A Guide to World Services
IN NARCOTICS ANONYMOUS

2026–2029
Conference Cycle

September 2026 Version



Twelve Steps of Narcotics Anonymous

1. We admitted that we were powerless over our addiction, that our lives had become unmanageable.
2. We came to believe that a Power greater than ourselves could restore us to sanity.
3. We made a decision to turn our will and our lives over to the care of God *as we understood Him.*
4. We made a searching and fearless moral inventory of ourselves.
5. We admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. We were entirely ready to have God remove all these defects of character.
7. We humbly asked Him to remove our shortcomings.
8. We made a list of all persons we had harmed, and became willing to make amends to them all.
9. We made direct amends to such people wherever possible, except when to do so would injure them or others.
10. We continued to take personal inventory and when we were wrong promptly admitted it.
11. We sought through prayer and meditation to improve our conscious contact with God *as we understood Him,* praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as a result of these steps, we tried to carry this message to addicts, and to practice these principles in all our affairs.

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A Guide to World Services
in Narcotics Anonymous

Narcotics Anonymous World Services, Inc.
Chatsworth, California

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Also available from WSO

Fellowship Intellectual Property Trust (FIPT). A set of documents describing how NA's literature and logos are managed and protected for the greatest benefit of the fellowship as a whole. Contains its own glossary of terms. Approved by the Fellowship in April 1993 and revised in May 2023.
Guide to Local Services in NA, A (GLS). This handbook was approved at WSC '97.
Twelve Concepts for NA Service. Fundamental NA principles guiding our groups, boards, and committees in their service affairs. WSC-approved 1992; published with essays as a self-titled booklet.



This is NA Conference-approved literature.

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INTRODUCTION

This document reflects the current policies for Narcotics Anonymous World Services, adopted by the World Service Conference. *A Guide to World Services in Narcotics Anonymous* is updated to reflect actions approved at each WSC and sent to conference participants. Copies of this document are posted online and are also available for purchase from the WSO.

Dates for 2026–2029 Conference Cycle

Please check na.org/dates for the most current conference participant web meeting information.

Regions and conference participants should be aware of the following dates for the 2026–2029 conference cycle :

Interaction requests (considered by quarter) (submit at least 45 days before each quarter)	15 November for January–March 15 February for April–June 15 May for July–September 15 August for October–December
Unity Day (The first Saturday in September, except during WCNA)	5 September 2026
Interim WSC Report available	12 August 2027
Translated *Interim WSC Report* available	As soon as possible after *Interim WSC Report* is published. No later than 60 days before the interim meeting
Unity Day (The first Saturday in September, except during WCNA)	4 September 2027
Amendments to Interim WSC motions Must be in final form	28 September 2027 (first draft) 13 October 2027
Initial Straw Poll ePoll	TBD [CPs will have 72 hours to respond]
Interim WSC meeting	12 & 13 November 2027
Deadline for regions to request to be recognized as a new Conference participant at WSC 2029	22 April 2028
Regional and zonal motions deadline	Motions must be received by 22 May 2028 and be in *CAR*-ready form by 22 July 2028. Regions and zones are encouraged to send their motions as early as possible. (For more information, see page 22.)
Unity Day	Saturday night of WCNA (July 2028)
Deadline for all candidate submissions to the HRP's nomination process	30 September 2028
English *Conference Agenda Report* available	22 October 2028
Translated *Conference Agenda Report* available	22 November 2028

Deadline for regional material to be submitted for inclusion in the *CAT* posting	22 December 2028
Conference Approval Track material available	22 January 2029
Regional and zonal report deadline	1February 2029
Deadline for regional material to be submitted for inclusion in the *Conference Report*	
Amendments to *CAR* and *CAT* motions deadline and seating motion deadline	22 February 2029 Must be in final form 8 March 2029
Funding request and WSC registration deadline	22 February 2029
Initial Straw Poll via ePoll	TBD [CPs will have 72 hours to respond]
World Service Conference 2029	22-28 April 2029

Check the Important Dates and Deadlines page, na.org/dates, for the latest information on all webinars and deadlines.

Conference Participant Web Meeting Dates for 2026–2029 Conference Cycle
All of the below are currently scheduled at 11 AM Pacific time. Please check na.org/dates for the most current conference participant web meeting information.

25 July 2026 (frame IDTs)

19 September 2026 (frame IDTs)

7 November 2026

9 January 2027 (setup zonal planning)

February-April Zonal Planning Workshops

10 April 2027



Timeline to get stuff done for 2026–2029 conference cycle



We have attempted to reflect the decisions made at WSC 2026 in this 2026–2029 *GWSNA* and will be offering an extensive revision to this *Guide* in the 2029 *Conference Approval Track* or *Conference Agenda Report* as part of the Three-Year Cycle project that just passed at WSC 2026.

Another document or policy that may be of interest to conference participants is the *Fellowship Intellectual Property Trust* which was revised at WSC 2023. Publications of interest are the *Conference Agenda Report, Conference Report, NAWS News,* and the *NA World Services Annual Report.*

All of these items are available on our website, *www.na.org* and on the WSC portal: worldna.org. Many are also available upon request from the World Service Office. If you have any questions about any of these items or anything else related to World Services, please contact the World Board in care of the WSO or at worldboard@na.org.

World Service Conference Mission Statement

The World Service Conference brings all elements of NA World Services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further the Vision for NA Service;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA World Services;
- Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service, and the knowledge that our efforts make a difference.

Our Common Welfare

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- 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;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

Our Common Welfare

THE NARCOTICS ANONYMOUS SERVICE STRUCTURE

The following is a brief description of the service units of Narcotics Anonymous. A more complete description of service on the local level, including groups, areas, metropolitan services, regions, etc., can be found in *A Guide to Local Services in Narcotics Anonymous.*

The NA Group

NA groups are local, informal associations of recovering addicts. An NA meeting that meets regularly in person or virtually can choose to be an NA group if they meet the criteria described in *The Group Booklet*, including the six points for an NA group, and are consistent with NA philosophy as expressed in our Traditions. NA groups are the foundation of the NA service structure. Groups are formed for the primary purpose of carrying the NA message of recovery, and all of their activities should reflect that purpose. Conducting Narcotics Anonymous meetings is the primary activity of an NA group. The group may conduct its own affairs in whatever way seems fit to its members, provided the group's actions are consistent with NA's Twelve Traditions and do not adversely affect other groups or the entire NA Fellowship. In the conduct of the affairs of NA as a whole, the groups delegate to the rest of the service structure the responsibility for the fulfillment of NA services. Group service representatives (GSRs) are elected to participate on behalf of the groups in the area committee and the regional assembly.

The Area Service Committee (ASC)

The area committee is the primary means by which the services of a local NA community are administered. The area committee is composed of group service representatives, administrative officers (chairperson, vice chairperson, secretary, treasurer), subcommittee chairpersons, and the area's regional committee members. The area committee elects its own officers, subcommittee chairpersons, and RCMs.

The Metropolitan Service Committee (MSC)

A metropolitan service committee (MSC) administers a single set of coordinated NA subcommittees in a city that has more than one ASC, eliminating duplication of services and providing greater effectiveness in carrying the NA message. With direct services consolidated citywide by the metro committee, the community's area committees are left free to facilitate group support.

The Regional Service Committee (RSC)

Regional service committees exist to pool the experience and resources of the areas and groups they serve. The RSC is composed of regional committee members (RCMs) elected by the region's member-areas; these RCMs elect regional committee officers from among themselves. RSCs organize assemblies at which group service representatives (GSRs) and regional committee members discuss a wide range of service matters, including those likely to come before the World Service Conference. The region's delegate to the World Service Conference is elected by the GSRs and/or RCMs at the regional assembly or RSC.

Zonal Forums

Zonal forums are service-oriented sharing and/or business sessions that provide the means by which NA communities can communicate, cooperate, and grow with one another. World Services and zonal forums interact in many ways. Zonal forums are encouraged to provide written reports to the WSC and may also provide short videos that are shown at the WSC and distributed to conference participants following the WSC. In order to improve communications, they are provided with conference participant mailings and are requested to send their minutes to World Services. World Services typically attends zonal forum meetings, and may provide funding for some participants' attendance at zonal forums. Maintaining effective communication between the zonal forums and World Services is a high priority. In order to

more effectively serve the Fellowship, World Services and zones should develop a partnership for the planning and conducting of workshops, and by assisting each other in the coordination of a variety of service efforts such as professional events and fellowship development activities. Zonal forums with two or more zonally seated regions or communities that are not seated at the World Service Conference may choose to send a zonal delegate to the WSC.

A VISION FOR NA SERVICE

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- 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;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

NA WORLD SERVICES

World services are those services that deal with the problems and needs of NA as a whole and that NA offers to its members, its groups, and to society. The basic purposes of our world services are communication, coordination, information, and guidance. We provide these services so that our groups and members can more successfully carry the message of recovery and so that our program of recovery can be made more available to addicts everywhere. Although all parts of our service structure affect and are affected by NA as a whole, only at this level do we find service bodies designed to deal with problems that involve our entire Fellowship.

World Service Conference

The final part of our service structure is the World Service Conference (WSC). It is the nerve center of our Fellowship. Our Conference is both an entity and an event; it is where all of our world services come together to exchange ideas and have discussions. Those discussions happen at the in-person (hybrid) meeting, the interim WSC meeting, and through virtual and in-person discussions throughout the conference cycle. The WSC—regional delegates, zonal delegates, members of the World Board, and the executive director of the World Service Office—discusses questions of significance to the Fellowship of Narcotics Anonymous as a whole. The purpose of the World Service Conference is to be supportive of the Fellowship as a whole and to define and take action according to the group conscience of Narcotics Anonymous. The World Service Conference works to fulfill the WSC Mission Statement; to honor the spiritual principles of NA's Twelve Steps, Traditions, and Concepts for Service; and to use resources efficiently to sustain its functions.

The World Board

The purpose of the World Board (WB) of Narcotics Anonymous World Services, Inc., is to contribute to the continuation and growth of Narcotics Anonymous. The Board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message while ensuring that the service and support provided are of the highest quality possible. The World Board manages all activities of World Services including oversight of the operations of the Fellowship's primary service center, the World Service Office.

The World Service Office

The purpose of the World Service Office (WSO), our main service center, is to carry out the directives of the World Service Conference in matters that relate to communications and information for the Fellowship of NA, its services, groups, and members. The World Service Office achieves this purpose by maintaining correspondence with NA groups and service committees, by printing and distributing WSC-approved literature, and by maintaining the archives and files of Narcotics Anonymous.

The Regional Delegate

The regional delegate (RD) serves as the primary contact between NA's World Services and the local NA community. On one hand, the delegate provides information on current World Services projects to the regional committee. On the other, the delegate provides a local perspective to the work of World Services. During the delegate's term, they attend the World Service Conference and virtual conference participants web meetings as fully active participants, for while the delegate is elected by and accountable to the regional assembly or RSC, they are not a mere messenger. The delegate is selected by the region's group representatives and/or RCMs to act, collectively with other participants, in the best interests of NA as a whole, not solely as an advocate of their NA community's priorities.

The regional delegate works closely with the region's **alternate delegate.** Like the regional delegate, the alternate is a full participant in the regional service committee. The delegate often consults with the alternate, asking for different perspectives on world service affairs and seeking to involve the alternate in helping to carry the workload. Alternate delegates are welcome to attend the meeting of the World Service Conference in the company of their delegates; however, each region is recognized as one participant in any session of the World Service Conference. Seating on the floor of the Conference for each seated region is limited to two—one delegate and one alternate per region. The alternate regional delegate may also participate in the conference participants' web meetings, either with or without their delegate present.

The Zonal Delegate

As a result of conference decision in 2016, zones that wished to were able to send a delegate to WSC 2018 as a non-funded, non-voting participant. At WSC 2018, participants passed a number of motions related to zonal delegates. As a result, zones that include two or more communities or regions that are not seated at the WSC may send a zonal delegate (ZD) and alternate to the Conference to represent those regions or communities. The ZD is a funded, voting participant. As is the case for the RD and alternate, the ZD and alternate participate in all conference participant communications. If a zone is ineligible to have a delegate who attends the WSC, two zonal contacts may be included in conference participants' web meetings, eblasts, and other communication between the face-to-face meetings of the WSC.

[Note: The motion passed at WSC 2018 reads, "That any Zonal Forum with two or more zonally seated regions or communities that are not seated at the World Service Conference, may choose to send one Zonal Delegate to the World Service Conference to represent those regions or communities.

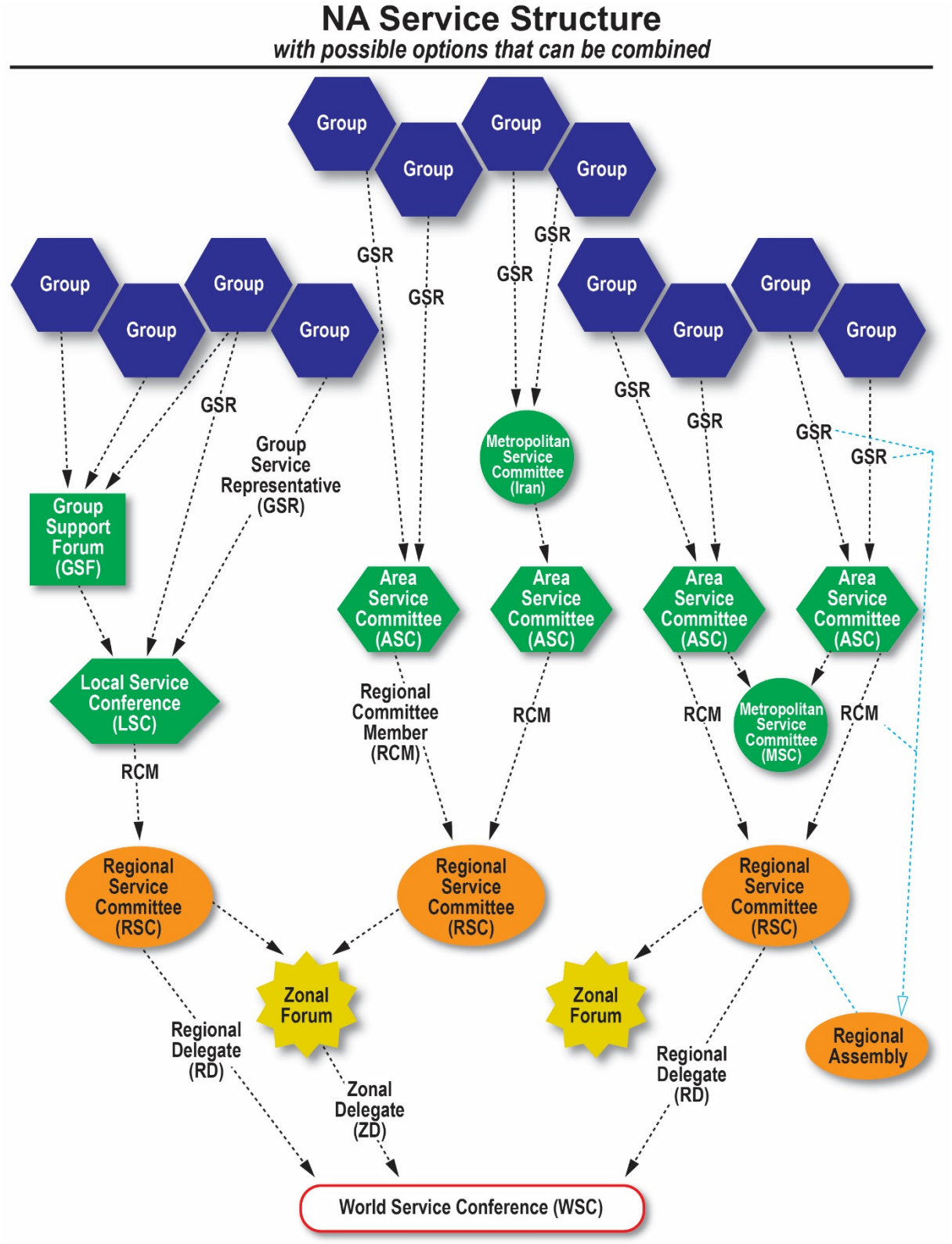
Intent: To provide representation at the World Service Conference for the numerous unseated NA communities around the world."

Many zones are still having conversations to determine how zonal delegation will work in their zone. Once there is more experience and policy in place on a zonal level, the WSC may want to revisit this description.]

