

ANNUAL PLANNING ASSEMBLY SUMMARY AGENDA

Note: This is a sample agenda for an LSC planning assembly. We offer it because we know strategic planning, scanning the environment, and holding a planning assembly are all new practices for many service bodies. This Planning Assembly Agenda should give you a good idea of what your LSC planning assembly might look like. However, each LSC will have its own personality and needs, and the ideal agenda should spring from that. Please use this sample agenda as a jumping off place to adapt for your local needs.

Meeting Opening:

- Moment of silence and NA prayer
- Read LSC Purpose from LSC Basics
- Review agenda for the day

Orientation and Walk-through:

- Introductions and welcome
- Review planning steps as contained in Planning Basics and explain how these relate to the LSC planning steps
- Review what happens at each of the quarterly LSC meetings
- Walk through the first planning step—identify and prioritize issues
- Walk through the second planning step—brainstorm and prioritize solutions

The Planning Process:

- Review current services and define which are ongoing and which are project-based
- Review survey data for issues and add any additional issues
- Prioritize issues
- Short break to set up room for next step
- Brainstorm solutions
- Clarify and prioritize solutions

Session Conclusion:

- Review the decisions made today and the next step in the process
- Q&A

DETAILED AGENDA: ANNUAL PLANNING ASSEMBLY

Material on tables: Planning Basics and LSCs, note sheets, pens

Handout table: NAWS News front page, Esub flyers, upcoming event flyers etc., plus a sheet for attendees to provide their contact details

On Walls: 4 planning steps, agenda for the day, A Vision for NA Service, 12 Steps, 12 Traditions, and 12 Concepts

BEFORE THIS SESSION:

- Review the LSB Task List Pre-planning Assembly and ensure all tasks have been accomplished
- Facilitate a “Service System 101” session to ensure everyone has a clear understanding of the ideas contained in the project

TODAY’S AGENDA

- Review planning cycle & do a practice run through the process together
- Identify current services—including ongoing services and potential project-based services
- Identify and prioritize issues of concern
- Brainstorm and prioritize solutions to address top issues
- Forward outcome to LSB for project plan development

SET UP THE SESSION – ORIENTATION AND WALK-THRU

Begin the session by introducing the facilitators and quickly reviewing the agenda for the day. Ask everyone to take a moment during the day to fill in their contact details on the sheet provided.

Explain that we are using the same planning steps described outlined in Planning Basics, although there are some changes in the language and schedule for the LSC’s process.

Review the planning process outlined in Planning Basics:

The Four Steps of Planning

1. Scanning: gathering information
2. Prioritize issues to be addressed and develop solutions
3. Create project plans
4. Monitor and evaluate

Using the Planning Basics and LSCs handout, introduce the basic steps of the LSC planning process:

The First LSC - The Planning Assembly (Steps 1 and 2)

- Identify issues
- Prioritize issues

- Brainstorm solutions for top issues
- Prioritize solutions

The Second LSC – Project Plans Approval (Step 3)

- LSB present project plans, budgets, and candidates for project coordinators
- LSC considers and adopts project plans and budgets, and ratifies candidates for project coordinators

The Third and Fourth LSC – Monitoring and Evaluation (Step 4)

- Monitor ongoing services and current projects (monthly monitoring by LSB)
- Evaluate any completed projects

Take a few moments to reiterate that today's objective is to get through the first two planning steps

- Identify the LSC's issues of concern
- Brainstorm solutions to address these issues (what the end result would be) and then select the most important of those

The LSB will then create and present project plans at the next LSC—the third step of the planning process.

WALK-THROUGH IDENTIFYING AND PRIORITIZING ISSUES—THE FIRST PLANNING STEP

It is important that everyone has a common understanding of these steps. It can help a lot to walk through the steps together before beginning the actual planning process—sort of like playing a round of a card game face up so that everyone can learn the rules. Depending on the community's familiarity with the planning process, you may need to spend more or perhaps less time presenting the following walk-thru segments.

The first step of the planning process, scanning, involves reviewing the gathered information, noting the common threads, and creating an issue list.

Briefly mention to everyone that the planning process begins with a discussion of the services we are currently providing, and deciding how to best continue delivering these.

Then the assembly will review information gathered from members of the community using the Annual Planning Assembly survey the community survey. We would then facilitate a large group discussion with the entire assembly to brainstorm any additional issues relevant to the LSC.

For the purpose of this exercise we are going to use this list of common issues that might come forward from the survey and assembly discussion:

- No trusted servant training
- Groups are overwhelmed with attendance cards
- Groups aren't forwarding enough funds to conduct services
- Predators in meetings

Once a list of issues is identified, the group prioritizes them.

Remind members that this is only for this exercise, later we will have an opportunity to identify relevant issues for real.

Guide the group to identify the top two issues from this list by voting.

- To save time use a *show* of hands to vote, but explain that we may be using a different method when we do this for real.
- Identify the top two vote getters.

