF ZD will work with, and mentor the Zonal Delegate Alternate.

7.13 APF ZONAL DELEGATE ALTERNATE

- 7.13.1. The APF Zonal Delegate Alternate should have a minimum 5 years clean time.
- 7.13.2 The APF ZDA should have recent APF service experience.
- 7.13.3 The APF ZDA should have the eligibility to obtain a US Visa.
- 7.13.4 The APF ZDA must reside in a non WSC Seated Community.
- 7.13.5 The APF ZDA will work with the ZD to facilitate the CAR/CAT Sessions at the APF, collate the voice of the WSC Unseated Communities and vote in accordance with that voice at the WSC.
- 7.13.6 The APF ZDA assists the ZD to prepares and submits the Zonal report for the World Service Conference by the deadline.
- 7.13.7 The APF ZDA should attend as many WSC Conference Participant Webinars as possible.
- 7.13.8 The APF ZDA is funded to attend the World Service Conference, including up to 2 days prior to and 1 day after the event, dependant on the location of the elected Trusted Servant.
- 7.8.11 The APF ZDA will work with and be mentored by the Zonal Delegate.

Section 8 APF Harassment Policy

- 8.1. Harassment covers a wide range of behaviours of an offensive nature. It is understood as behaviour that bullies, demeans, humiliates, or embarrasses a person, and is characterised by social or moral unreasonableness.
- 8.2 Behaviours that could constitute a breach of our harassment policy include:
- physical force or aggression
 - threats and intimidation in any form
 - name calling
 - Unwelcome remarks or jokes about age, race, religion, sex, sexuality, gender, disability, or social position
 - Any unwelcome physical contact such as touching, hitting, or pinching
 - Any conduct, comment, gesture, or contact of a sexual nature is inappropriate at the APF and shall be considered harassment
- 8.3 Any person who commits an act of physical violence shall be asked to leave immediately and not attend any APF for a minimum of 2 years.

Section 9 APF Fellowship Development Guidelines

9.1 FELLOWSHIP DEVELOPMENT PRINCIPLES

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

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

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

First, do no harm. The first principle of APF Fellowship Development is to "First do no harm". This may sound like an overstated warning; however, it is important to recognise that outside influence on a developing NA community can create imbalances between members that can be unhelpful. All the rest of these guidelines are written with the primary intention to provide helpful and supportive APF Fellowship Development activities and avoid pitfalls.

... has no opinion. NA has tradition 10 to help limit controversy between NA and the wider community in which NA exists. This tradition can also guide us in relating to NA communities, which are members of the APF. The way this guideline is intended to work is to remind us that the APF is here to serve all the communities in the APF, and no judgement

or opinion is ever stated by the APF in relation to NA communities and the way they form. Many NA Communities experience conflict and disagreements between members. The APF does not take sides or express opinions on these matters and is always guided by the Group Conscience of the Local Community. APF members simply share their experience, strength and hope in an open, nonjudgmental way. They may include examples of their own or other communities' experiences with similar or related issues.

... the NA community always knows better. When the APF works with NA communities we will find our members trying to reach out across different cultures, religions, schools of thought and approaches to life. While these are "outside" issues for NA, our members are part of the community in which NA has formed first and NA members second. We must always defer to the wishes of the NA community that we are seeking to serve because ultimate authority for NA service lies with the NA groups of that community, and in our Fellowship Development work it is always the NA groups that we are seeking to serve. This principle is also expressed in Concept two. Listening to what the NA community is requesting of FD is more important than following plans or session notes.

Self-supporting. Every NA Group should be self-supporting. Our seventh tradition is one of the foundations of our NA independence. All the Fellowship Development service carried out by the APF has a single goal to foster and encourage greater self-support within each member community. This is done by focusing all FD activity on supporting, encouraging, and assisting local members in NA communities to grow their NA communities. Helping local members develop skills to carry out wider FD within their community will be a more successful long-term strategy than APF members with greater experience travelling to carry out workshops on behalf of local members.

- 9.1.1 Fellowship Development has become one of the central activities of APF, offering support to emerging NA communities to help them build their service structure and deal with local issues. We have one Subcommittee called Fellowship Development which is doing the work of the APF; to strengthen groups, new communities, and mature communities in our geographical surroundings.

We do this in several ways depending on the circumstances and resources required. We do this always in cooperation with NA World Services who are responsible for FD worldwide.