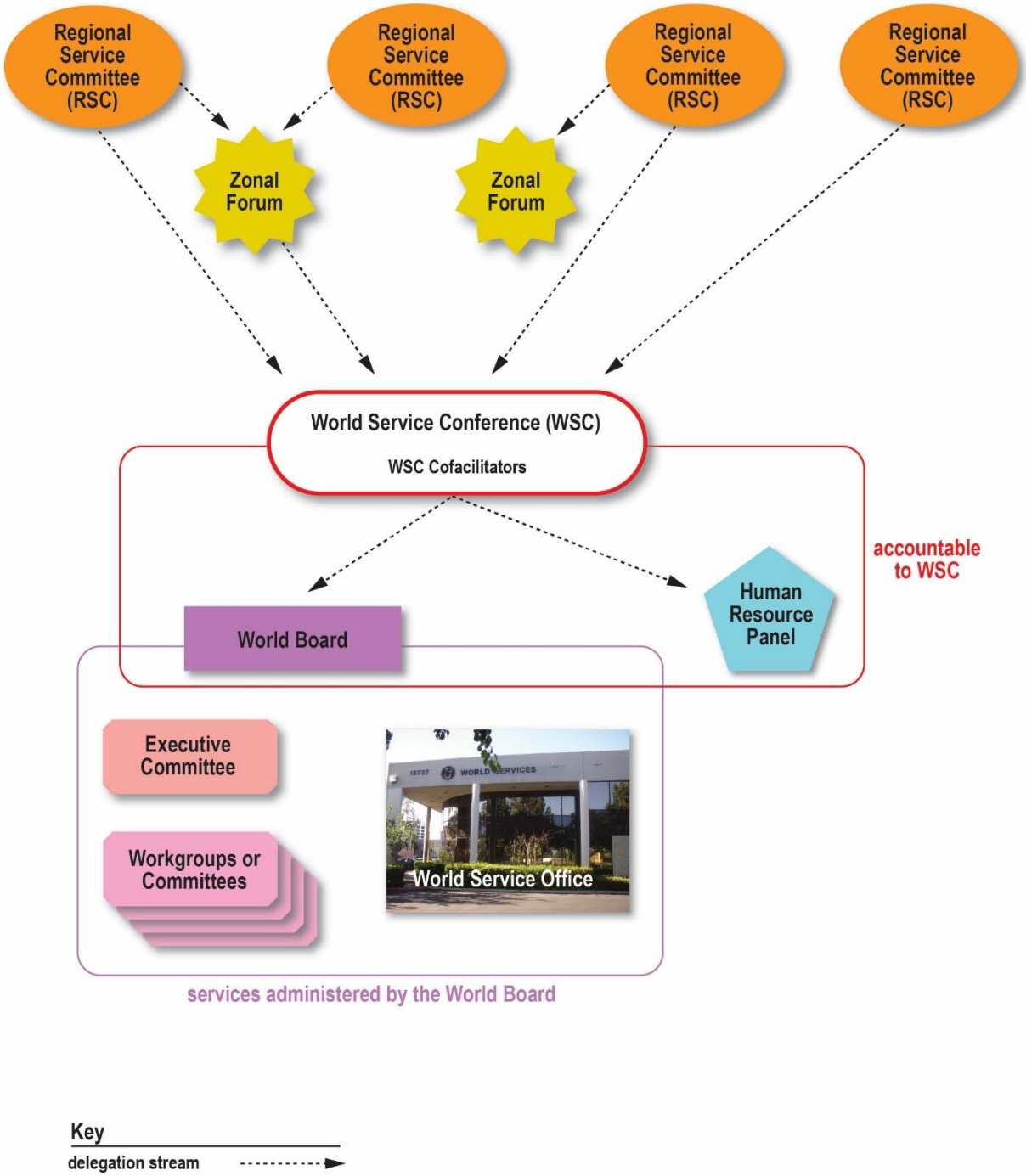
Although not participants at the World Service Conference, the conference has created two additional components to assist it in its responsibilities. They are:

The *Human Resource Panel* (HRP) who facilitates an election/selection process that allows the World Service Conference to base trusted servant choices upon the principles of ability and experience, helps to allow members to be nominated from around the world without having to be present at the conference to receive due consideration, and creates an open opportunity for World Services to benefit from our collective resources by providing an established and recognized process by which to do so.

The *WSC Cofacilitators* who preside over the *CAR*- and *CAT*-related Discussions and Decisions during the World Service Conference and may be asked to facilitate at other times when decisions are being made or straw polls are being taken. The Cofacilitators communicate with the World Board as necessary in order to be prepared for the Conference meeting.


NA Service Structure
with possible options that can be combined
Group
Group
Group
Group
Group
Group
Group
Group
Group
Group
GSR
GSR
GSR
GSR
GSR
GSR
GSR
GSR
GSR
Group Service Representative (GSR)
Group Support Forum (GSF)
Metropolitan Service Committee (Iran)
Area Service Committee (ASC)
Area Service Committee (ASC)
Area Service Committee (ASC)
Area Service Committee (ASC)
Local Service Conference (LSC)
Regional Committee Member (RCM)
RCM
RCM
Metropolitan Service Committee (MSC)
RCM
RCM
Regional Service Committee (RSC)
Regional Service Committee (RSC)
Regional Service Committee (RSC)
Zonal Forum
Zonal Forum
Regional Assembly
Regional Delegate (RD)
Zonal Delegate (ZD)
Regional Delegate (RD)
World Service Conference (WSC)

NA World Services



WORLD SERVICE CONFERENCE MISSION STATEMENT*

The World Service Conference brings all elements of NA World Services together to further the common welfare of NA. The WSC's mission is to unify NA worldwide by providing an event at which:

- Participants propose and gain fellowship consensus on initiatives that further A Vision for NA Service;
- The fellowship, through an exchange of experience, strength, and hope, collectively expresses itself on matters affecting Narcotics Anonymous as a whole;
- NA groups have a mechanism to guide and direct the activities of NA World Services;
- Participants ensure that the various elements of NA World Services are ultimately responsible to the groups they serve;
- Participants are inspired with the joy of selfless service and the knowledge that our efforts make a difference.

THE WORLD SERVICE CONFERENCE

"Our common welfare should come first; personal recovery depends on NA unity." Nowhere in our service structure is this tradition more evident than at the meeting of the World Service Conference. Guided by our Twelve Traditions and Concepts, it is the one point in our structure where the voice of NA as a whole is brought to view and expressed on issues and concerns affecting our worldwide Fellowship. The World Service Conference is not just a collection of regions; its concerns are greater than just the sum of its parts. The conference is a vehicle for Fellowship communication and unity: a forum where our common welfare is itself the business of the meeting.

Conference deliberations serve the needs of a diverse membership of different languages and cultures and address the challenge of how to provide effective services to NA groups around the world. The conference works for the good of all NA, taking into account both present and future needs.

Narcotics Anonymous is a life-saving program. Our founders envisioned a worldwide fellowship of addicts when there was only one group and one meeting in the world. Our founders established a world service structure to help carry the message to addicts everywhere, at a time when Narcotics Anonymous existed in only one country unified by a single language and culture. With an unshakable faith and belief in Narcotics Anonymous, born out of personal experiences of recovery, the creation of the World Service Conference followed in 1976. Those members—dreaming of a better day for addicts everywhere—embarked on a mission to bring together those few NA groups, which existed at that time into a unified fellowship. Knowing from personal experience that the old lie, "once an addict, always an addict," was dead, that *we do recover*, our predecessors labored to ensure the continuation and growth of NA everywhere.

That vision continues. In each meeting of the World Service Conference, and through all of the work participants do as a Conference throughout the cycle, our Fellowship comes together to share experience, strength, and hope; to build relationships; and to fellowship and serve with NA members from around the world. The purpose remains to solve common problems among those already here and fortunate enough to have discovered this new way of life and—more importantly—to redouble our efforts to further our primary purpose: to carry the NA message to the addict who still suffers.

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* Adopted 28 May 1996, subject to review and/or revision through the *Conference Agenda Report.*

The Meeting of the World Service Conference

The World Service Conference is held in person every three years with a virtual meeting scheduled mid-cycle. It typically takes place the last week in April within seventy-five miles of the World Service Office. Regional and zonal delegates, together with members of the World Board and the executive director of the World Service Office, meet to discuss questions of significance to the Fellowship of Narcotics Anonymous as a whole. In addition, the conference meeting includes members of the Human Resource Panel and up to two WSC Cofacilitators. All trusted servants elected by the WSC are fully funded to attend the weeklong meeting, and funding is available upon request for seated regional and zonal delegates.

For the purposes of decision making, conference participants are defined as regional delegates, zonal delegates, and World Board members. Regional and zonal delegates vote in all business sessions at the conference. Delegates may make motions prior to the WSC by the appropriate deadlines to be included in the *CAR* or motions to seat new regions to be considered in the *CAT*-related Discussion and Decisions session. World Board members do not vote during *CAR*-related Discussion and Decisions sessions, but may make motions to be included in the *CAR* or *CAT*. The executive director of the World Service Office does not have a vote or the ability to make motions or proposals at the conference meeting. [Note: The chart on page 9 lists the different business sessions at the conference and what types of items are decided on in each.

The effectiveness of each conference meeting depends on the preparation of all conference participants. The amount of information that must be read and understood is quite daunting, as the meeting is the culmination of a process that begins at the prior conference. Months in advance, the *Conference Agenda Report* is published and distributed, containing issues and items for decision to be considered at the meeting. Other essential information is also provided in advance. It is the responsibility of all conference participants to arrive at the World Service Conference familiar with the provided information.

Although the actual agenda may vary from conference to conference, certain sessions occur at every conference. Before the conference week begins, an orientation is scheduled to familiarize participants with the goals and objectives of each session scheduled for the week and the procedures utilized by the conference. This session is purposely informal to allow participants to become comfortable with what to expect throughout the upcoming week and to identify resources available to assist them. The second purpose of this session is to help establish a sense of community among the members gathered from around the worldwide Fellowship.

During the opening session, regions or zones seated at the prior conference are welcomed and afforded the opportunity to address the meeting about their activities and growth. World Services also provides information to assist participants in their discussions during the week.

Throughout the week, there are sessions focused on fellowship development, public relations, and other issues of current interest to the Fellowship. At each conference, time is devoted to whole-group discussions, small-group discussions, presentations, and decision making. Elections, an HRP report, and a NAWS report are also scheduled during the week. Zones are also invited to create short videos of their activities for presentation during the conference week. [Details about the length and submission deadline are announced in advance of the conference.]

The discussions throughout the week help inform World Services' work—and service efforts in many regions, zones, and areas as well. Along with these discussions, more definitive or formal decisions are made in several different conference sessions. As we have shifted from a parliamentary body to a more consensus-based one, our mechanisms for decision making at the conference have increased. We describe them briefly here, with the understanding that we are still very much evolving; each conference brings changes in the way we conduct business.

WHAT IS DECIDED ON IN EACH OF THE CONFERENCE'S DECISION-MAKING SESSIONS

CAR-RELATED DISCUSSION AND DECISIONS

Motions and amendments including:

- Processes to be used during this WSC
- Approval of previous WSC minutes
- *CAR* motions
- Amendments to *CAR* motions

CAT-RELATED DISCUSSION AND DECISIONS

CAT-related motions including, but not limited to:

- NAWS budget
- Project plans
- Decisions on any requests for seating
- Most World Board motions included in the *CAT*, such as approval of service material revisions to Conference policy or other changes to *A Guide to World Services in NA*
- Amendments to any of the above

ELECTIONS

Election decisions are made via ballot. The Human Resource Panel will facilitate the distribution, collection, and tabulation of ballots. The HRP will report WSC election results.

MISCELLANEOUS SESSIONS

The Conference may opt to make decisions or respond to straw polls about some issues during other sessions during the week, as was the case for the *FIPT* in WSC 2018.

SATURDAY NEW IDEA PROPOSAL WRAP-UP

Decisions resulting from Friday discussion of new idea proposals, if any decisions need to be made.

MOVING FORWARD

Decisions culminating from the Conference week. These may include

- Issue Discussion Topics
- Ongoing Conference processes
- Workgroups for the cycle ahead
- Issues that were discussed during the week

Those are just some examples of the decisions that are made in this session.

Decision Making at the WSC

We make decisions at the conference in both *CAR*- and *CAT*-related sessions, as well as during the elections session and the closing day of the conference. Participants may make decisions at any point during the week if they wish to do so.

The *CAR*-related Discussion and Decisions session begins with decisions about any new processes to be tried for the WSC. Then the minutes from the previous meeting are adopted. Presentation and discussion sessions about Fellowship issues and new project ideas precede the *CAT*-related Discussion and Decisions session.

During the *CAR*- and *CAT*-related Discussion and Decisions sessions, the World Service Conference utilizes a consensus-based process.

Consensus-Based Decision Making

CBDM can be a very creative process that captures the ideas present in such a way that the result is something different from, and better than the original proposal. It is more time-consuming but ultimately a more effective process than simply voting.

The decision-making process of the conference is based on consensus. Consensus refers to the consent of the group, or, in other words, the willingness to move forward with a decision on the part of all members of a group, rather than a majority or a select group of representatives. Rather than a strict consensus process, which typically allows a lone dissenter to block a proposal, the WSC uses a form of consensus-based decision making (CBDM), which is based on a respect for all persons involved in the decision being considered, but does not necessarily mean the final decision is unanimous. As the next page explains, the Conference defines "consensus support" as 80% or more in favor. (The word "consensus" derives from the Latin *cum,* meaning "with" or "together with," and *sentire,* meaning to "think" or "feel." The root of "consensus," therefore, means to think or feel together.) Consensus is based on the belief that each person has some part of the truth and no one person has all of it (no matter how tempting it is to believe that we ourselves *really* know best!). The consensus process is what a group goes through to reach an agreement. It is how we manifest the idea "together we can do what we cannot do alone" in a service setting.

This foundation is the very essence of what the conference is about. As stated above "the conference is a vehicle for fellowship communication and unity: a forum where our common welfare is itself the business of the meeting." In order for the conference to make decisions that serve a worldwide fellowship, it is critical that all points of view are heard, even if they are not all what we might individually prefer. Our Ninth Concept reminds us all that *All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes*. Our commitment to a consensus-based process before a formal decision often means the conference comes to a higher-quality decision. What's more, participants are more likely to implement decisions they accept, and consensus makes acceptance more likely. The history of the conference reflects that only decisions that serve the Fellowship are actually embraced, accepted, and used by the Fellowship.

Much of the time spent at the conference is focused on building consensus on important agenda issues from the fellowship and World Services. While consensus building requires hearing and respecting all points of view, it does not necessarily mean that the discussion phase of decision-making becomes a kind of "sharing session" where all participants speak about how they feel. It is about finding the common ground that every participant can support, even when that common ground is not exactly as every participant may desire. Adequate discussion takes time and may occur in the conference meeting as a whole, in panels, or in small groups. Regardless of how these discussions occur, they require commitment from each participant to focus on the issues at hand as well as skilled facilitation to encourage that focus and lead the group toward consensus. The benefits or results of this process are a greater understanding of the proposals,

agreement among participants to move forward, and, if needed, the modification of the proposals being considered to reflect the will of the body which has been clarified from the discussions. As the group moves into a decision, a facilitator can ask if there are any objections. If there are, the group can discuss those objections by topic and then move to a decision. Only after adequate discussion and consensus building has occurred does the conference take a final vote in order to formalize its decisions.

Each item is first reviewed by the conference to assess how much, if any, discussion needs to take place before the body is prepared to make a decision. One of the tools the body uses to make that assessment is an initial straw poll on each motion and amendment. The initial straw poll happens prior to the WSC, soon after the amendment deadline. If it appears that there is not a need for discussion, the conference will move on to other items. An opportunity is provided for anyone who has something that they wish to say before the conference moves on. If the conference needs more discussion, then these discussions may take place by dividing the conference into smaller groups or focusing the discussions to see what the will of the body is on the underlying issues.

Introducing Motions and Amendments and Measuring Consensus

Before a motion or amendment is discussed, a straw poll will be conducted to measure the initial level of support for the motion. This happens via epoll in advance of the WSC meeting.

After the initial straw poll results of a motion are read, but before discussion of that motion, the Conference must make decisions about any amendments to the motion, unless the exception noted below applies.

Note: The interim WSC meeting in 2025 passed a motion: "To adopt for the 2025 Interim WSC and the 2026 WSC only: If a motion has consensus in an initial straw poll (that's 80% or more in support or not in support), the Cofacilitators will announce the results as a final decision." A motion was introduced at WSC 2026 to make this ongoing policy, but after some discussion, the World Board decided to pull the motion and revisit the issue at the Interim WSC.

Consensus will be measured as 80% or more of voting participants in agreement (identified as *consensus support*), or 80% or more of voting participants not in agreement (identified as *consensus not in support*).

- If there is consensus—*in support or not in support*—on the motion, the conference has the option to decide on that motion without any changes (amendments) if participants wish. This decision must be made before the motion can be decided.
- If the body decides not to hear amendments:
    - The Cofacilitator will select up to two members who are not part of the consensus, to comment on the motion.
    - The facilitator will then conduct a second straw poll.
        - If consensus remains, discussion ends. The straw poll will be considered a vote. The Cofacilitators will make it clear to all participants when the conference is making a final decision.
- If the body decides to hear amendments:
    - If one or more amendments pass, the facilitator will read the motion as amended and take an initial straw poll.
    - If there is consensus, the facilitator will select up to two members who are not part of the consensus, to comment on the motion as amended.
        - The facilitator will then conduct a second straw poll.
        - If consensus remains, discussion ends. The straw poll will be considered a vote. The Cofacilitators will make it clear to all participants when the conference is making a final decision.

  - If there is not consensus, discussion will follow as outlined below in the "Managing Discussions" section.
- If the motion or amendment receives more than 20% but less than 80% support in the first or second straw poll, the facilitator will allow for discussion of the motion or amendment, as discussed in *A Guide to World Services* and using these tools.

Straw Poll*: A straw poll is a measure of where the body stands on a particular issue. It is an informal pulse, except when there is consensus in an initial straw poll. (See the Introducing Motions and Amendments and Measuring Consensus section above for more information.) Often motions or amendments are straw polled more than once during discussion.*

Vote*: A vote happens when the body makes a decision on an item.*

Managing Discussions

The following are our current approaches for use in all *CAR*- and *CAT*-related Discussion and Decision sessions. They should be viewed as tools to assist in discussing business rather than policy or restrictions.

The facilitator has the ability to manage the discussion by using the following approaches:

- Participants who wish to speak to a measure are put in an unordered discussion pool. The facilitators develop a discussion queue from the members in the pool and call on members when it is their turn to speak.
- The facilitator may conduct intermediate straw polls to measure any change in support for the motion or proposal.
- The facilitator may declare that discussion will end after a specific speaker, or the facilitator may close the discussion queue or pool.
  - If a participant appeals a decision of the Cofacilitator, the participant making the appeal will explain why they are appealing the ruling, the Cofacilitator will explain why they ruled as they did, and then the body will vote. The voting threshold required to uphold a decision of the Cofacilitator under appeal will be 50% plus 1 in favor of the Cofacilitator.
- Members may speak for a maximum of two minutes each time they are recognized by the facilitator. Additional time may be allotted, at the discretion of the cofacilitator, for reasons such as translations.