WALK-THROUGH BRAINSTORMING AND PRIORITIZING SOLUTIONS—THE SECOND PLANNING STEP

Define what we mean by identifying solutions:

- In other words, what do you want the end result to be?
- Brief, results-oriented aims that are achievable.
- Should have a concrete end in mind.
- Example: Solution – Increase awareness of service and provide trusted servant training by hosting a learning day.

Remind participants that we will not be discussing the details of *how to achieve* identified solutions in this step; our work is *to brainstorm* solutions. And solutions may take one year, two years or even five years to accomplish.

For this walk-through exercise, you will lead the entire group in identifying solutions. During the actual planning process, this will be a small group exercise.

- Lead the group in a brainstorm of solutions for the issue that received the most votes in the first step, and then again for the #2 issue.
- Clarify and combine solutions as needed, ensuring that the LSB members in particular are clear about what each one means.
- Ask the group to vote for their top two solutions for each issue, again using a show of hands. Each member gets 2 votes for each issue.
- This is the same exercise we will do (in small groups) when addressing the actual issues for this planning assembly.

BEGIN THE PLANNING PROCESS

IDENTIFY CURRENT SERVICES: ONGOING & PROJECT-BASED

Before starting the planning process, it is important to identify those services that are ongoing, not project-based. The local service board will oversee the day-to-day administration of these ongoing services. They may require a coordinator and volunteer pool or committee support. The board will report to the LSC about these services so that the LSC can monitor and evaluate them as well as the projects.

- Explain the difference between ongoing services—which do not change much from month to month—and projects—which have a beginning and an end.

- Move through a list of current service efforts, identifying if they are better considered ongoing services or project-based services. [Note: The LSB should have put together this list in advance of the planning assembly to make this step easier and quicker.]
- Ongoing services might be affected by a project, but do not require a project plan to continue.
- Move these lists to the side, for reference if an issue comes up about any ongoing services.

PLANNING - STEP 1: SCANNING

- Ask whether there are any issues or challenges regarding current service delivery efforts.
- Review the compiled data from the Planning Assembly Survey.
- Facilitate a large group discussion to brainstorm any other issues relevant to your NA community.
- Combine similar issues
- Be sure that each issue is commonly understood. It is important that everyone has the same understanding of each issue.

The next step is to prioritize the issues. We may not be able to do everything at once, so we must choose what to do first.

- Each member will get two votes.
 - For larger groups a show of hands may be best
 - For smaller groups, markers can be a good approach
- After voting is finished, identify the top issues (we suggest no more than 4)

BREAK (FACILITATORS TAKE THIS TIME TO SET UP THE ROOM FOR THE NEXT STEPS)

Place one top issue at the top of a Post-it and put in on a wall in one section of the room, repeat that for each of the top issues. Place each in a different section of the room.

PLANNING STEP 2: BRAINSTORM AND PRIORITIZE SOLUTIONS

Brainstorm Solutions

Solutions are the outcomes, not the details, and may take 6 months, one year, or even two years to accomplish.

For this portion of the session, you will lead the small groups in brainstorming solutions for each of the prioritized issues from the last segment.

- Note that each of the issues from the last segment is now on a Post-it around the room.

- Break the assembly into small groups by asking members to count off. Send each group to one of the designated “Solution” areas. (This works best if the number of groups does not exceed the number of lists.) Check that each group is basically the same size.
- Each group will have five minutes to brainstorm solutions for each issue. Remind members to write LARGE. Remind each group that the sample solutions we brainstormed earlier are available for reference.
- As time expires, ask each group to move to the next sheet, do this until all groups have brainstormed solutions for all lists
- Let the small groups know that the process may get harder as they progress around the room and the most obvious solutions have already been identified. Remind them to try to avoid repetition. It’s okay if they don’t have much to add.

Prioritize Solutions

Now the group will prioritize the identified solutions

- After each group has visited each list, move from list to list, review each to combine similar solutions and clarify ideas as needed. If necessary rewrite the solutions to combine similar ideas. Ensure everyone has a clear understanding of each solution.
- Members will now “vote” for their top two solutions for each issue—the solutions they feel best address the issue.
 - Ask each member to place a checkmark next to their top two solutions for each issue. Have them do this in their small groups (two checkmarks for each member) and move from issue to issue in the same way as they brainstormed the solutions. If the planning assembly is quite small you may be able to do this with a show of hands.
 - Identify the top prioritized solution for each issue.
 - Again, ensure that everyone has a common understanding of the prioritized solutions

CONCLUSION/WRAP-UP

Review what we did today and how it relates to A Vision for NA Service.

The next phase is for the LSB to work on project plans to be considered at the next LSC meeting (for this field test, in two months).

Distribute sample project plans to give everyone an idea what to expect at the next meeting

Remind everyone to ensure that they have provided their details on the contact sheet.

Allow time for any Q&A.

This draft was produced for the Service System Proposals field test. It is a work in progress. Please send any input on the draft to: worldboard@na.org.