9.2 FELLOWSHIP DEVELOPMENT RELATIONSHIPS

- 9.2.1 In keeping with the Mission Statement of the APF, all Fellowship Development service activities will invite NA World Services to join, participate, inform, support, guide and assist in all APF Fellowship Development efforts.
- 9.2.2 Members who are carrying out Fellowship Development service report in the first instance to the APF Admin committee. The APF Admin committee is accountable to the APF body to work towards the goals set by the committee with respect to Fellowship Development. The APF Admin Committee is primarily responsible to maintain communications outside of the APF.

9.3 FELLOWSHIP DEVELOPMENT RESOURCE MEMBERS TRAINING AND SUPPORT

9.3.1 The ability to communicate well, form supportive relationships and develop rapport with the APF Trusted Servants, FD Coordinator, and NA communities are important qualities for Fellowship Development Service.

NA Members are selected by the FD Subcommittee to carry out Fellowship Development service on behalf of the APF. Members are selected from a pool of NA members who have the necessary qualifications to fulfill this role.

9.3.2 The APF FD subcommittee up may refer to NA World Services for assistance in finding members with language, culture, and skills. Members may make use of the APF FD form to express their interest to serve. The APF FD subcommittee can request assistance from NAWS to use the methods and systems already used for World Service FD.

9.3.3 Members who wish to serve APF Fellowship Development may request assistance; training and support from experienced current and past trusted servants who have served the APF.

9.4 FELLOWSHIP DEVELOPMENT FUNDING AND FINANCIAL ACCOUNTABILITY

9.4.1 All the APF communities are eligible to request FD funding. Communities requesting funding for FD visits are required to go through an assessment process, conducted by the FD subcommittee, and APF Admin before a decision will be made for funding.

9.4.2 All funding for Fellowship Development activity is budgeted at the annual APF meeting and spending more than the budgeted amount for Fellowship Development trips requires approval of the APF Trusted Servants.

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

9.4.4 Any spending must be agreed by the APF FD subcommittee in advance, and will be recorded in the minutes of the subcommittee meetings

9.4.5 Any requests for funds required for FD trips, will be made well in advance to allow the APF Treasurer time to access the funds using current practices.

9.5 FELLOWSHIP DEVELOPMENT TRAVEL POLICY

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

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

9.6 TRANSLATIONS

9.6.1 The primary purpose of FD Translations efforts is to encourage and support translation of NA literature into our languages. Any literature translations efforts by APF FD will be done alongside the local community.

The APF FD can also request support from the NAWS Translations team.

Members who participate on FD trips to provide translations support should be

- (a) Experienced with Local Translation Committee (LTC) at Area, Region or APF
- (b) Knowledgeable with the local language (at least one of the travel team members)
- (c) Familiar with the translations processes as suggested by NAWS Translations Basics document

9.7 FELLOWSHIP DEVELOPMENT SUBCOMMITTEE

9.7.1 The Fellowship Development subcommittee (FDW) is a standalone subcommittee, has its own budget and is accountable to the APF.

FD holds workshops at APF meetings for the delegates on topics relevant to FD. In addition, it collaborates with APF and NAWS in the facilitation of workshops that are requested by communities as well.

FD facilitates online workshops & service meetings in between conference cycles to support regional service committees.

Members of the subcommittee come from a human resource pool made up of current and former Regional Delegates, Trusted Servants and other willing members who have volunteered themselves to be available to assist and support APF, primarily FD. These HRP members can be chosen for FD travel, Workshops and LTC

9.7.2 The Fellowship Development subcommittee can elect the following positions

Secretary Qualities and Responsibilities

Minimum 3 years clean time

Length of term is two years with option to run for no more than two consecutive terms

Have a working knowledge and understanding of the 12 Steps, Traditions and Concepts

Fluent in English as first or second language

Have access to a computer and internet

Resides in APF Zone

Takes accurate meeting minutes

Sends minutes to FD Coordinator within a week of the meeting for proofreading

Sends minutes to Subcommittee members within 7 days of being proofed by the coordinator

Supports FD coordinator in preparation of reports to the APF.