Decision-making Thresholds

All decisions at the World Service Conference, excluding WSC elections and appeals of a decision of the Cofacilitator, but including changes to motions or proposals or other procedural decisions, require a two-thirds (2/3) majority of those present and voting to vote in the affirmative to be adopted. See page 33 for the details of election procedures.

Straw Polls

Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways in addition to the above described. The following terms may be used by the WSC Cofacilitator when announcing the results of a straw poll:

Unanimous support		
Consensus support	(meaning 80% or greater support)	80%–<100%
Strong support	(meaning 2/3 majority support)	66.66%–<80%
Lack of strong support	(meaning less than 2/3 support)	>20%–<66.66%
Consensus not in support	(meaning 20% or fewer support)	>0%–20%
No support		

A straw poll can help to determine if any or further discussion is indeed necessary, to frame issues while discussion is occurring, and to determine if the body is ready to make a decision. These are not binding decisions and are simply a tool to aid in the consensus-based process.

It may be helpful to remember that an item must have at least "strong support" to pass.

If a motion or amendment has already received adequate discussion during the week, the conference may choose to have no further discussion at this time. When discussion on each motion or amendment is finished, the body makes a decision about that item, usually through a vote.

Decision Making

The WSC has decided to no longer have formal business sessions, using parliamentary procedure. Decisions about motions and amendments are made in the *CAR*- and *CAT*-related Discussion and Decisions sessions.

Robert's Rules and formal voting can often be an adversarial process where there is a "winner" and "loser" or a "right" and a "wrong." This is why the CBDM process that precedes voting at the conference is so important. It honors the importance we place on our common welfare and the value of all viewpoints—even when we agree to disagree.

Throughout the week, each participant is challenged to really listen to what is being said, to consider with an open mind what will best serve the Fellowship worldwide, and often to surrender to what seems to serve the greater good. With over a hundred participants, respect, patience, and trust are required. But we think the effort is worth the investment, and our experience from over twenty-five conferences has taught us a lot about what works and what does not. The commitment to consensus-based decision making is a part of the spiritual means by which we invite a loving God to influence our decisions.

***CAR*-related Discussion and Decisions**

The purpose of the *CAR*-related Discussion and Decisions session at the conference is to consider the motions contained in the *Conference Agenda Report* and any amendments to those motions. Items that appear in the *Conference Agenda Report* are ideally the result of lengthy discussion and input at the previous conference and throughout the conference cycle. Any amendments to those motions must be submitted sixty days before the opening day of the in-person (hybrid) WSC and 45 days before the interim WSC. An amendment to a motion is a change or addition designed to improve the motion. The purpose of an amendment is to refine a motion to move the Fellowship closer toward consensus. An amendment should clarify, add, or subtract language that keeps the motion consistent with its intent. An amendment shall not replace a motion or introduce a substitute or contrary motion. A motion to split or divide a motion is an amendment to the motion.

Amendments to *CAR* and *CAT* motions are subject to a vetting process. The WSC Cofacilitators will ensure that the amendments are clear and lend themselves to a yes/no vote. Once arriving at the conference, the body is usually ready to make a decision. The *CAR*-related Discussion and Decisions session occurs early in the conference week. The items contained

in the *CAR* are the culmination of the work from the previous cycle, and finalizing them allows the conference to spend the rest of the week having discussions and sessions that will frame much of the work for the next conference cycle.

All motions and amendments are posted after the final deadline date.

CAT-related Discussion and Decisions

The purpose of the *CAT*-related Discussion and Decisions session at the conference is to consider the motions related to material in the *Conference Approval Track*. During this session, decisions are made on motions to approve the NAWS budget and project plans; requests for seating, including any seating motions submitted within sixty days of WSC opening day; most World Board motions included in the *CAT* such as approval of service material, revisions to Conference policy, or other changes *to A Guide to World Services in NA*; and any amendments to those motions. Amendments to motions must be submitted sixty days before the opening day of the in-person (hybrid) WSC and 45 days before the interim WSC. An amendment to a motion is a change or addition designed to improve the motion. The purpose of an amendment is to refine a motion to move the Fellowship closer toward consensus. An amendment should clarify, add, or subtract language that keeps the motion consistent with its intent. An amendment shall not replace a motion or introduce a substitute or contrary motion. A motion to split or divide a motion is an amendment to the motion. Amendments to *CAR* and *CAT* motions are subject to a vetting process. The WSC Cofacilitators will ensure that the amendments are clear and lend themselves to a yes/no vote.

All motions and amendments are posted after the final deadline date.

New Idea Proposal Discussions

1) All makers of new proposals will use a New Proposal form to submit their proposal electronically. The form will include the following information:
   a) Maker
   b) Main topic/issue addressed in the proposal
   c) The proposal itself
   d) Any contextual or support material that would be helpful in discussion of the proposal
2) The deadline for New Proposal submissions will be 12:00 noon on Wednesday of the conference week. The WSC Cofacilitators and World Board Chair will review all submitted proposals and will be responsible for the final presentation of the list to be distributed to conference participants. They may group proposals that have similar themes.
3) New Proposal packages and surveys will be posted for conference participants Wednesday evening.
   a) Each participant will be asked to complete the survey, identifying the proposals or topics they wish to discuss with a “yes” and those they do not wish to discuss with a “no.” Participants can choose to vote “yes” or “no” for every proposal, none of the proposals, or any number between.
   b) The deadline to complete and turn in New Proposal surveys is noon Thursday.
4) Surveys will be tabulated; all results will be provided to conference participants.
   a) The proposals or topics that receive the most “yes” votes will be identified for discussion in small groups. We will seek the conference’s concurrence on the small-group discussion topics.
   b) All proposals that were submitted will be included in an appendix to the WSC minutes.

5) New Proposal discussions will take place in two 90-minute breakout sessions on Friday.
   a) We will meet as a large group prior to the start of the small-group discussions to review the proposals and agree on a frame (depending on topics and intended outcomes), so that there is a common understanding of the process and goals.
   b) There will be numerous breakout rooms, for delegates, alternates, language specific, and virtual.
   c) Each session in the breakout rooms will have time for both small- and large-group discussions on each topic. Each breakout room will be asked to agree on outcomes of their discussions to report back to the conference.
   d) Session outcomes will be compiled in preparation for the Saturday morning session.
6) Large-group follow-up on small-group sessions (Saturday morning)
   a) We will report the points of agreement or disagreement from the breakouts, and facilitate a discussion on how to move forward. This could include additional large-group or small-group discussions.
   b) Either here or in Moving Forward, the conference will decide how to carry forward proposals or topics that were discussed.
7) Moving Forward session (Saturday afternoon)
   a) Any outcomes from the New Proposals process that need a final vote will be addressed.
   b) Any other issues from the week's work that need a final vote will be addressed.

Moving Forward

The closing day of the conference is an opportunity for the conference to review its discussion and decisions of the week and their impact over the upcoming conference cycle. This session allows the conference participants to leave with a common understanding of the work ahead, the challenges of the next three years, and what may be expected at the next WSC meeting.

Often, the WSC tries new processes for a cycle or a conference before deciding whether to adopt them on an ongoing basis. The Moving Forward session is typically when the body makes decisions about any ongoing policy changes that the WSC wants to see after trying new processes during the conference.

The Work Cycle between Conferences

The foundation of the conference work cycle is communication, in order to create an effective dialogue between world service's components, including delegates, and the Fellowship. Communication that encourages new ideas, open participation, and the opportunity for dialogue helps to build consensus and promote unity. To be successful, information must move smoothly and openly, back and forth. The responsibility for good communication falls on everyone.

Communication in between meetings of the in-person conference prepares conference participants to act as fully informed conference members at the next meeting. It becomes as important, if not more so, than the time spent at each conference meeting. The cycle between conferences is when most of the work approved at the previous conference meeting is accomplished by World Services. Communication and discussion during the cycle takes

many forms, such as reports, input into the process for new projects, emails, surveys, and participation in conference participants webinars and other events.

The *Conference Report*, *NAWS News*, the *Conference Agenda Report,* and the *NA World Services Annual Report* are all periodic service publications published by World Services. These are designed to provide information about ongoing activities of World Services, updates on projects approved by the WSC, financial accountability, and upcoming issues and concerns of interest to conference participants and the Fellowship. (The specifics of these publications are described at the end of this section. NA World Services also publishes periodicals that are more Fellowship-focused such as *The NA Way Magazine* and *Reaching Out.*) Note: *The NA Way Magazine* has been on hiatus since 2020 because of financial pressures and staffing shortages.

What makes these publications successful is not only the information they convey, but also the feedback received from delegates and other members of the Fellowship about the information. Ideas and suggestions are strongly encouraged and welcomed.

The ideas the World Board hears while traveling or in feedback from the Fellowship help to shape what happens at their meetings. The World Board discusses, evaluates, and refines ideas suggested to it between conference meetings. The “Process for New Projects” described later in this manual is one way of communicating ideas from individuals, groups, service committees, and the World Board throughout the cycle. An email to the World Board at worldboard@na.org can accomplish the same thing. The World Board considers all submitted ideas, proposals, and suggestions and reports its recommendations to conference participants. Many ideas that are received that fall under routine services or don't require conference action may be acted on without developing a conference project; others may require the Board to submit a proposal to the WSC before proceeding.

In addition to the conversation consisting of written reports and feedback, World Services also works hard to make face-to-face and virtual contact possible with service bodies and NA communities around the world. World Services plans and coordinates worldwide and Fellowship development workshops in various locations throughout the conference cycle, as well as attending zonal forum meetings, *CAR* workshops, and other Fellowship events. These workshops and trips help World Services learn first-hand about Fellowship issues and concerns and, in turn, help local communities learn more about the work of World Services. In this way, they allow for genuine dialogue and exchange of ideas. They also provide an opportunity for training, for hands-on experience with new tools, for modeling issue discussion workshops, and more. Actual agendas vary and ideally are developed in concert with the appropriate delegates and/or zones involved to identify the goals, objectives, and issues to be addressed at each workshop.

Delegates should not delay submitting their ideas until the deadline for the *Conference Agenda Report*. Using a regional or zonal motion to forward an idea is not the most effective way to have an idea discussed, and will likely postpone full consideration of their ideas as projects for at least two years. The conference has repeatedly voted to not have production issues related to literature, keytags, and medallions decided through the *CAR.* These types of issues should be sent directly to the World Board. A motion should only be used when all other avenues have been tried and exhausted. As described above, the conference is able to reach its best decisions only when adequate discussion of an idea has taken place. This takes place throughout a conference cycle.

There are a number of more effective ways to communicate your ideas and begin to build consensus: We have a Conference Participant Discussion Board; Conference Participants webinars; the World Board attends many forums and Fellowship events; and the World Board members can be contacted individually, or you can put your issue in front of the entire Board.

These communication tools offer opportunities for discussion and conversation, not just a way to submit ideas. NAWS staff can also be contacted with questions at any time. Consensus-building takes communication and is only as effective as each participant makes it by their participation. It takes the ongoing involvement and participation of all conference participants between conferences to make this system successful. Ideas can build and grow and develop through ongoing discussion, and the Board will help participants in any way they can.

For three cycles in a row, the WSC approved a project plan focused on the effectiveness of the WSC and the time between meetings.

We will continue to report our discussions and ideas in reports and web meetings throughout the cycle. Any recommendations we have will be included in the *Conference Approval Track* material.

Planning

World Services uses a collaborative planning process. At WSC 2023, participants discussed a collaborative approach to planning that would involve conference participants participating in the scanning (inventory) process and using zonal forums to input the inventory and vet ideas. This is an evolving process. The hope is that, through a planning process, the various streams of ideas—regional motions, *CAR* Survey, project plans—can be considered holistically.

The conference page includes a planning section (na.org/planning) with more information on the process and progress this cycle.



2026 – 2029 Planning Cycle

Legend

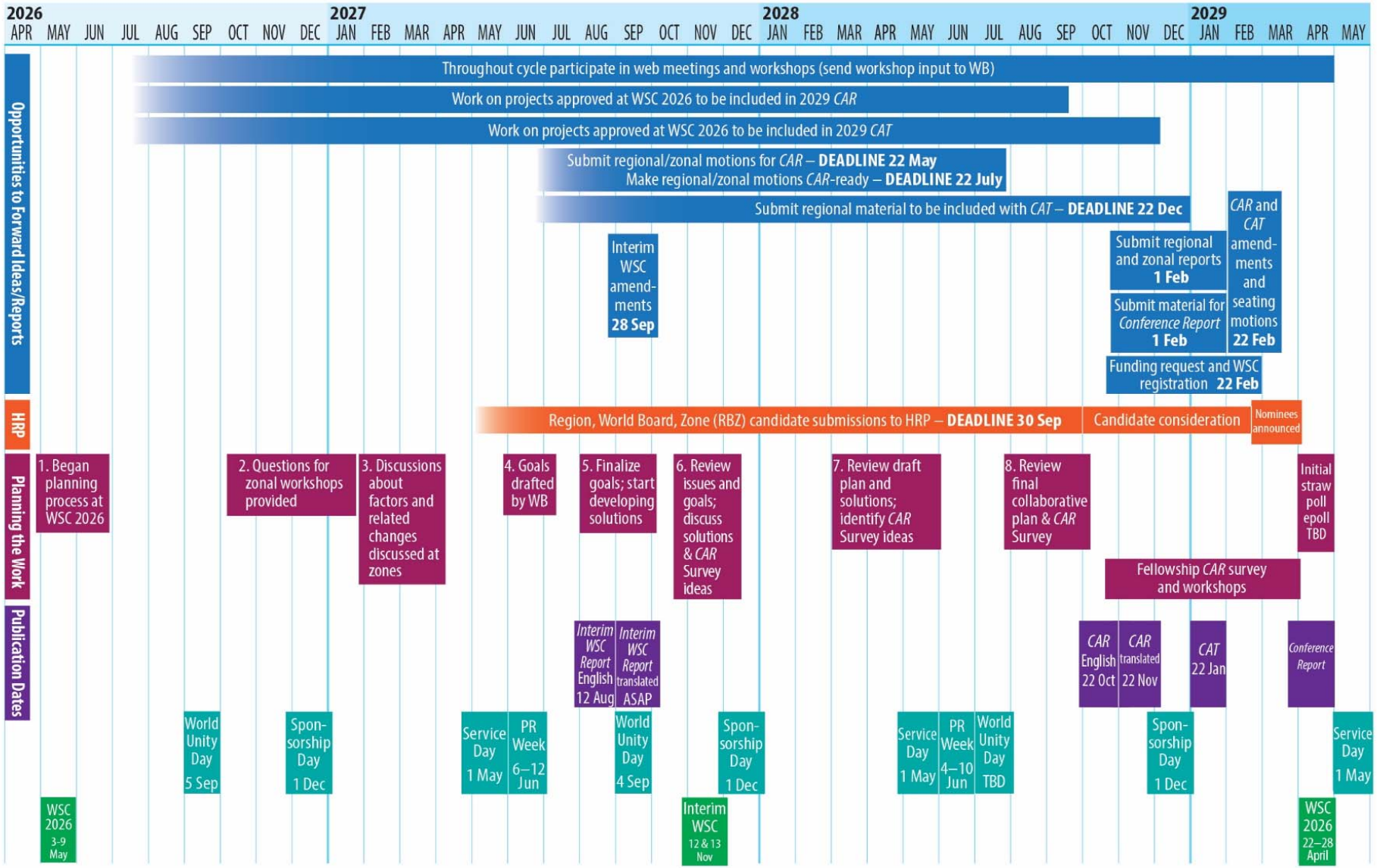
World Board	Conference Participants	Zones	Milestone

Between WSC 2026 and Interim WSC 2027	
WSC 2026	
World Board	Frames improvements to the process identified at WSC 2026 for inclusion in the planning process document and discussion with conference participants at a CP webinar.
Conference Participants and Zones Throughout the cycle	Help to advance the projects already identified for the 2026–2029 collaborative plan. Work together with the board to engage members, groups, and areas in the projects.
Conference Participants August–September 2026	Provide any additional thoughts about the planning process or factors to the World Board.
World Board October 2026	Assesses the issues in the current plan to anticipate carryover to the new plan, and/or need for further discussion/analysis. Update and additional information about the collaborative planning process for 2026–2029 will be finalized and released to conference participants by the end of 2026, along with the questions that will be asked at the zonal workshops.
Conference Participants November 2026-January 2027	Discuss the results of the WSC factor discussions with their regions and prepare to bring any input and feedback the Zonal Forums in 2027.
Zones February–May 2027	Meet and discuss the challenges raised by the factors CPs identified and prioritized. Discussions, facilitated by board members, will ask for more detail about how those factors or issues affect local NA communities and what changes members would like to see related to these factors.
World Board June 2027	Drafts goals (objectives) based on all zone discussion notes and also drafts World Services Structure and Operations goals (objectives).
Conference Participants August 2027	Finalize the goals at a (longer?) CP webinar. Time permitting, participants begin to develop ideas for solutions.

World Board	Solicits ideas from conference participants about solutions to prepare for the Interim WSC discussions. Could be post-webinar via email.
Interim WSC — November 2027	
Conference Participants November 2027	Review the issues and goals already identified and discuss solutions as well as *CAR* Survey ideas. *CAR* Survey ideas should be framed around the goals in the plan.
Between Interim WSC 2027 and WSC 2029 (Further detail on dates and steps TBD)	
World Board January 2028	Revises goals and drafts solutions based on Interim WSC discussions.
Conference Participants March & May 2028	Review draft plan and solutions and identify *CAR* Survey ideas. *CAR* Survey ideas do not need to be finalized until July 2028. Conference participants will have a final version to prioritize by then. Items that receive at least 25% will be on the final version of the *CAR* Survey.
World Board June & July 2028	Finalizes collaborative plan, *CAR* Survey, and other plans for the 2029 *CAR* to share with CPs.
Conference Participants August 2028	Review final collaborative plan, *CAR* Survey, and other plans for the 2029 *CAR*.
World Board September 2028	Makes any revisions based on CP discussions.
***CAR* Published — October 2028**	
Conference Participants WSC 2029	Adopt the plan on behalf of their regions and zones.

2026–2029 Conference Work Cycle

This diagram is meant to provide an overview only. Deadlines for each conference cycle are dependent on the date of the World Service Conference. The dates of conference-related deadlines will be published each conference cycle in this guide and in conference publications.



World Service Conference Publications

NA World Services produces several different publications in an effort to provide frequent and regular written communications. While each of these publications has a specific distribution list, copies are always available to any member by contacting the World Service Office and also on the website, www.na.org.

NAWS News

NAWS News is a short, easily translatable report that is published several times each year. It was created to allow the World Board to regularly report, particularly after its meetings. It is distributed to areas, regions, and conference participants in multiple languages.

NA World Services, Inc., Annual Report

The *NA World Services Annual Report* provides a summary of the activity of World Services for the prior fiscal year and includes the audited financial statement and all contributions received for that fiscal year. It is released around the end of the calendar year, as soon as possible after the audit is finalized. It is distributed to regions and conference participants.

The *Conference Report*

The *Conference Report* is released immediately before each in-person World Service Conference. It contains information for conference participants about the activities of World Services in order to help them prepare for the meeting. These reports contain information on the status of major projects, suggestions for new work, and problems and successes that have been encountered. Regional and zonal delegates may also write articles to be included, subject to editorial review by the World Board. This is not intended to be an alternative mechanism for decision making; it is an opportunity to make an idea visible, to generate discussion, and to inspire others. The *Conference Report* is posted on na.org.

Regional reports and Zonal Snapshots are posted online when the *Conference Report* is posted. Paper copies are available upon request. These reports are submitted by delegates and contain information about their regions such as number of meetings and groups, types of PR efforts, and number of H&I panels; service activities being conducted by the region and/or the areas; challenges that the region is facing; and any specific experiences that may benefit another region and/or World Services. This information is important to the overall purpose and mission of the World Service Conference, and all delegates are encouraged to submit their reports before the published deadline. Unseated regions are also welcome to submit written reports for inclusion.

The *Conference Agenda Report (CAR)*

The *Conference Agenda Report* is distributed a minimum of one hundred and eighty (180) days prior to the opening day of the conference, with translated versions released a minimum of one hundred and fifty (150) days prior. The amount of material translated can vary, but minimally the front portion of the *CAR* (which contains the reports, proposals, and motions before the conference) is translated into as many languages as possible. The report contains the proposals and motions that the Fellowship is being asked to consider and form a fellowship-wide group conscience on. At a minimum, the *CAR* will be posted at no cost to members on na.org. The *Conference Agenda Report* also includes an easy-to-read glossary of terms.

The *Conference Agenda Report* includes items for fellowship discussion and decision, including reports, proposals, and motions from the World Board and any motions submitted from regions or zones. (Regional and zonal motions will be included in their own section and have the same number or letter when presented on the conference floor.) Regional and zonal motions for inclusion in the *CAR* must be submitted by 22 May 2028, and in final form two hundred and seventy (270) days prior to the opening of the conference. All motions will include a written intent. Regions and zones should briefly (in approximately 250 words) describe the

reasoning behind, and consequences of, their regional or zonal motions in the *Conference Agenda Report*. The World Board also includes a recommendation in order to provide the Fellowship with as much information as possible when considering the idea. All motions and amendments are posted after the final deadline date.

Note, the 2025 interim WSC had consensus to adopt a revised *CAR* survey process for the current conference cycle that is described in detail below. As part of the process "instead of submitting motions for project plans to create specific pieces of service material, recovery literature or IDTs for the 2026 *Conference Agenda Report*, conference participants will submit those ideas for possible inclusion in the 2026 *CAR* survey."

Statements of the financial impact of each motion appearing in the *CAR* will be included from the World Board. Reports may include a summary of events leading to the presentation of the motions that are included. Material presented to the Fellowship for approval will be written in a form that lends itself to a yes/no vote and specifies the conceptual changes involved to affirm and support this process**.** Only material approved by the World Board is sent out to the Fellowship in "approval form."

All motions submitted to be placed in the *Conference Agenda Report* that attempt to change, amend, or delete WSC policies shall include those policies, or sections of those policies, that each motion attempts to amend. Further, it shall be the responsibility of the maker of the motion to provide this information along with the motion.

NAWS will try to help in any way we can. We encourage you to share any ideas a region or zone might have well before the *CAR* deadline. We will find ways to help get these ideas distributed to conference participants. This is the only way we can see to help encourage fellowship discussion, since the *CAR* seems to be used by most members primarily for decision making.

If a region or zone wishes to submit a motion for the 2026 *CAR*, it must meet the deadlines listed in the beginning of this document and follow existing conference policy described below. For a motion to be "*CAR*-ready" means:

- The motion clearly explains what it is trying to accomplish,
- The intent or impact of the motion is clear and lends itself to a clear yes/no decision,
- All affected conference policies have been identified by the maker.

NAWS provides financial impacts for *CAR* motions so the makers do not need to provide them.

It is important to note that motions often require a number of changes to become *CAR*-ready. Regions or zones wishing to make a motion for the *CAR* may want to consider some sort of process to allow for necessary changes to their motion(s).

Some have suggested that the deadline for regional and zonal motions be extended in order to help with this process, but we do not believe that the deadline is the challenge here. We believe that improving communication is the key to a successful process, and we are committed to do our part. We are ready to help a delegate at any time in the cycle to help to craft their motion — there is no need to wait for the deadline. Extending the regional/zonal motion deadline would mean that delegates would need to have their motions *CAR*-ready even earlier, so we are leaving the existing deadlines in place.

The *CAR* Survey

Since 2016, the *Conference Agenda Report* has included a survey with ideas for recovery literature, service material, and Issue Discussion Topics. The survey is also posted online at

na.org. The results help guide conference participants when setting priorities for literature and service material projects and selecting Issue Discussion Topics.

The 2026 WSC passed the following motion with consensus support:

Motion MF-3: As we continue to collaboratively create the *CAR* survey and integrate it into the planning cycle, project ideas will be offered and prioritized through the *CAR* survey rather than being presented through individual motions. For the 2026–29 cycle, conference participants will submit any ideas for recovery literature, IDTs, or service material for possible inclusion in what we currently call the *CAR* survey rather than submitting motions for project plans.

The 2025 interim WSC passed the following motion for the 2023–2026 cycle with consensus support. The *CAR* Survey process will continue to be refined and developed in the 2026–2029 cycle.

Motion 5: **To adopt for the current conference cycle only: The 2026 WSC will take a new step in Strategic Planning by using a revised process (described below) for the *CAR* Survey to consider ideas for recovery literature, service material, and Issue Discussion Topics. Instead of submitting motions for project plans to create specific pieces of service material, recovery literature or IDTs for the 2026 *Conference Agenda Report,* conference participants will submit those ideas for possible inclusion in the 2026 *CAR* survey.**

Intent: To implement a process for all conference participants to collaboratively create a *CAR* survey with all ideas for Fellowship consideration of literature, service materials, and Issue Discussion Topics.

CAR Survey Process

Participants (regions, zones, and the board) will utilize this new *CAR* survey process to submit ideas for literature and service material projects for WSC 2026 rather than making motions to create project plans. The board will continue to offer general project plans for recovery literature, service material, and Issue Discussion Topics, and the conference will determine the focus, guided by the *CAR* survey results.

- Start fresh! Conference participants—including the board—who wish to would submit ideas for the 2026 *CAR* survey. The 2023 *CAR* survey would be distributed or posted as a reference so that participants can reintroduce some of those ideas if they wish.
- Ideas emerging from planning discussions at the Interim WSC could be added to the lists as well.
- Any member or service body would be able to submit ideas before the deadline (see timeline below).
- When the lists of ideas are compiled, conference participants would prioritize them via ballot.
- The results of the prioritization ballot would be distributed to conference participants, and together conference participants would decide how to condense the lists to more manageable sizes, including combining similar ideas.
- In this way, the conference would collectively create the final lists for the *CAR* survey. Conference participants would have the final decision, and the *CAR* survey results would continue to help shape the focus of project plans, particularly for recovery literature, service material, and Issue Discussion Topics.

Timeline:

March 2025: Email conference participants link to 2023 *CAR* survey and ideas received since 2023.

March—May 2025: Collect ideas for 2026 *CAR* survey, including ideas generated at Interim WSC.

June or July 2025: Ballot of all ideas sent to conference participants. (prioritize or simple yes/no?)

August 2025 CP web meeting: Discuss list and prepare list of ideas for the 2026 *CAR* survey. The list could be finalized at the web meeting or require another ballot.

The *Conference Approval Track* (*CAT*)

The *Conference Approval Track* contains a variety of material to be considered at the upcoming World Service Conference that was not included in the *Conference Agenda Report*. This approval track was created as the result of years of input from members and groups regarding the types of issues they were being asked to review in the *CAR*. Having a separate approval track from the *CAR* allows for materials intended for committees and boards, such as handbooks or service manuals, to be distributed directly to conference participants 90 days before the WSC, allowing time for delegates to workshop it in a manner that fits within their local community. Each local community can determine for itself how the material will be reviewed and how to direct their delegate. As the original idea that created the *CAT* states, "This frees up our members and groups to devote their attention to holding meetings and carrying the message of recovery, without having to ratify every decision made on their behalf at every level of service."

Both Conference-approved and World Board-approved material is intended to show how to implement or put into practice the principles established by core NA philosophy and Fellowship-approved material. The World Board may decide that some change in Conference-approved service material is so significant that it should be included in the *Conference Agenda Report,* but the piece will still be designated as Conference-approved. This has happened in the past with *A Guide to World Services in NA, The Group Booklet*, and *A Guide to Local Services in NA*.

Items that typically are included in the *CAT* include the proposed NAWS Budget and project plans for the upcoming cycle, seating requests, and recommendations from the World Board, as well as other service- or WSC-related material.

Regional and zonal delegates may also submit ideas to be included with the *CAT* posting, subject to editorial review by the World Board. This is not intended to be an alternative mechanism for decision making; it is an opportunity to make an idea visible, to generate discussion, and to inspire others.

The *Interim Virtual WSC Report*

Decisions that are legally necessary and those that conference participants choose to address will be posted on na.org 90 days in advance of the Interim WSC meeting. All voting conference participants will be polled to choose the items they wish to address.

SERVICE UNITS OF THE WORLD SERVICE CONFERENCE

World Board External Guidelines

The World Board also operates with a set of Internal Processes and Procedures that provide more detail about the Board's internal procedures and practices. The Internal Processes and Procedures of the World Board is a working document that is amendable by the Board and is available to anyone upon request. The World Board also functions legally under a set of corporate by-laws that reflect the policies provided in these External Guidelines. The External Guidelines are amendable only by action of the World Service Conference.

World Board's Mission

The mission of the World Board is to contribute to the continuation and growth of Narcotics Anonymous. The Board serves as a primary resource for the NA Fellowship by providing the support needed to carry our message, while ensuring that the service and support provided are of the highest quality possible.

Accountability Statement

The World Board is the service board of the World Service Conference. As such, it is accountable to the World Service Conference and ultimately to the final authority within our service structure as stated by our Second Concept—the groups, who retain the final responsibility and authority for all NA services. In accordance with the principle of delegation described in our Third Concept, the World Service Conference, on behalf of the groups, delegates to the World Board the authority to provide effective services.

Purpose of the World Board

The purpose of the World Board is to:

- Carry the message of recovery to addicts who still suffer from addiction.
- Provide support to the Fellowship of Narcotics Anonymous in their efforts to provide the opportunity to recover from addiction.
- Oversee all the activities of NA World Services, including the Fellowship's primary service center, the World Service Office.
- Provide service to individuals or groups of addicts seeking recovery from addiction and assist the public in understanding addiction and the Narcotics Anonymous program for recovery from addiction. Such assistance may include direct and indirect communication with addicts, organizations, agencies, governments, and the public.
- Ensure that no resources generated from Trust Properties are utilized to engage in any activities or exercise any powers that do not further the primary purpose of Narcotics Anonymous, which is to carry the message to the addict who still suffers.
- Hold and manage in trust for the Fellowship the income produced by any World Services activities in a manner that is within the spirit of the Twelve Steps, Twelve Traditions, and Twelve Concepts of Narcotics Anonymous.
- Hold in trust for the Fellowship of Narcotics Anonymous the rights to the exclusive control, use, printing, duplicating, sales, and use of all the intellectual properties, logos, trademarks, copyrighted materials, emblems, or other intellectual and physical properties of the WSC, or the Fellowship of Narcotics Anonymous as a whole in accordance with the will of the WSC.
- Control and manage the exclusive production, printing, manufacture, or reproduction of the properties, or the licensing for production, printing, or manufacture of the properties of the Fellowship of Narcotics Anonymous, and offer these properties for sale to the Fellowship and the general public.

General Duties

The duties of the World Board shall be understood to be administrative in nature. So that it can fulfill its mission and the will of the WSC, the general duties of the World Board are to:

- Communicate all World Services activity to our membership in accordance with the principles embodied in our Eighth Concept.
- Oversee the operations of the Fellowship's primary service center, the World Service Office.
- Administer the activities necessary for the successful operation of the World Convention.
- Hold our Fellowship's intellectual properties in trust in accordance with the Fellowship Intellectual Property Trust.
- Provide support and administration for all World Services meetings.
- Plan and budget for basic service provision and project development.
- Be accountable for all World Services budget responsibilities.
- Select members for project development and completion.
- Oversee activities associated with how our Fellowship and service structure interact with society.
- Oversee development of new literature, periodicals, and translations.
- Develop and approve service-related information pamphlets and tools for distribution to the Fellowship.
- Address philosophical issues and questions about our Traditions and Concepts, developing position papers when necessary.
- Make necessary decisions affecting NA World Services when the World Service Conference is not in session, always mindful of the priorities previously established by the World Service Conference.

Membership

The World Board will consist of up to fifteen members elected by at least 60% of the World Service Conference. These conference-elected members will have equal participation rights, including voting on the Board and at the World Service Conference. Board members may not, however, vote on items that have been submitted to the groups in the *Conference Agenda Report* or on any other items decided on in *CAR*-related Discussion and Decisions at the World Service Conference.

Membership Qualifications

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, the following qualifications for nomination and election to the World Board are written to express the variety of skills and experience necessary to the Board's optimum operation. A single individual may not have all of the qualifications listed below. These qualifications should not be viewed as a list of absolute requirements, but rather as an expression of the qualities and experience that will help the Board to best serve our Fellowship:

- History of both completing work independently and working well within a group.
- Familiarity with and commitment to the World Service Conference vision of a global fellowship demonstrated through world service or personal life experience.
- Familiarity with the Narcotics Anonymous service structure.
- Administrative skills.
- Experience with plan development and financial forecasting.
- Organizational and communication skills.

- Ability to donate sufficient time to attend meetings, travel, and to fulfill the additional commitments of Board membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.

Cleantime Requirement

All Board members must have a minimum of ten (10) years clean.

Terms

The length of term for Board members shall be six years. All members of the Board are eligible for election for no more than two terms.

Quorum and Decision Making, Internal Elections, and Removal of Members

Quorum and Decision Making: The quorum for regularly scheduled meetings of the World Board equals one-half of all seated members plus one (e.g., were there fifteen seated members, quorum would equal eight). While the Board should strive for consensus, its process requires a minimum of a majority of seated Board members to vote in the affirmative to represent a decision of the World Board.

Participation and Internal Elections: All Board members shall have the right to full participation. All voting members of the Executive Committee of the Board will be elected by the Board. Election to any position on the Board will require a simple majority vote.

Removal of Members: Members may be removed from the Board by a two-thirds majority vote of the Board. Further, the conference may, by a two-thirds majority vote, direct the Board to do so for the following causes:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Conviction of a felony or equivalent offense during their term of office.
4. Declared to be of unsound mind by a final order of a court.
5. Misappropriation of Narcotics Anonymous World Services funds.
6. Breach of statutory duties relating to a board member's standard of conduct as defined by the law of the state of incorporation.

Once removed from the Board, former members may only be reinstated by an action of the World Service Conference. Removed members retain no rights of attendance and/or participation until such time as they have been reinstated by the WSC.

In the event of vacancies on the World Board due to removal or any other cause, the World Board may not fill such vacancies. Only the World Service Conference can elect World Board members, and all vacancies will remain until the World Service Conference elections.

Internal Structure of the Board

The World Board accomplishes much of its work through its committees and workgroups. The number and type of workgroups and committees vary each conference cycle, depending on the need. The Executive Committee always exists in order to provide consistent administration for NA World Services.

Accountability

Committees and workgroups are answerable and responsible to the World Board. In keeping with Concept Five, the World Board, in turn, is directly accountable to the World Service Conference, thus ensuring definite and direct lines of accountability across all World Services operations.

Committee and Workgroup Makeup
World Board members are assigned to workgroups or committees by the Executive Committee and confirmed by the Board. The number and experience of non-Board members chosen by the Board depends upon the projects assigned and prioritized by the WSC.