FD Human Resource Panel Members Qualities and Responsibilities

Minimum 5 years clean time

Have completed and submitted to the coordinator the *Fellowship Development Pool Information Form*

Have a working knowledge and understanding of the 12 Steps, Traditions and Concepts

Effective communication skills

Good planning and organisational skills

Have a working knowledge of PR and H&I

Keep themselves informed of up-to-date issues of the worldwide Fellowship

Be able to demonstrate cultural awareness

Able to work as a member of teams

Active member in their home Fellowship

Encouraged to be an active member of the FD Subcommittee

Reside in APF Zone

Travellers need to be financially accountable, and transparent with the use of NA funds made available for FD, and adhere to the APF travel reimbursement policy

Works with the FD coordinator throughout all stages, of the planning, coordination, and delivery of a proposed FD trip

Has the sufficient free time to volunteer up to four days, which includes travel days, for the delivery of a FD trip

9.7.3 The Fellowship Development Subcommittee will keep a record of past FD trips and FD activity.

9.7.4 Business takes place on the APF FD subcommittee email list. The subcommittee members are subscribed to this list and can view all enquiries that come in, conversations and responses, as well as receiving regular opportunities to participate in the conscience of the group.

9.7.5 The FD Subcommittee will identify countries within the Asia Pacific Zone where there is no Narcotics Anonymous and to consider strategies in collaboration with NAWS, on how to address this.

9.8 OUTLINE OF A FELLOWSHIP DEVELOPMENT TRIP

9.8.2 FD trips will usually be conducted over a period of 2 days.

9.8.2 The agenda will meet the needs of the community, support mutual learning, and encourage and develop the skills of local members, to carry out wider FD within their communities.

9.8.3 The Agenda may include but should not be limited to workshops on, the specific challenges of emerging NA communities and solutions to solve these issues: Issue Discussion Topics, PowerPoint presentations, available resources, local event, literature translation, town hall meeting, and fellowship dinner/events.

9.8.4 FD Travellers will be chosen from the FD Human Resource Panel. Members experience and skills will be matched with the needs identified from the community.

9.8.5 In some cases, members outside of the FD HRP will be asked to participate based on their skillsets and the community needs.

Section 10 Women's Fellowship Development Guidelines

10.1 VISION STATEMENT

Our vision is that:

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

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

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

10.2 WOMEN'S FELLOWSHIP DEVELOPMENT SUBCOMMITTEE

- 10.2.1 The Women's Fellowship Development Subcommittee (WFDS) is a standalone subcommittee, has its own budget and is accountable to the APF.
- 10.2.2 The APF Women's FD Subcommittee meet using Zoom (or another group call platform if identified as providing increased ability to host the call).
- The meeting takes place monthly with day and subject to adjustment based on membership needs, with interim calls possible if needed.
- 10.2.3 The subcommittee has been endorsed by the APF to fundraise. Guidelines that support fundraising processes, financial accountability, and the responsibilities of those involved have been provided and will be maintained separately.
- 10.2.4 These Guidelines are a living document; with a review set to take place annually prior to each APF to ensure that they fully reflect current processes of the subcommittee. The review date / period of the Guidelines is in line with all other APF Guidelines.
- 10.2.5 Women must currently reside in or be part of a Fellowship that belongs to the APF Zone to be members of this subcommittee.
- 10.2.6 Where necessary advocate for; or hold space for women and Communities to self-advocate and find their own solutions to needs, gaps, issues and obstacles that they have identified as being experienced by their community or women in their community.
- 10.2.7 The Women's Fellowship Development subcommittee can elect the following positions

Secretary Qualities and Responsibilities

Minimum 2 years clean time

Length of term is flexible, can be either one or two years, with the option to run for no more than two consecutive terms, regardless of length of initial term.

Have a working knowledge and understanding of the 12 Steps, Traditions and Concepts

Fluent in English as first or second language

Have access to a computer and internet

Resides in APF Zone

Takes accurate meeting minutes

Sends minutes to WFD Coordinator within a week of the meeting for proofreading

Sends minutes to Subcommittee members within 10 days of the meeting

If unable to attend, organises another member of the Subcommittee to take minutes

Sponsorship Qualities and Responsibilities

Minimum 5 years clean time

Length of term is two years with option to run for no more than two consecutive terms

Have a working knowledge and understanding of the 12 Steps, Traditions and Concepts

Reside in / be part of a Fellowship that belongs to the Asia Pacific Zone

Have been an active member of the Subcommittee for at least 12 months

Have a sponsor

Be actively working the Steps

Have access to a computer and internet

Coordinates and manages the list of sponsors

Coordinates and manages the list of those looking for a sponsor

Sends regular invitations to women within the Asia Pacific Zone to become part of the sponsor programme

Checks the Sponsorship email account weekly and responds to emails

Where applicable respond to emails that come to the Women's FD email account within 1 week of receiving them