The Executive Committee

The Executive Committee consists of the following:

- The Chairperson of the World Board
- The Vice-chairperson of the World Board
- The Treasurer of the World Board
- The Secretary of the World Board
- The Executive Director of the WSO—in a non-voting capacity

General Duties: The Executive Committee upholds the duties of the corporation and its officers in accordance with all applicable laws; directs the activities and the annual performance review of the executive director of the WSO; retains responsibility for interacting with the executive director between board meetings; remains responsible for the general administrative duties of World Services; and makes necessary decisions affecting NA World Services when the World Board is not in session, always mindful of the priorities previously established by the Board.

Election and Removal: The Executive Committee, with the exception of the executive director of the WSO, is elected by a majority vote of the Board. Officers of the Board can be removed from office by the Board with a two-thirds majority vote.

The World Service Office

Probably the single busiest part of our service structure is the World Service Office (WSO). The WSO is the main contact and distribution point.

One of the most important functions of the WSO is to link our widespread groups and members into a single, cohesive fellowship. The WSO stays in close contact with our groups, areas, and regions. This contact is maintained through correspondence; our quarterly journal, *The NA Way Magazine*; and through the delegates within our service structure. The WSO offers considerable aid to new groups worldwide, existing groups with special problems, institutional groups, members who travel extensively, and loners. This aid is in the nature of sharing the experience that other groups and members have reported to the WSO and putting those who seek aid in touch with other groups or members within our Fellowship.

The World Service Office publishes *The NA Way Magazine*, our Fellowship's international journal. The magazine provides both a forum for sharing about NA recovery, unity, and service, as well as information about World Services. The magazine is edited by WSO staff and an editorial workgroup appointed by the World Board.

> Note: *The NA Way Magazine* has been on hiatus since 2020 because of financial pressures and staffing shortages.

Another major function of WSO is the publication and distribution of literature, which includes the printing, warehousing, and distribution of all existing literature. The WSO publishes a quarterly newsletter and numerous other periodicals, all World Service Conference material, and new literature in English and other languages. Additionally, we make available a number of kits, such as the group starter kit. In order to provide these publications, the WSO needs financial support.

In order to provide communications, coordination, information, and guidance services, the WSO must keep extensive files of correspondence and other records. These files include

letters to and from those who have contacted the WSO; a file of all correspondence with each NA group; a record of all starter kits sent out; the name, address, and telephone number of all GSRs, RCMs, RDs, and ZDs; and the addresses of all general service committees and their officers. Along with these files and records, the WSO keeps the archives of NA's history. These archives contain relevant documents, newspaper articles, photos of original meeting places, etc. Records such as these are necessary so that we may learn from our past mistakes, stay in contact with all of NA, and serve our Fellowship.

One of the most difficult jobs of the World Service Office is dealing with public anonymity breaks. Due to the nature of our Fellowship, no part of our service structure should ever serve as a disciplinarian. This would not be in keeping with our basic principles. When public anonymity breaks do occur, the WSO functions in an educational role. We try to explain to the individual or group and the media involved that actions of this type are in violation of our Traditions and that this type of publicity can potentially cause grave problems that could threaten the survival of our Fellowship. It is never our place to attempt to punish—we can only try to prevent the recurrence of this type of problem.

The final WSO function we shall discuss is that of public relations. Much of our mail consists of requests for information from individuals, agencies, and other drug programs. It is our policy to answer each inquiry; however, we stress that our function is not informational or referral. Our program is comprised of principles and people. Our relationship with those outside our Fellowship is cooperative, and our Traditions make it clear that we must stay unattached if we are to survive.

The World Service Office is our Fellowship's main service center. To meet our needs as a growing fellowship, our services need to operate as efficiently and effectively as possible within the spiritual principles of the NA program.

The World Board of Narcotics Anonymous World Services, Inc., directly oversees all World Services activities, including the World Service Office. Narcotics Anonymous World Services, Inc., is a registered, nonprofit corporation in accordance with the laws of the State of California and the United States federal government. Within the bylaws, specific sections state the purpose and relationship of Narcotics Anonymous World Services, Inc., to the World Service Conference of NA and our Twelve Traditions. These bylaws further acknowledge the right of the conference to make specific recommendations to the World Board regarding its general operations.

Human Resource Panel External Guidelines

The Human Resource Panel uses these guidelines as well as a set of internal guidelines that provide more detail about the panel’s internal procedures and practices, and a process and criteria for the selection of nominees to forward to the World Service Conference. The internal guidelines and selection process are amendable by the Human Resource Panel. The External Guidelines are amendable only by action of the World Service Conference.

Accountability and Cooperation Statement

The Human Resource Panel is accountable to the World Service Conference. When the World Service Conference is not in session, the World Board oversees all activities of NA World Services. The Human Resource Panel strives to support a cooperative working relationship with the World Board.

Purpose of the Human Resource Panel

The purpose of the Human Resource Panel is to identify NA members whose skills, talents, and experience support their ability to be most qualified as NA world service trusted servants. The panel is responsible for forwarding to the World Service Conference a list of those most qualified candidates (nominees) for consideration and selection by the WSC.

General Duties

The duties of the Human Resource Panel are to develop, maintain, and implement a nominations process that results in the identification of the most qualified candidates for consideration for service by the World Service Conference. In support of this, the Human Resource Panel will cooperate with all of NA World Services to maintain current descriptions of the skills, talents, and experience necessary to successfully fulfill the tasks of WSC elected positions.

The Human Resource Panel utilizes various NAWS publications to communicate with NA members worldwide in an effort to keep members up to date on the panel's activity and any pending nominations process deadlines. The panel welcomes input from all interested members on any aspect of their work.

As a part of the nominations process the Human Resource Panel will:

- Inform service bodies who can forward names for consideration to the Human Resource Panel (NA regions, NA zones, and the World Board) of the current descriptions of the skills, talents, and experience necessary to successfully fulfill the positions of World Board member, WSC Cofacilitator, and Human Resource Panel member. This is commonly known as the RBZ process.
- Interview all potential candidates who meet the cleantime requirement for each position and are forwarded for consideration by NA regions, NA zones, or the World Board, independent from and after any other initial screening process.
- Provide the World Service Conference with a list of nominees best qualified for election to the World Board, WSC Cofacilitator, and Human Resource Panel. These lists, for the purposes of election at the World Service Conference, will not be governed by any minimum candidate-to-open-position ratio; the maximum ratio should be limited to no more than two (2) candidates to each open position.
- Facilitate the Elections Session of the World Service Conference.
- Be available throughout the meeting of the World Service Conference to answer participants' questions about the nominations process, without violating the confidentiality of potential candidates or nominees.

Membership and Participation

The Human Resource Panel will consist of up to four members elected by majority vote of the World Service Conference. While elected at the World Service Conference, panel members are not conference participants and do not have the ability to participate at the World Service Conference beyond their defined role. Human Resource Panel members are often invited to participate in discussion or presentation sessions at the World Service Conference.

Membership Qualifications

In addition to the qualities expressed in Concept Four such as humility, integrity, trustworthiness, and strong commitment to open communication, following are qualifications for nomination and election to the Human Resource Panel:

- Ability to protect confidential information revealed during the Human Resource Panel nominations process.
- History of both completing work independently and working well within a group.
- Familiarity with the Narcotics Anonymous service structure.
- Organizational and communication skills.
- Ability to donate sufficient time to attend meetings and to fulfill the additional commitments of Human Resource Panel membership.

- A working knowledge of the Twelve Steps, Traditions, and Concepts.

Cleantime Requirement

All Human Resource Panel members must have a minimum of eight (8) years clean.

Terms

The term of office for the Human Resource Panel member will be two (2) conference cycles. Panel members cannot serve two consecutive terms. The Human Resource Panel cannot nominate an outgoing Human Resource Panel member to any NA World Service trusted servant position. Once off the panel, former members are eligible for nomination consideration.

Decision Making, Panel Leadership, and Removal of Members

Decision making: The Human Resource Panel should strive for consensus. When a vote is required, a minimum of a majority of seated Human Resource Panel members represents a decision of the Human Resource Panel.

Panel leadership: The Human Resource Panel will select a panel leader. The Panel Leader will act as a liaison from the Human Resource Panel at the World Service Conference, and in interactions with the World Board and NAWS staff.

Removal of Members: Members may be removed from the Human Resource Panel by a two-thirds majority vote of the Human Resource Panel, and with concurrence of the World Board. Cause for removal includes, but is not limited to, the following:

1. Failure to attend two meetings within a twelve-month period.
2. Relapse as defined by the Fellowship of Narcotics Anonymous.
3. Misappropriation of Narcotics Anonymous World Services funds.

Once removed from the Human Resource Panel, former members may only be reinstated by an action of the World Service Conference.

The WSC Cofacilitators

The WSC Cofacilitators are two (2) individuals elected by a simple majority of the World Service Conference. The purpose of the WSC Cofacilitators is to preside over the *CAR*- and *CAT*-related Discussion and Decisions sessions of the World Service Conference and facilitate decision-making in other conference sessions at the request of the World Board. WSC Cofacilitators must have a minimum of eight (8) years cleantime. The term is two (2) conference cycles. WSC Cofacilitators may not serve two full consecutive terms. WSC Cofacilitators are accountable to the World Service Conference.

The duties of the WSC Cofacilitators are to:

- Preside over the *CAR*- and *CAT*-related Discussion and Decisions Sessions of the World Service Conference and the decision-making at the interim WSC meeting.
- Determine the order of business in the decision-making sessions at the WSC.
- Facilitate decision making in other conference sessions, at the request of the World Board.
- Communicate with the World Board as necessary in order to be prepared for the conference meeting.
- Work with regions and zones to ensure that any proposed amendments to motions are WSC-ready.

The qualifications for the WSC Cofacilitators are:

1. A demonstrated ability to preside over business meetings.

2. A working knowledge of WSC conference policies and procedures.
3. Demonstrated organizational skills.
4. Holding no other World Services positions or responsibilities at the time of assuming the Cofacilitator's duties.
5. A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.

CONFERENCE POLICIES

Amendments to the Guidelines

A Guide to World Services in Narcotics Anonymous may be amended at any time by a two-thirds (2/3) majority vote of the World Service Conference. All decisions of the WSC require two-thirds (2/3) majority vote, except for elections and challenges to the WSC cofacilitator.

Operational Guidelines of the WSC

1. A summary of decisions from the conference meeting is distributed to conference participants within ninety (90) days of the close of the conference.
2. Motions submitted or committed to the World Board will include a written intent provided by the maker.
3. All amendments and motions to seat new participants must be submitted sixty days before the WSC, and in final form forty-five days before the WSC.
4. All amendments must be submitted forty-five days before the interim WSC, and in final form thirty days before the interim WSC.
5. The World Service Conference offers funding, upon request, for the attendance of a delegate from each seated region or zone to the meeting of the WSC. This funding includes travel, lodging, and meal expenses only. This policy covers all currently seated regions and zones that have attended one of the past three conferences as well as newly seated regions and zones.
6. Any zonal forum with two or more zonally seated regions or communities that are not seated at the World Service Conference may choose to send one zonal delegate and alternate to the World Service Conference to represent those regions or communities.
7. Participants who are unable to attend the WSC may participate remotely. Remote participants have the same rights as if they were at the WSC.

World Service Conference Election Procedures

Nominations

1. Information about World Board, Human Resource Panel, and WSC Cofacilitator positions will be communicated to conference participants prior to each WSC.
2. The Human Resource Panel (HRP) nominates qualified candidates for the positions of Cofacilitator, Human Resource Panel member, and World Board member. HRP nominations do not require a second.
3. Nominees for World Services positions do not have to be present for elections.
4. Candidate Profiles will be distributed to each conference participant prior to each WSC. The profiles may include sensitive and private information; no further distribution or duplication is permitted.
5. Challenges to a nomination must be submitted in writing to a WSC Cofacilitator. (See Challenging a Nomination.)

Elections

1. The list of nominees including their RBZ recommendation(s) for the World Board, Human Resource Panel, and the WSC Cofacilitators will be made available to conference participants before elections.
2. Three ballots will be distributed.

   a) One ballot will list the nominees for World Board.

b) One ballot will list the nominees for the Human Resource Panel.

c) One ballot will list the nominees for the WSC Cofacilitators.

3. No question-and-answer period will be held.

4. Voting

a) Voters may vote for as many or as few nominees as they wish.

b) The World Board nominees receiving the most votes above the required 60% majority will be elected to the available positions on the World Board.

c) The Human Resource Panel nominees receiving the most votes above the required 50% majority will be elected to the available positions on the Human Resource Panel.

d) The Cofacilitator nominees receiving the most votes above the required 50% majority will be elected as the WSC Cofacilitators.

e) In order to keep the ideal of one-half of the Human Resource Panel, and one Cofacilitator rotating every three years, open positions at the conference on the HRP above two, and Cofacilitators above one will be considered vacancies. If the conference chooses to fill a vacancy, the same majority is required for these positions as listed above, but the HRP or the Cofacilitators, respectively, will determine the term length after the election.

5. The deadline for voting will be included in the WSC schedule.

6. Tabulation

a) Results will be calculated based on the total number of ballots collected for each position. Blank ballots that are collected, indicating a choice for none of the nominees, will be counted in the total number voting. Ballots not turned in will signify a choice not to participate and will not influence the totals required for election.

b) Election results will be announced as soon as available.

7. Once elections have concluded, the HRP will collect all candidate information previously provided to conference participants.

Challenging a Nomination

A concern regarding a nominee's integrity and its impact on the nominee's ability to effectively serve if elected is to be addressed through this procedure. The petitioner must be a conference participant.

The purpose of this policy is to preserve the integrity of the election process by effectively addressing issues directly related to a nominee's ability to serve in a respectful and responsible manner. The procedure to challenge a nomination is:

1. The conference participant completes an Assistance Request Form and submits it to a WSC Cofacilitator. This form must be submitted before the deadline listed in the WSC agenda distributed in the orientation package.
2. If there is not sufficient time to resolve the conflict prior to the scheduled election, a WSC Cofacilitator may ask the conference to postpone the election until after resolution occurs.
3. A WSC Cofacilitator will request one member be assigned from the Human Resource Panel and one member be assigned from the World Board, and will assign a Delegate or Alternate to participate in a mediation panel. This panel will review the request and meet

with the petitioner to establish clarity, discuss their concerns, and assess if further action is appropriate.

4. The panel will contact the nominee to apprise them of the stated challenge, obtain a response from the nominee, and determine a course of action.
5. If the question is that of misrepresentation and further action is deemed necessary for resolution, the panel members will arrange a meeting, by phone or in person, between the nominee and petitioner, for the purpose of resolution. The panel may select a panel member to facilitate. The panel may utilize other members whose experience may help resolve the issue.
6. The panel may ask the petitioner to withdraw the challenge or request the nominee to withdraw from consideration. If there is no agreement on action, the panel will present the issue to the conference floor for resolution.

Criteria for Seating New Regions at the WSC

When WSC 2008 approved a moratorium on this conference policy until after WSC 2012, the policy was removed from this Guide*. When straw polled, WSC 2012 supported (73-20) continuing the spirit of the moratorium for one more conference cycle, until WSC 2014. The 2014 and 2016 conferences made no formal decisions about the seating policy though there were a series of discussions at the conferences focused on the future of the WSC.*

With the WSC 2018 decision to seat zonal delegates from zones with two or more regions that are not seated at the WSC, criteria for the recognition of zones will need to be developed. WSC 2020 decided "To pause zonal seating by not considering seating requests from zones formed after WSC 2018 until after zonal seating criteria or a process for zonal seating is established by the WSC." (Motion 28)

The policy included in this* Guide *is unchanged from 2008 when the Conference passed the seating moratorium, except for the deletion of references to a seating workgroup in item #7 below, in accordance with WSC 2026's decision.

If you need more information, please contact the World Board.

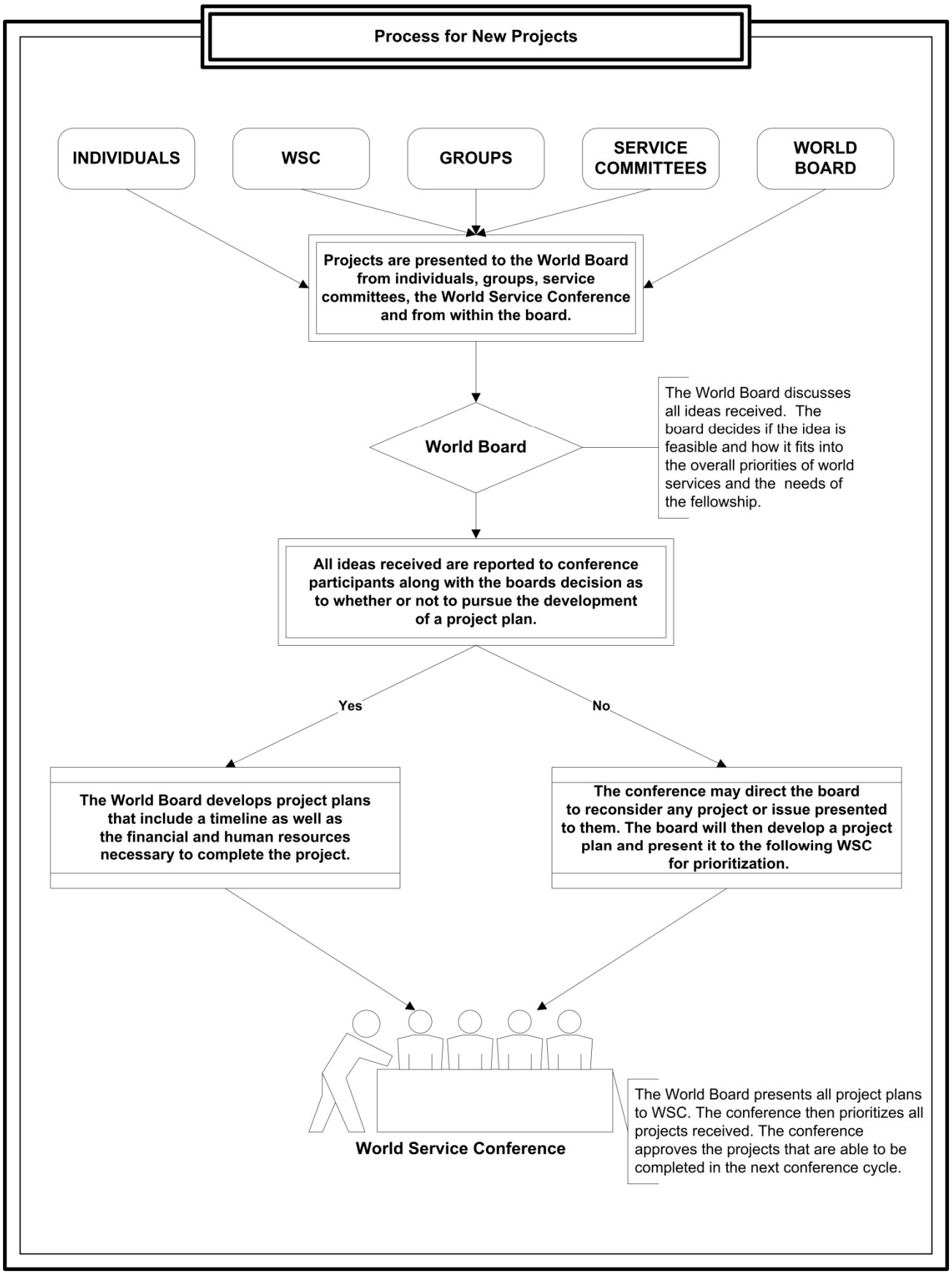
1. A new region is eligible to apply for recognition as a conference participant after having functioned as a service body for at least three years. For regions forming out of an already existing region, the newly formed region has to have functioned as a separate body for at least three years.
2. New regions should conform to established geographic boundaries, equivalent to state, territorial, provincial, or national boundaries, unless there are certain conditions to the contrary. A region forming out of an already existing region may be seated at the conference by demonstrating that it meets the specific conditions that necessitate separation. From time to time, local service delivery needs arise in existing regions that result in the establishment of multiple regions. These circumstances should be reserved for situations caused as a result of large NA populations, great geographic distances, or such diversity of language or custom so as to impede effective, direct communication between the service committee and the Fellowship.
3. A region that meets these criteria may then initiate its request to be recognized as a conference participant by submitting a letter of intent to the World Board not less than one year before a World Service Conference.
4. Upon receiving notification from the region, the World Board will request that the region provide information on the current and past history of the service delivery within the region. The Board will inform the region of the type of information that should be submitted.

5. If the region is forming out of an already existing region, the new region should also provide information as to the nature of the extraordinary circumstances that precipitated the formation of the new region, and summarize the consideration and decision–making processes used to create the new region. This statement should also address what special circumstances exist that would preclude the new region from continuing to have its voice heard at the conference by simply participating in some form of shared services (regional assemblies, workshops, or any form of participation in collecting group conscience) with the old region.
6. All regions will also be asked to answer questions such as:
   - Why do you want to become a conference participant?
   - Do you believe that the voice of your NA community is not currently being heard at the WSC? If so, why?
   - Do you believe your community has enough NA service and recovery experience to be a positive contributor to the global decision–making process for the Fellowship? If so, explain how.
   - Will participation at the conference affect your local NA community? If so, how?
   - Do you believe that your region adds a voice or a value to the conference that does not exist in the current conference body?
7. The World Board reviews the information provided, while working directly with the region to obtain any further information. Interactions between the Board and the region may continue until the Board is satisfied that it has collected all the information needed. The Board will produce a final report with recommendations for the upcoming conference. The requesting region will see the report before it is distributed to conference participants and may include any additional information it believes is relevant for the conference to consider. A report of the information will then be distributed to conference participants prior to the WSC. Due to the complex nature of regional development, each application is considered on a case-by-case basis, rather than through some arbitrary criteria that establish minimum sizes and structure of regions in order to address local service issues.
8. Upon the presentation of information to the WSC, the conference will consider the request. Formal recognition as a conference participant requires a motion in the *CAT*-related Discussion and Decisions session to pass with a two-thirds vote of approval by the conference. There is no need for the region to be present at the conference at which their request is being considered and funding for attendance will not be provided.
9. The addition of the new region will take effect upon the close of the World Service Conference at which its application is approved. Upon approval, the newly recognized region's delegate is automatically eligible to receive funding for the next WSC.

Guidelines for the NA World Services Budget

- The budget is built around two types of activities: routine operations and variable or non-routine items. "Routine" refers to World Services activities that are directly connected to day-to-day operations.
- Any new non-routine World Services project will have been thoroughly planned with an accompanying budget and timeline, and be prioritized and approved by the World Service Conference. No prospective project may be prioritized by WSC participants unless it has been accompanied by a project timeline and budget. Projects created for the routine operations of World Services are reported to the conference but are not presented for prioritization and approval.

- In order to reflect the realities of our service delivery system, all items submitted for budget consideration must be accompanied by an expense estimate that includes a staff time component.
- In the budget, provisions are made for the maintenance of a World Services operational reserve fund.
- A three-tiered accounting process is used in which funds are designated as:
  1. **Fixed Operational Funds**—funds allocated toward World Services activities that are recurring in nature and have little to no functional change from budget year to budget year.
  2. **Variable Operational Funds**—funds allocated toward non-routine World Services projects and/or activities that vary from budget year to budget year. This includes those items prioritized by the World Service Conference.
  3. **Reserve Funds**—those allocations that are set aside to meet current and/or future financial needs. These funds are maintained in both short-term and long-term reserve accounts. Funds are also allocated toward the planned use of cash to offset the effect of depreciation, improve asset value, provide financial resources necessary to effectively address the intellectual property management called for in the *FIPT*; and/or to acquire any fixed asset that has a depreciable value.
- The fiscal year end for Narcotics Anonymous World Services, Inc., is 30 June.
- New project proposals can be forwarded from the Fellowship and from the Board itself. (See the Ideas for World Service Projects Submission Form in Addendum B.) One of the duties of the World Board is to develop project plans, which include budgets and timelines for all prospective non-routine World Services projects. The World Board reports to the conference on all ideas that they receive and chooses to propose some of those ideas to the conference for further discussion and eventual prioritization. The Board decides which items they believe are desirable, practical, and achievable, and develops project plans for these items. These are forwarded to conference participants prior to the WSC for eventual prioritization at the conference. No project proposal will be considered for prioritization or action during the same WSC as it was originally proposed.
- All project ideas submitted to the Board from the Fellowship are considered, and the Board's decisions as to which projects will be further developed are reported to conference participants. In the event that conference participants do not agree with the Board's decision to not develop an item for prioritization, the conference may provide direction that a project plan be developed and presented to the *next* World Service Conference for prioritization.
- While there is no minimum or maximum number of projects that may be offered and/or prioritized, all project-related decisions will, of course, be limited by available resources, both human and financial. For the purposes of budget development and oversight, the World Board is responsible for determining basic services, which appear under "Fixed Operational Funds" in the budget proposal. The conference then prioritizes projects based on available resources that appear under "Variable Operational Funds" in the budget proposal, and finally reviews and adopts the budget for the upcoming conference cycle. At the WSC, project plans are approved individually with the remainder of the budget (fixed operational and reserve funds) approved as a whole. The World Board will inform the conference of any adopted project that it wishes to eliminate.


Process for New Projects
INDIVIDUALS
WSC
GROUPS
SERVICE COMMITTEES
WORLD BOARD
Projects are presented to the World Board from individuals, groups, service committees, the World Service Conference and from within the board.
World Board
The World Board discusses all ideas received. The board decides if the idea is feasible and how it fits into the overall priorities of world services and the needs of the fellowship.
All ideas received are reported to conference participants along with the boards decision as to whether or not to pursue the development of a project plan.
Yes
No
The World Board develops project plans that include a timeline as well as the financial and human resources necessary to complete the project.
The conference may direct the board to reconsider any project or issue presented to them. The board will then develop a project plan and present it to the following WSC for prioritization.
World Service Conference
The World Board presents all project plans to WSC. The conference then prioritizes all projects received. The conference approves the projects that are able to be completed in the next conference cycle.

World Services Travel Guidelines

Purpose

The Executive Committee of the World Board makes decisions about the necessity, goals, and activities related to travel at the world level of service in Narcotics Anonymous.

Goals

1. To help to ensure that world service travel produces the highest quality results.
2. To help to ensure that world service travel is planned, evaluated, and followed up in a way consistent with the philosophy of the Fellowship of Narcotics Anonymous.

Planning Procedures

The Executive Committee reviews all requests based on where they have been placed in the funding priorities set by the World Service Conference. Additionally, during the period between conferences, the World Board also establishes priorities that may affect travel. Availability of world service funds and resources are also considered when planning travel.

All requests for world service participation will be considered. The section on "Types of Travel" covers some of the issues that are considered by the EC. For requests from the Fellowship, a World Service Participation Request Form (see Addendum C) is needed. Additional information that would assist in evaluating the request is also helpful.

Travel requests are considered on a quarterly basis. Forty-five days before each quarter is the minimum necessary to consider a request but it is never too early.[*] Requests should be submitted as early as possible. Forty-five days prior means a deadline of 15 November for the January-to-March quarter, 15 February for the April-to-June quarter, 15 May for the July-to-September quarter, and 15 August for the October-to-December quarter.

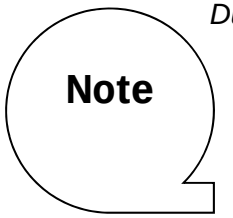
Whenever possible, known worldwide fellowship trips and non-NA events will be considered on a conference-cycle basis. This assists in the effectiveness of planning and prioritizing for these trips.

Reporting Procedures

The Executive Committee regularly reports its routine decisions to WSC participants. These reports include the trip, purpose, and travelers. Any discussions of a philosophical nature are included in the *Conference Report*. A summary of travel decisions for the cycle is presented before each meeting of the WSC.

Types of Travel

Funding is typically approved for world service travel to the following types of events (these may change from year to year, depending on the priorities set at the WSC): the World Service Conference, world service workshops, World Board meetings, World Board committee and workgroup meetings, World Convention site visits, non-NA events, and Fellowship requests.



Due to limited funding and personnel, preference must be given to multiregional events and forums. Requests for attendance at convention workshops are usually not approved due to limited time available on the convention agenda. Requests for assistance in problem resolution, particularly in isolated or emerging NA communities, will be considered a priority. With all requests, the nature of the event and the needs of the requesting NA community are considered.

[*] To help us plan effectively and keep travel cost-effective, we ask that requests be made at least 60 days before each quarter if possible.

Guidelines for Travel Plans

Two Travel Together

Most world service travel will include teams composed of at least two participants. Two-member teams stand a better chance of effectively communicating with the many types of people encountered in world service travel. Such teams also help dispel the perception that any one person can or should speak for World Services. Each member of a team can also provide emotional and spiritual support to the other while trying to accomplish the purpose of the trip. Although two-member teams are preferred, there are times when this will require assessment.

Choose from Current Participants

Current members of the world service team—WSO administrative and coordinating staff, members of the World Board and its committees and workgroups, and RDs—are already familiar with the critical discussions currently taking place in the world service community. Because of their positions, they are already either directly or indirectly responsible to the World Service Conference. Because of these two factors, current world service participants are the first to be chosen when composing travel teams. However, if current participants are not available for a given trip or the needs of the team indicate otherwise, former participants may be asked to travel.

Combine Trips

To maximize the benefits received from world service travel expenditures, trips are planned in such a way as to fulfill multiple purposes whenever possible. To accomplish this, long-range planning is required.

Prepare Carefully

Informed, prepared travelers taking well-planned trips produce the benefits our Fellowship expects from world service travel expenditures. The Executive Committee of the World Board will do whatever it can to ensure that adequate planning and preparation occur.

Lodging only in commercial facilities

It is preferred that travel teams plan to stay in commercial facilities. The nature of world service travel trips, perceptions of a preference for a particular local member and their views, and past experience have all proved that this is the most effective type of lodging.

Personal Expense Allowance and Reimbursement for World Service Travel

World service travelers may claim reimbursement for specified expenses for each day of travel on an approved world service trip. Typical expenses allowed under the policy are for meals, transportation and ground transportation, parking fees, tolls, and tips. Allowance limitations are established by the US Internal Revenue Service for business travel in the US and by the US State Department for business travel outside the US. Those limitations as published are used to administer this policy. The daily maximum for meals in the US is provided in the budget proposal approved at each World Service Conference. (See the WSC Travel Reimbursement Policy in Addendum A.)

At each WSC, newly elected and continuing trusted servants are given a written description explaining all processes and procedures to be followed by World Services travelers. Included in the package are the kind of expenses that can be reimbursed, the limits of reimbursement, which items require receipts, expense forms, advances, and how to submit claims for reimbursement.

Air transportation is reserved and ticketed through the WSO or its agent whenever possible. Travelers should make air travel arrangements as far in advance as possible. Travelers are responsible for their tickets once they have been received. The use of other modes of

transportation is permitted, but only the most economical mode of transportation will be reimbursed.

Reimbursement for lodging is typically for double occupancy. Single accommodations may be arranged to accommodate individual needs or concerns, if presented and approved by the EC. This may not be determined by the individual traveler. NA World Services does not reimburse for companion accompaniment.

Fraudulent claims or violations of the policy and/or procedures can result in one or more of the following actions:

- Request for repayment of all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Rejection of request for travel advance.
- Suspension of trusted servant from office.

Credit Cards

We have found it productive to use credit cards to facilitate the service responsibilities of specific individuals in World Services. NA World Services maintains a policy on the use of credit cards for employee responsibilities, and has since their initial use. It seems responsible to apply those parameters to credit card use for WSC responsibilities. These policies ensure that credit card use conforms to a standard set of guidelines.

Distribution of Cards

A. The issuance of credit cards *for WSC responsibilities* is subject to the approval of the Executive Committee of the World Board. Each person approved for credit card issuance shall be provided a Conditions of Authorized Use form, which must be completed, signed, and on file prior to issuance of a credit card.

B. Board or committee members who reside outside the continental United States may be issued credit cards to facilitate the fulfillment of their service responsibilities, at the discretion of the Executive Committee.

C. Board or committee members may be issued credit cards on a temporary basis for a designated trip or function. All cards issued under this criterion must be returned to the WSO by registered mail within thirty days of completion of the trip or function. All invoices or other accompanying documentation should be returned at the time of card surrender.

D. All cards must be returned within thirty days of the closure of the term of office of the cardholder. All invoices or other accompanying documentation should be returned at the time of card surrender.

E. WSO executive management have the authority to cancel all cards on the closure of a term of office based upon the surrender criteria outlined above.

Credit Card Expenditures

All expenditures on the credit card must be substantiated by the receipts issued at the time of card use. Individuals utilizing the credit cards should submit an expense statement accompanied by the invoice(s) resulting in card use—not the credit card slip, but the actual hotel bill, car rental agreement, etc. All receipts should be attached to the permanent record of the trip or function. World service credit cards should not be used to cover personal expenses not directly related to the trip or function, even though the individual may intend to repay the conference for the expenditures. The Executive Committee of the World Board conducts quarterly audits and/or reviews of WSC credit card activity by all trusted servants and reports such findings to the Fellowship in the *Conference Report.*

Credit Card Misuse
Any alleged inappropriate and/or unauthorized credit card use, or persistent failure to submit appropriate documentation of credit card use, requires a thorough investigation by the committee. The committee will review all necessary documentation and request written statements of explanation from the individual involved and anyone else who may have knowledge of the situation. A determination will be made by the committee and reported to the Fellowship. The determination of the committee can result in one or more of the following actions:

- Reinstatement of credit card privileges, if previously removed.
- Revocation of credit card privileges.
- Request for repayment for all unauthorized expenditures.
- Rejection of reimbursement for submitted expenses.
- Suspension of trusted servants from office.

Theft
Those traveling with NA World Services' equipment should leave a list of the items they are taking with the World Service Office, including serial or identification numbers and other information that may be necessary in making reports to police or transportation companies. The theft of equipment belonging to NA World Services should be reported to the WSO not later than the next working day. When in doubt, contact the WSO immediately.

NA World Services will not assume any financial responsibility for the loss of travelers' personal items unless the loss is the result of actions beyond the control of the traveler, such as loss caused by transportation company personnel. Claims for such losses should be made in writing within thirty days of the loss and should include a detailed report of the items lost and their value.

Accident, Injury, and Liability
Non-employees who may from time to time travel at the expense of NA World Services do so voluntarily. It is mutually understood that NA World Services does not assume any liability for personal injury or loss of personal property to non-employees traveling at the expense of NA World Services. Furthermore, NA World Services does not assume any liability for personal injury or loss of property to others who may suffer loss of property or become injured as a result of non-employee travel.

Health Insurance
World Services does not carry blanket health coverage for travelers. If a trusted servant planning to travel outside their home country does not have personal health coverage, they should inform the World Board Executive Committee prior to accepting any travel assignment. If you have any questions or concerns about accident, injury, liability, or health coverage, please call the WSO before accepting or planning a World Services trip.

World Services Translations Policy

Purpose

The purpose of this policy is to assure the development and production of quality translations of NA Fellowship–approved literature.

Objectives

1. Provide assistance for translation of NA Fellowship–approved literature.
2. Ensure that translations of NA Fellowship–approved literature maintain the spirit of the NA message as well as the integrity of the Twelve Steps and Twelve Traditions.
3. Assure that all legal documentation, copyright releases, etc., needed to protect the translation of NA material are collected.
4. Ensure that the final approval of the translations be done by the local communities.