Attends Women's FD Subcommittee meetings

Provides regular updates to the Subcommittee

Provides regular updates that can be used as part of the reporting to the APF from the Women's FD subcommittee

Collaborate with other members of the Sponsorship subcommittee

FD Human Resource Panel Members Qualities and Responsibilities

Minimum 5 years clean time

Have completed and submitted to the coordinator the *Fellowship Development Pool Information Form*

Effective communication skills

Good planning and organisational skills

Keep themselves informed of up-to-date issues of the worldwide Fellowship

Be able to demonstrate cultural awareness

Able to work as a member of teams

Active member in their home Fellowship

Encouraged to be an active member of the WFD Subcommittee

Reside in APF Zone

Responds to requests for FD that come from Communities via a completed APF Community Criteria Submission form requesting FD travel.

Collaborates and communicates with the entire Women's FD subcommittee, the APF FD subcommittee, as well as APF Trusted Servants about the request.

Where necessary advocates or holds space for women and Communities to self-advocate when they have identified that a FD trip will benefit their community or the women in their community.

The subcommittee will communicate and work with the local Fellowship to plan an Agenda that will meet the needs of the community, support mutual learning, and provide opportunities for women to experience the NA message and find the opportunity for a new way of life. This might include but should not be limited to an FD workshop, interactive feedback, Q & A, a PowerPoint, resources, local event, celebration, dinner etc.

Members need to be accountable and transparent with the use of any funds made available for WFD.

10.3 WOMEN'S FELLOWSHIP DEVELOPMENT TRAVEL POLICY

- 10.3.1 When travel is funded by the APF for trusted servants who have been approved to carry out WFD Service, the members are expected to agree to commit their time, energy, and enthusiasm to carrying out the service. Members are also expected to be flexible and willing to rearrange their plans to carry out the WFD Services.
- 10.3.2 The APF will fund the most cost-effective method of travel to carry out the service in a time efficient way. Members may upgrade their tickets, accommodation etc at their own expense and discretion.
- 10.3.3 WFD should be organized at least two months prior to the trip to support communication, preparation and best possible travel and accommodation arrangements.

10.4 WOMEN'S FELLOWSHIP DEVELOPMENT FINANCIAL GUIDELINES

- 10.4.1 The APF WFD Subcommittee has been endorsed by the APF to fundraise and hold funds specifically to support carrying the message to Women in the Asia Pacific. These guidelines have been produced to provide financial accountability, as well as guide the way in which the funds are held and accessed. Coordination with the APF Merchandise Subcommittee is encouraged.
 - (a) All funds will be held in the Asia Pacific bank account.
 - (b) The APF Treasurer will be informed of any deposits.
 - (c) The APF Treasurer will report on these funds alongside all other APF financial reporting.

(d) Any spending must be agreed by the APF Women's FD subcommittee in advance and will be recorded in the Minutes of subcommittee meetings.

(e) Any requests for funds will be made well in advance to allow the APF Treasurer time to access the funds using the current processes.

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

(a) Fundraising initiatives will not impact on the sale of APF merchandise.

(b) Funds raised will be earmarked specifically for use by the APF Women's FD subcommittee and held according to the financial guidelines.

(c) The APF Women's FD subcommittee will have times where it accepts or utilises the support of other groups, meetings, and fellowships in its fundraising efforts.

(d) All fundraising initiatives will be agreed in advance by the APF Women's FD subcommittee and recorded in the Minutes of subcommittee meetings.

(e) All fundraising will be reported on at the APF meetings.

Resources for the APF

APF FELLOWSHIP DEVELOPMENT REQUEST & INFORMATION FORM

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

Fellowship Development Activity:	A. Region/Community & proposed Activity
Local Service body with contact details:	RSC/ASC/.....
Purpose:	<p>Outline Description: The requested Fellowship Development Trip will focus on the following issues:</p> <ul style="list-style-type: none"> ● Issue number one ● Issue number two ● Issue number three.....
Who will be Attending:	Please give a fair & reasonable indication of the numbers likely to attend the event.
Dates & Duration:	e.g.: 2 Day workshop to coincide with local Convention/APF meeting/Local Unity day...
Estimated Cost to Fellowship:	A breakdown of costs including Hire of proposed event premises, local accommodation, estimate of travel expenses.....
Country Visa requirements:	Please obtain information for the members who you have requested pertaining to the country they are from in regards to them entering your Country.
Language needs:	e.g.: Are translations required? Can they be provided by the local Service body???
Current security issues & travel warning status:	As per Government advise at time of request.
Previous Fellowship	e.g.: Hosted APF meeting, NAWS workshop, learning days.....