Approval of Translations

The World Service Conference does not actually approve translations of literature. It delegates that responsibility to the World Board. All literature that has been translated and approved for printing will have, as part of the publishing legend, the wording, "This is a translation of NA Fellowship–approved literature." This wording indicates that the translation itself has not been approved by the World Service Conference, but that it is a translation of NA Fellowship–approved literature.

Service Material

The development and approval process for translated versions of existing service manuals may differ from that outlined for Fellowship-approved recovery literature. Some NA communities may decide to translate only those parts that are most helpful or applicable to them. Local communities are encouraged to develop sections for these manuals that reflect local practices. Copies of these drafts should be sent to the World Board so that they can be shared as a resource with others. Condensed versions of several manuals are available through the World Service Office.

Basic Text and Little White Book Personal Stories

With the adoption of the Sixth Edition Basic Text, we now have a collection of personal stories that reflects the global nature of the Narcotics Anonymous Fellowship. The personal stories in the Basic Text communicate the NA message to those who are looking for help, to NA members, and to anyone who picks up a Basic Text. Because of the global nature of the Sixth Edition personal stories, we believe that only the stories approved by the Fellowship in the Sixth Edition, either in their entirety or a selection of them, should appear in translated versions of the Basic Text. The only exception is the Little White Book stories noted below.

Our experience has shown that creating, collecting, and approving personal stories is a difficult task. If a local NA community with a history of successful translation efforts wishes to develop local stories, they may do so for the Little White Book. We ask that these communities contact NA World Services before they begin this process so that we can work together in the process of creation and approval. We hope that this communication will help to minimize some of the issues we have had with approving personal stories sent to us in the past.

Local communities or language groups that have stories published in the Little White Book may choose up to six of them for inclusion in their Sixth Edition Basic Text. These stories will be published in a clearly identified section of the Basic Text with the following language preceding them:

> A Vision for NA Service looks forward to a day when addicts around the world have the opportunity to experience our message in their own language and culture. In pursuit of that vision, communities or language groups that have published local stories in the Little White Book may include up to six of those stories in the Basic Text if they choose. These [fill in the number] stories were originally published in the [fill in the language] Little White Book in [fill in the year].

Existing translations of the Basic Text are not affected by this change. We will continue to publish translated Fifth Edition versions of the Basic Text until the local community has translated and signed off on the new material in the Sixth Edition for publishing. These versions now include a variety of material, from no personal stories to some selection of Fifth Edition personal stories, to locally developed and World Board–approved local stories. These versions will continue to be published as Fifth Edition Basic Texts. NA communities that wish to have the first ten chapters now titled "Our Program" published while they work on translating some or all of the Sixth Edition personal stories will continue to be able to do so. These partial translations would also be published as Fifth Edition Basic Texts.

Other Original Material

Other original material is referred to the World Board for recommendation and/or consideration.

Approval Processes for NA Material

There are three types of approval processes for NA World Services and they are noted on each piece when it is published. Those three processes are called Fellowship-approved, Conference-approved, and World Board-approved. The conference typically establishes the approval process to be used when it approves the project plan at the WSC.

Fellowship-Approved

As covered in the following section on the approval process for recovery literature, all NA recovery material is Fellowship-approved. This means that it is developed by NA World Services, sent out to the Fellowship for review and input, and ultimately sent out for approval by the Fellowship in the *Conference Agenda Report*. The specifics for each piece of Fellowship-approved recovery literature are covered in the project plan for each piece that is presented and approved by the World Service Conference before work is begun. This applies to all recovery books, recovery booklets, and recovery pamphlets as well as material that establishes or changes philosophical position or NA principles. Fellowship-approved recovery material is typically the only thing that is read in NA meetings.

If the WSC takes action that changes the name or title of a Conference- or Fellowship-approved document, that change may then be reflected everywhere the name or title appears without requiring further action by the WSC.

Conference-Approved

NA Handbooks and service booklets are Conference-approved. This means they may or may not have been sent out for review and input according to the specifics of the project plan presented to the WSC and are always included in the *Conference Approval Track* material for approval at the upcoming WSC. These pieces tend to convey NA's fundamental ideas about certain areas of service. Both Conference-approved and World Board-approved material is intended to show how to implement or put into practice the principles established by core NA philosophy and Fellowship-approved material. The World Board may decide that some change in Conference-approved service material is so significant that it should be included in the *Conference Agenda Report,* but the piece will still be designated as Conference-approved. This has happened in the past with both *A Guide to World Services in NA, The Group Booklet*, and *A Guide to Local Services in NA*. If the WSC takes action that changes the name or title of a Conference- or Fellowship-approved document, that change may then be reflected everywhere the name or title appears without requiring further action by the WSC.

Adopted at WSC 2000, this designation came about partly as the result of years of input from members and groups regarding the types of issues they were being asked to review in the *CAR*. Establishing Conference-approved material as a separate approval track means that materials intended for committees and boards, such as handbooks or service manuals, are distributed directly to conference participants 90 days before the WSC, allowing time for the delegates to workshop it in a manner that fits within their local community. Each local community can determine for itself how the material will be reviewed and how to direct their delegate. As the 2000 *CAR* explains, "This frees up our members and groups to devote their attention to holding meetings and carrying the message of recovery, without having to ratify every decision made on their behalf at every level of service."

World Board-Approved

At WSC 2006, the conference decided that the World Board could approve and publish a number of informational pieces. This included revisions to Chapters 10–13 of the *PR Handbook* and the Area Planning Tool, as well as development and approval of service-related informational pamphlets and tools. At WSC 2008, Chapters 5–9 of the *PR Handbook* were also

made adaptable by the World Board. At WSC 2018, the Conference decided that all materials produced by the Local Service Toolbox and Conventions and Events Projects would be World-Board-approved material. These service-related informational pamphlets and tools contain practical experience gathered from the Fellowship about how to apply some of the principles contained in NA Fellowship- and Conference-approved material. They are usually the result of the Fellowship Issue Discussions or contain a compilation of material already being distributed to the Fellowship upon request, which was the case with the Area Planning Tool.

All service-related informational pamphlets, whether Conference-approved or World Board-approved, are easily distinguishable from recovery pamphlets by their appearance and should be used by members, groups, and service committees as a resource rather than being read in an NA meeting. Before approval and distribution, Service Pamphlets and materials produced by the Local Service Toolbox and Convention and Events Projects will be sent out to conference participants for a 90-day review-and–input. Service tools, PR material, bulletins, and other material will continue to be developed and approved by the World Board. The World Board has long been able to approve bulletins, but these bulletins only had limited distribution to those who knew that they were available. The advantage of this approval process for informational pamphlets is that material is made readily available, and can be easily changed or pulled from inventory if there are concerns.

Approval Process for Recovery Literature

Note: Policies regarding recovery literature are also contained in the Fellowship Intellectual Property Trust (FIPT). The *FIPT* was adopted in 1993 after conference action at WSC 1991 that affirmed that what was then the World Service Office, Inc. (now NA World Services, Inc.) was the exclusive authorized publisher and distributor of NA's literature and that they hold in trust for the Fellowship the ownership of all NA-related copyrights and trademarks. Conference action also instructed the WSO to take legal action against any infringement of this trust at their discretion. The *FIPT* lays out the operational rules of this trust. It was revised at WSC 2023 to reflect the conference decision to make delegates from seated zones voting WSC participants. It is posted at www.na.org/fipt and worldna.org and available upon request.

Most Fellowship questions about the *FIPT* and the use of the NA literature and copyrights can be found in NA Intellectual Property Trust Bulletin #1, *Internal Use of NA Intellectual Property,* which can be found as an addendum in this guide.

A. Review-form Literature
    1. Literature developed by the World Board is sent out for a review period before the development of an approval-form draft. The time and method of this review, considering translations, is determined by the World Board based on the needs of the Fellowship and the piece in development.
    2. Review-form literature is not for use or display in NA meetings.

B. Approval-form Literature
    1. Approval-form literature is prepared by the World Board and is distributed for a period of time, considering translations, determined by the World Board of not less than one hundred eighty (180) days. The length of this approval period is determined by the World Board based on the needs of the Fellowship and the piece being considered for approval.
    2. Approval-form literature should not be read during NA meetings, although it may be sold and made available to members at NA meetings.

C. WSC Approval

1. The conference shall not vote on any proposals to change existing Fellowship-approved NA recovery literature unless such changes have appeared in the *Conference Agenda Report.*
2. Literature approved under this process is marked as Fellowship-approved.

Changes to NA's Twelve Steps, Twelve Traditions, Twelve Concepts or NA's Name, Nature, or Purpose

Any WSC proposal or action to change NA's Twelve Steps, Twelve Traditions, and Twelve Concepts for NA Service or NA's name, nature, or purpose should be approved directly by the groups through a group tally process, administered according to the following guidelines:

- A registration period, sufficient for non-English-speaking NA communities to translate proposals or actions (by local translation committee or WSO) will be held to allow all groups who choose to participate, to register for the tally with WSO.
    - At the close of the registration period, the WSO will announce the total number of registrations to all WSC participants.
    - At the WSC, the World Board will provide the conference with a motion to consider the validity of the database based on a comparison between the group tally database and the group service database.
    - Numbered ballots requesting a yes, no, or abstention response will be mailed to each registered group with addressed envelopes. The groups will be provided sufficient time to return their ballots. The WSC may recommend the utilization of an outside resource to receive and count the ballots.
    - In order for the tally to be valid, 75% of the groups who registered in the above-named period must participate by responding.
    - For each decision to pass, 75% of the groups who respond must vote in the affirmative.
    - Ballot results will be reported to the Fellowship.
    - If the group tally affirms the decision(s), a motion will be placed in the next *CAR* for delegate affirmation per the *FIPT*.

Public Relations Statement

Why Public Relations Is Important to the NA Member

The Narcotics Anonymous message is "that an addict, any addict, can stop using drugs, lose the desire to use and find a new way to live." Our relations with the public enable us to share this message broadly so that those who might benefit from our program of recovery can find us. We perform public relations service to increase the awareness and credibility of the NA program. We share our message openly with the public at large, with prospective members, and with professionals. Maintaining an open, attractive attitude in these efforts helps us to create and improve relationships with those outside the fellowship. Establishing and maintaining a commitment to these relationships, can help us to further our primary purpose.

The spiritual principles of our steps, traditions, and concepts guide us in pursuing our public relations aims and our efforts to enhance NA's public image and reputation. These principles apply to our community and service efforts as well as to the personal behavior and attitude of individual NA members.

Informing Professionals and the Public

The following statement can be used to inform the public about NA:

Narcotics Anonymous is a global, community-based organization with a multi-lingual and multicultural membership. NA was founded in 1953, and our membership growth was minimal during our initial twenty years as an organization. Since the publication of our Basic Text in 1983, the number of members and meetings has increased dramatically. Today*, NA members hold more than 79,000 meetings weekly in 122 countries. We offer recovery from the effects of addiction through working a twelve-step program, including regular attendance at group meetings. The group atmosphere provides help from peers and offers an ongoing support network for addicts who wish to pursue and maintain a drug-free lifestyle.

Our name, Narcotics Anonymous, is not meant to imply a focus on any particular drug; NA's approach makes no distinction between drugs including alcohol. Membership is free, and we have no affiliation with any organizations outside of NA including governments, religions, law enforcement groups, or medical and psychiatric associations. Through all of our service efforts and our cooperation with others seeking to help addicts, we strive to reach a day when every addict in the world has an opportunity to experience our message of recovery in their own language and culture.

**As of May 2026.*

WORLD CONVENTION GUIDELINES

Purpose

Unity is the foundation of everything we do in Narcotics Anonymous, and the World Convention of Narcotics Anonymous (WCNA) is a living expression of that principle. This event brings together members from around the world to celebrate recovery from the disease of addiction.

Just as our symbol makes space for every manifestation of the recovering addict, WCNA highlights the extraordinary diversity, wisdom, and spirit of our Fellowship as we rise together in freedom. It is a chance for NA members to share the joy, hope, and freedom found in recovery.

Beyond being a powerful experience for members, WCNA also serves as a unique opportunity for public relations—allowing professionals, local communities, and the wider world to witness firsthand that "an addict, any addict, can stop using drugs, lose the desire to use, and find a new way to live."

WCNA is ultimately a celebration of our Fellowship: a vibrant, growing, international community united in carrying a message of hope to the still-suffering addict.

World Convention Zone Rotation Plan

Beginning in 2028, WCNA will be held every five years. The 2028 convention, which will mark NA's 75th anniversary, will be hosted in Europe. After that, the event will be scheduled to be held every five years. As world conditions allow, the event will rotate, with the World Board responsible for considering locations. [See below for more information.]

Traditionally, WCNA has been scheduled on the first weekend in September, coinciding with the Labor Day holiday in the USA. However, the World Board retains the right to set the convention dates as appropriate for each event.

Site Selection

The World Board is committed to planning conventions that highlight the global nature of NA while ensuring the prudent use of Fellowship funds. Sites will be considered that allow for rotation to the extent that is prudent and possible based upon the current geopolitical and financial circumstances in the world, while at the same time remaining, at a minimum, "revenue neutral." Planning an event where income covers expense may require capping attendance. Given the rising costs and increasing complexity of international travel for large events, the greatest flexibility in selecting locations is essential.

A rigid rotation plan established far in advance would make this impractical and create a framework that may not be possible. When the site selection process begins for a convention, the World Board will notify the Fellowship through NAWS publications and report the continent(s) under consideration for that event. Regions and zones may also request that the board consider a specific city by sending an email to wb@na.org. All proposed sites will be subject to the standard site selection process, which typically uses external resources to facilitate the initial site consideration.

The World Board is responsible for researching, negotiating, and approving all potential sites. The planning timeline may vary depending on the event. Eligible cities will be contacted with a standardized request for proposal (RFP), allowing for evaluation of feasibility, cost, and capacity. Based on these studies, cities may be identified for negotiation. Reports on these negotiations are developed for board review, after which the board makes a final decision or continues negotiations as needed. Final decisions are reported to the Fellowship.

Prudent planning requires that the board establish and communicate event capacity in advance. It also means some sites may be eliminated due to excessive cost or feasibility.

WCNA Workgroup

While the World Board holds ultimate responsibility for WCNA, the WCNA Workgroup plays an essential supporting role. Its purpose is to assist the board in specific areas of planning and implementation by providing input, volunteers, and other support.

The World Board, through World Services, sets the direction and focus for each convention and provides the WCNA Workgroup with a clear list of responsibilities.

An Expression of Fellowship Unity

The World Board, with the support of the WCNA Workgroup and the Fellowship as a whole, strives to ensure that each World Convention is more than a large event. It is a manifestation of our spiritual principles, showing how addicts from every background can come together in recovery, celebrate freedom from active addiction, and carry a message of hope to still-suffering addicts.

WCNA is one of the most visible expressions of our Fellowship's unity, diversity, and recovery. Through prudent planning, transparent communication, and global participation, WCNA continues to serve as a beacon of hope for addicts everywhere.

SIGNIFICANT WSC ACTIONS AND AMENDMENTS TO *A GUIDE TO WORLD SERVICES IN NA*

Editorial note: On the following pages is a partial list of relevant World Service Conference actions that could not easily be factored into the text or may be of interest to conference participants.

1984 WSC New Business

- That each area be requested to hold a fundraiser for the benefit of WSC in July of each year and send the proceeds of such fundraiser to world services; the first to be during July 1984.

1987 WSC Old Business

- That the current funding practices of the fellowship's H&I committees, in particular the "H&I can," be removed from all NA meetings and functions, and that the NA service structure provide for the needs of all H&I service efforts.

  The intent of this motion is to return the responsibility for H&I funding to the service structure of NA as a whole in order to allow H&I to operate within our Twelve Traditions, and to ensure funding accountability for H&I service efforts. This will allow H&I committees to operate within the existing service structure.

1991 WSC Old Business

- To reaffirm and ratify that the ownership of all of NA's intellectual and physical properties prepared in the past, and to be prepared into the future, is held by Narcotics Anonymous World Services, Inc., which holds such title in trust on behalf of the fellowship of Narcotics Anonymous as a whole, in accordance with the decisions of the World Service Conference.
- To reaffirm that Narcotics Anonymous World Services, Inc. is the exclusive publisher and distributor of all World Service Conference-approved and Fellowship-approved literature, including all books, pamphlets, handbooks, and other intellectual and physical properties, as directed by the Fellowship of Narcotics Anonymous through the World Service Conference.

1991 WSC New Business

- The voting participants of the 1991 World Service Conference, after much discussion and consideration of several motions, voted to issue the following statement to the fellowship:
  "The Basic Text, Fifth Edition, is the only edition of the Basic Text that is currently approved by the World Service Conference of Narcotics Anonymous for publication and sale. The World Service Office Board of Directors is entrusted with the responsibility for protecting the fellowship's physical and intellectual properties, including the Basic Text, and at the board of directors' discretion, shall take legal action to protect those rights against any and all persons who choose to infringe upon this literature trust."

  WSC 2008 approved the Sixth Edition Basic Text. It is now the only edition approved for NAWS production with the exceptions called out in the Translations Policy.

1992 WSC New Business

- That the World Board coordinate a World Unity Day.
- Resolved that, as Narcotics Anonymous is a worldwide fellowship whose primary purpose transcends national boundaries, cultural barriers, and linguistic differences:

  1. For both the general purposes of NA World Services and the specific purposes of the World Service Conference of Narcotics Anonymous, there are neither "foreign" languages nor "foreign" countries.

2. The World Service Conference has elected to use English as the working language of its plenary and committee meetings, records, and primary reports.

- That the WSC confirms the use of contract writers who are NA members and who work within our literature development process to draft and edit NA literature.