Development events:	
Local Experience & recourses:	Please indicate if any of the local or neighbouring members attending have the relevant experience to assist & help deliver the activities requested. Please remember: “NA service is a team effort. Our Service representatives are responsible to the NA fellowship as a whole rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole”. (Twelve Concepts of NA Service, p 16)
Literature request:	This will depend on the members attending & their language/reading ability to read literature.
Additional Service events that could be attended:	e.g.: Local H & I meetings, RSC/ASC Meetings, LTC meetings.....
Additional Service events that could be attended:	e.g.: Local H & I meetings, RSC/ASC Meetings, LTC meetings.....

APF Community Reporting Template

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

1. Describe your NA Community's achievements since the last APF meeting.
 2. What are the 3 biggest obstacles facing your NA Community, are any of these obstacles new since the last APF?
 3. Which of these 3 issues would your community most like to be discussed at the upcoming APF?
 4. How else can APF Admin tailor the agenda of the upcoming APF meeting to best address the needs of your individual community.
 5. Demographics of your fellowship:
 - How many groups/meetings do you have?
 - Approximate size of entire community membership.
 - What percentage of your meetings are being held inside of rehab facilities
 - How many members with clean time/service experience?
 - How many newcomers where are they getting their initial NA Message?
 - How far apart are your Groups, Meetings, and Areas? Please describe any issues with travel etc.
2. 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?
 2. 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.
 2. 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.

APF Participant Request Form

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

- **Full Name of Participant (as it appears on the passport):**
[_____]
- **Service Position of Participant:**
[_____]
- **Email Address:** [_____]
- **Phone Number:** [_____]
- **NA Community/Service Committee/Attendee requesting Participation:**
[_____]
- **Is your Community currently an active member of the APF and List Server:** [] Yes
[] No
- **I may be able to stopover en-route to APF to support other communities:** [] Yes
[] No
- **Our NA Community: (Please mark X for applicable choices)**
[] Requires funding assistance to attend the upcoming APF.
[] Does not require funding assistance to attend the upcoming APF.
(If funding assistance is required, please fill in all applicable items)
 1. **Local travel costs (taxi/bus) to get to/from departing airport:** [_____] (\$US)
 2. **Roundtrip ticket from [_____]:** [_____] (\$US)
 3. **Airport/departure tax from home country:** [_____] (\$US)
 4. **Visa cost:** [_____] (\$US)
 5. **Requires funding assistance for accommodation at the APF:** [] Yes
[] No
 1. **If yes, are you a smoker or non smoker?** [] Smoker [] Non-smoker
 1. **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**
[_____]
 - d. **Any other special requirements?**
[_____]
- **Our participant requires a letter from APF Admin and/or NA World Services to expedite Visa processing. If yes, please fill in your passport number and date of issue.**
[] Yes [] No [_____] Passport Number [_____]
Date of Issue
- **Our NA Community already has or intends to make a financial donation to the APF.**
[] Yes [] No [_____] (Amount in \$US)
- **1st time participating as a delegate / requires Orientation Pack** [] Yes [] No

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

Date: [_____]

APF Evaluation Form

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:

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

APF Community Challenges Workshop Outline

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

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

Workshop Format

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

Items required for Workshop

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

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

APF Guideline Review Notes 2023

APF Guideline Review Items not dealt with

Appendix R – Convention Guidelines (these need a look but ran out of time, some needs to be absorbed into other sections – apfcna funds should go into section 4, resignations and dismissal etc is covered by these new guidelines)

Appendix Q – outdated in need of serious review. Best done post 2023 APF

Proposals passed that may or may not need to be incorporated into these guidelines

2022 Draft minute - Proposal #8

2022 Draft minute - Proposal # 9

2022 Draft minute - Proposal # 17

2021 Virtual Meeting Minutes - Proposal #6

2020 Meeting Minutes - Proposal #10

2019 Meeting Minutes – Proposal #6

2019 Meeting Minutes – Proposal #9

2019 Meeting Minutes – Proposal #15

2019 Meeting Minutes – Proposal #16

APF Guidelines that need to be written or added in

- Participation via Zoom
- Charitable officer guide
- Financial guidelines for APF Incorporation
- Changes to constitution required
- Coordinators maintain their own DL lists.
- No mention of prudent reserve and calculations in this document