2000 WSC Old Business

- The World Service Conference funds the attendance of a delegate from each seated region to the meeting of the WSC held every two years. This funding includes travel, lodging, and meal expenses only. [See the related 2023 WSC decision below.]
- Limited seating on the conference floor to one delegate and one alternate per region.

2000 WSC New Business

- That the "NA World Services Vision Statement" and "The World Service Conference Mission Statement" be included regularly as a component of the *Conference Agenda Report*. (*WSC 2010 approved "A Vision for NA Service" which replaced the "NAWS Vision Statement.")*

2004 WSC New Business

- Approved a system for identifying candidates for World Service positions that includes the opportunity for RSCs, zonal forums, and/or the World Board to forward potential candidates to the HRP separately from and after the HRP's initial blind screening process.

2006 WSC Old Business

- To allow the World Board to approve the resource material used as Addenda in the *Public Relations Handbook* on an ongoing basis, including preface, foreword, glossary of terms, and appendix, etc.
- Adopted the proposed Area Planning Tool, which is adaptable or revisable with World Board approval.

2008 WSC Old Business

- Unanimously adopted all changes offered in Motions 1–3 to create a Sixth Edition Basic Text.

  To replace the existing stories in the Fifth Edition Basic Text, *Narcotics Anonymous,* with those contained in Addendum B.

  To approve the remaining revisions to the Fifth Edition Basic Text, *Narcotics Anonymous*, as represented in Addendum B. This includes
  - the Preface to the Sixth Edition,
  - the titles "Our Program" and "Our Members Share," which would replace the titles "Book One" and "Book Two," respectively,
  - the Introduction to Our Members Share,
  - the abstracts,
  - the reflections, and
  - the titles and descriptions for the sections "Beginnings," "Coming Home," "Regardless of . . .," and "Life on Life's Terms."

  To allow the World Board to approve updates to the statistical information (the numbers of meetings, countries, and so on) in the Preface to the Sixth Edition Basic Text, *Narcotics Anonymous,* regularly with an "as of" date in the footnote.

2010 WSC Old Business

- Unanimously adopted "A Vision for NA Service," stated below, to replace the existing "NA World Services Vision Statement" [Later revised as per the 2023 WSC decision below.]

A Vision for NA Service

All of the efforts of Narcotics Anonymous are inspired by the primary purpose of our groups. Upon this common ground we stand committed.

Our vision is that one day:

- Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service;
- NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery;
- Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Honesty, trust, and goodwill are the foundation of our service efforts, all of which rely upon the guidance of a loving Higher Power.

2010 WSC Agreements Reached without Motions

- Agreed to the WB looking for ways for regions to have ideas considered rather than forwarding regional motions to the *CAR* or new business for WSC 2012.

2012 Old Business

- Unanimously approved *Living Clean: The Journey Continues.*
- Approved the following changes to the Operational Rules of the *Fellowship Intellectual Property Trust*:
  - To allow the World Board to make non-substantive corrections which fix typographical errors, obsolete references, references to outdated literature, and other similar corrections. The World Board will announce such corrections not less than 120 days in advance of publication.
  - To allow the World Board to bundle, excerpt, and repackage the texts themselves. The World Board will announce these actions not less than 120 days in advance of publication.
  - To allow the World Board the ability to create and approve enhanced electronic or digital versions of texts that include supplemental materials or connections to other NA materials. The World Board will announce such enhancements not less than 120 days in advance of publication.

2012 Service System Items

The following resolutions were passed in Old Business:

- Resolution 1: To Approve in Principle: Our service efforts will be carried out through a system that includes structure, process, people, and resources.
- Resolution 2: To Approve in Principle: The service system is group-focused and includes a local-level body dedicated exclusively to addressing group concerns.
- Resolution 3: To Approve in Principle: Training and mentoring of trusted servants are essential functions of the service system.
- Resolution 4: To Approve in Principle: Service bodies are purpose- and vision-driven.

- Resolution 5: To Approve in Principle: Service bodies work together to utilize planning processes to organize and coordinate their efforts.
- Resolution 6: To Approve in Principle: Service bodies make decisions by consensus.
- Resolution 7: To Approve in Principle: The service structure includes local service bodies, state/nation/province service bodies, and intermediate bodies if needed. Service bodies follow established geographic boundaries. They are not self-determined, but are formed, based on need, through a collaborative planning process and agreement with other affected service bodies at the next level of service.
- Resolution 8: To Approve in Principle: State/national/province boundaries are the primary criterion for seating consideration at the World Service Conference.

2014 Old Business:

- Agreed in principle to move in the direction of a service system that contains group support forums: discussion-oriented gatherings focused on the needs of the group, contains local service conferences: strategic service-oriented planning conferences, and local service boards: a body overseen by the local service conference that administers the work prioritized by the LSC, as described by the characteristics below to be included in the *GTLS* as an option along with our current service units.(carried by two-thirds standing vote)
- For more information about this, see the addendum in *A Guide to Local Service in NA.*

2016 WSC

- Approved, “Guiding Principles: The Spirit of Our Traditions,” as Fellowship-approved recovery literature.
- Reduced the size of the World Board from “up to 18” to “up to 15” members, removed the requirement for staggered terms, and limited election to the WB to two terms.
- Decided to allow a delegate from any currently existing zonal forum who requests it to be seated at WSC 2018 as a non-voting participant for one conference only. The expense of attendance will be the responsibility of the zonal forum and not the WSC.
- Decided to remove Le Nordet Region from the list of seated regions at the WSC.
- Decided to ask the delegates to go back to their regions with the question/workshop below: “What is that your region thinks and feels about zonal representation?”

2018 WSC

- Decided that any Zonal Forum with two or more zonally seated regions or communities that are not seated at the World Service Conference, may choose to send one Zonal Delegate to the World Service Conference to represent those regions or communities. These zonal delegates have one vote. They are eligible to receive the same funding as regional delegates and may choose to bring an Alternate at their own expense.
- Approved remote participation at the WSC for conference participants who are unable to attend the WSC due to visa issues. Remote participants would have the same rights as if they were at the WSC.

- Approved the NA Service Prayer.
- Passed a motion that All service materials produced by the Local Service Toolbox Project and the Conventions and Events Project will be identified as World Board–approved material, and follow the same approval process as service pamphlets. That means after the World Board signs off on them, drafts will be distributed to conference participants for a 90-day review before being identified as approved.
- Decided to assign a week each year as an NA PR week.
- Authorized the World Board to define more special days for topics like sponsorship and service in the yearly calendar
- Passed motions directing the World Board to create the following project plans for consideration at WSC 2020:
    - To convert the service pamphlet *Social Media and Our Guiding Principles* into a recovery IP that includes fellowship input and review.
    - To create or revise one piece of recovery literature to directly address Drug Replacement Therapy (DRT) and Medication Assisted Treatment (MAT) as it relates to NA.
    - Project plan on the role of Zones, their relationship to the wider fellowship, including integrating Zonal Delegate participation into the decision-making process at WSC

2018 WSC Decisions made without motions

Acting as the trustor, the delegates present at WSC 2018, are suspending Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension would expire at the close of WSC 2020. Consensus support.

Create a *FIPT* Operational Rules and Bulletins Workgroup

Continue the Delegates Sharing Workgroup

2020 WSC:

- Agreed to allow all 2020 conference participants to participate and vote remotely because current laws, public health orders, and other crisis-related effects precluded conducting the WSC in person. [August 2021 decision made this ongoing policy.]
- Adopted an emergency budget for 2021-2022 and six project plans
- Approved with consensus support, the initiation of the established process to revise the *FIPT* to include zonal delegates who are seated at the WSC in the 2020-2022 Conference cycle
- Passed the following motion with consensus support: Acting as the trustor, the delegates present at the virtual WSC 2020, are continuing the suspension of Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2022
- Passed Motion V3:

  As WSC 2020 participants, we acknowledge our understanding and acceptance that all 2020-2022 project plans were created and offered before the current world crisis and public health-imposed quarantine and will only be worked on when and if the resources become available. We will consider each project plan presented for the 2020-2022 cycle on a project by project basis as required by current conference policy with this qualification. We will also provide priorities for the plans for new and revising existing Recovery IPs, IDTs, and the Local Service Toolbox plan.

- Agreed to prioritize projects later in the Conference cycle.
- Unanimously approved the Mental Health in Recovery IP
- Directed the World Board to create project plans for WSC 2022
    - to create a new IP for women in recovery
    - to create a guide for online meetings
    - to produce an informative video about Narcotics Anonymous, for Public Relations services [committees] and online publication, approved by NAWS, where it is briefly explained:
        - What is Narcotics Anonymous
        - How it Works
        - How to contact NA
- Decided "to pause zonal seating by not considering seating requests from zones formed after WSC 2018 until after zonal seating criteria or a process for zonal seating is established by the WSC."
- Agreed that, with the maker's permissions, the remaining *CAR* motions from the 2020 cycle (that were not considered at WSC 2020) will be included in the 2022 *CAR*.

August 2021 epoll decisions

- Approved by consensus: When the WSC chooses to meet virtually, all World Service Conference participants may participate and vote remotely in the same manner as the current policy for participants who are unable to obtain visas:

  "Participants who are unable to attend the WSC due to visa issues may participate remotely. Remote participants have the same rights as if they were at the WSC" 2020 GWSNA

  To accommodate the variety of time zones and to ensure an accurate record, decisions of the WSC can be made outside of the WSC meeting by epoll that is sent to all seated conference participants.

- Approved by consensus: Due to travel restrictions and safety concerns from the global COVID-19 pandemic, the 2020-2022 Conference cycle is extended to 2023. A short, interim, virtual, Conference business meeting shall be held in 2022 to fulfil our obligation to address legally essential business, as described in Motion V3, and to approve the Spiritual Principle a Day book if the WSC chooses. After the essential business is conducted, the 2022 virtual meeting of the WSC shall recess and reconvene in 2023. Dates and deadlines pertaining to the meeting of the Conference in 2023 shall be provided by the World Board, including *CAR* motion deadlines, and seating application deadlines.

- Approved by consensus: The business for the virtual session of the WSC in 2022 shall be distributed in one electronic document, which for the purposes of business and decision-making shall serve as an interim *Conference Agenda Report (CAR)* and *Conference Approval Track (CAT)* using the current *CAR* deadlines and distribution dates and shall include:
    1. NA World Services Budget for one year – 2022-2023
    2. Extend existing *FIPT* moratorium on inspection clause for one year. (Acting as the trustor, the delegates present at the virtual WSC 2022, are continuing the suspension of Article 5, Section 3 of the *FIPT Operational Rules*, while we make a decision about the future. This suspension will expire at the close of WSC 2023.)
    3. Adjustment of terms for WSC trusted servants. (the details of this will be provided)

- Approved by consensus: The business for the virtual session of the WSC in 2022 shall include the approval draft of the Spiritual Principle a Day book (SPAD), which shall be included in the interim *Conference Agenda Report (CAR).*

2022 WSC

- Passed the following motion with consensus support: Acting as the trustor, the delegates present at the virtual WSC 2022, are continuing the suspension of Article 5, Section 3 of the *FIPT* Operational Rules, while we make a decision about the future. This suspension will expire at the close of WSC 2023.
- Decided with consensus support to extend the terms of the two Human Resource Panel members and one WSC Cofacilitator that were set to expire in 2022 to 2023.
- Unanimously decided to extend the terms of the three World Board members that were set to expire in 2022 to 2023.
- Approved *A Spiritual Principle a Day* as Fellowship-approved literature with Consensus support.
- Adopted the Narcotics Anonymous World Services, Inc. budget for 2022–2023 with consensus support.

2023 WSC

All of the following decisions were made with consensus support except where otherwise noted:

- With consensus support, approved revisions to the *Fellowship Intellectual Property Trust* (*FIPT*) to add zonal delegates from seated zones to the Settlor and Trustor in Article II and to clarify the description of Recovery Literature in Article III.
- Approved with strong support, revisions to the *FIPT* Operational Rules to reflect discussions at WSC 2018 about the Inspection of Trustee Activities and to reflect current practices, terms, and language.
- Approved revisions to NA Intellectual Property Bulletin #1 so that it provides more direct and clear guidance, and so that it reflects current practices, terms, and language.
- Made a decision to acknowledge that an NA meeting that meets regularly in person or virtually can choose to be an NA group if they meet the criteria described in *The Group Booklet*, including the six points for an NA group, and are consistent with NA philosophy as expressed in our Traditions.
- Approved a revision to A Vision for NA Service, changing the phrase “his or her own language and culture” to the phrase “their own language and culture.”
- Approved a change to World Services Translation Policy in *GWSNA* to allow the possibility for up to six locally developed personal stories to be included in translated Sixth Edition Basic Texts, if the stories have first been published in the Little White Book of that language. (See page 43 of *GWSNA*.).]
- Extended the six World Board members’ terms currently expiring in 2024 through the end of the upcoming World Service Conference cycle.
- Suspended the World Convention of NA (WCNA) rotation policy after 2024, as a result of the COVID pandemic, to allow the World Board to determine what is possible and practical moving forward and then seek approval from conference participants.
- Approved a three-year World Service Conference cycle on a trial basis following WSC 2023 through WSC 2029. Following 2029, the WSC cycle will return to two years, unless another decision is made.

- Approved an interim virtual WSC in the middle of the conference cycle for decisions that are legally necessary and those that conference participants choose to address. As was done in the 2020-2023 cycle, material would be posted on na.org under the same deadline policies as the *CAT* (ninety days prior) and all voting conference participants would be polled to choose the items they wish to address.
- Approved a change to the release of the *Conference Agenda Report* (*CAR*) to be thirty days earlier than the current policy of 150 days prior to the start of the World Service Conference. The new *CAR* release day would be 180 days prior to the in-person WSC meeting for English, 150 days for translated versions. The deadline for the finalization of regional and zonal motions would be 270 days. The *Conference Agenda Report* will be posted on na.org at no cost to members.
- Made a decision to change the current policy of NA World Services automatically funding delegates from seated regions and zones to the WSC to funding available upon request.
- Adopted the new idea discussion process described on p. 14.

2025 interim WSC

The following decisions, made at the interim WSC, have been factored into the text of *GWSNA*:

- Extend the reimbursement policy through the 2026 fiscal year.
- Create new deadlines for amendments and clarify the definition of an amendment.
- Allow the WSC Cofacilitator to offer a replacement motion or amendment or suggestion for the conference to consider during discussion of a motion.
- Require all candidates for World Services positions to be forwarded by regions, zonal forums, or the World Board (RBZ).
- Redefine the World Pool to be used to retain information on RBZ candidates.

For 2025 and 2026 only:

- Consensus support in an initial straw poll of a motion will be announced by the Cofacilitators as a decision

For the current conference cycle only:

- Take a new step in Strategic Planning by using a revised process for the *CAR* survey. (See page 22 for details.)
- Not utilize a seating workgroup.

2026 WSC

- Unanimously approved the revised IP #21, *Staying Clean in Isolation.*
- Had consensus to adopt the 2026–2029 NAWS Strategic Plan contained in Addendum F of this 2026–2029 *GWSNA*.
- Approved new guidelines for WCNA, see page 48 of *GWSNA*, including a 5-year rotation with location to be determined by the World Board based on financial and geographic considerations that lend themselves to a revenue-neutral event.
- Approved the following project plans with consensus, except where noted:
    - Fellowship Awareness and Engagement with PR Service
    - Raising Public Awareness of NA
    - New Recovery Informational Pamphlets

        - There was consensus in a straw poll for this focus: Disruptive and Predatory Behavior.
    - Revising Existing Recovery Informational Pamphlets
        - There was strong support in a straw poll for this focus: to take the next steps in gender-neutral language in NA literature depending on WSC 2026 decisions. The first step will be IP #1.
    - Issue Discussion Topics
        - There was consensus in a straw poll for this focus: Attracting members to service and mentoring them; Welcoming members; Something related to both group and area service to feed the revisions of *GLS* and *The Group Booklet*.
    - New and Revised Service Tools
        - There was consensus in a straw poll for this focus: to revise *A Guide to Local Services* and *The Group Booklet* (including IP #2 *The Group*).
    - DRT/MAT—Helping Members Take Root
    - Generational and Cultural Diversity
    - Three-year Conference Cycle
    - Safety and Belonging/Gender-Neutral Language (Strong Support)
- Had consensus to approve the 2026–2029 NAWS budget.
- Directed the World Board to create a project plan for the 2029 World Service Conference to research and explore the opportunities and obstacles of providing booklength pieces of literature to the incarcerated, on tablets, in addition to the IPs and audio version of the Fifth Edition Basic Text that already exist on inmate tablets.
- Seated: Region 10 Brasil and Afghanistan Region.
- Made the following decisions, with consensus, all of which are reflected in this *GWSNA:*
    - Remove “roll call votes” from *GWSNA*
    - Add language to *GWSNA* describing a process to reconsider a decision.
    - Eliminate the policy requiring a seating workgroup.
    - Decided to continue developing and utilizing a collaboratively created *CAR* Survey, with consensus on the following motion: As we continue to collaboratively create the *CAR* survey and integrate it into the planning cycle, project ideas will be offered and prioritized through the *CAR* survey rather than being presented through individual motions. For the 2026–29 cycle, conference participants will submit any ideas for recovery literature, IDTs, or service material for possible inclusion in what we currently call the *CAR* survey rather than submitting motions for project plans.

TRAVEL REIMBURSEMENT POLICY

CONFERENCE CYCLE 2026–2029

Following you will find the World Services Travel Guidelines. You should attempt to familiarize yourself with this document. The most commonly asked questions are addressed here.

Seven Basic Rules to Keep in Mind

1. All requests for reimbursements and accounting for advances must be submitted on an Expense Report form. A copy is included, and this form can also be accessed on the conference participant portal (cpportal.na.org).
2. All reimbursement requests must be submitted no later than 60 days after the last travel day of a trip or event. With the reduced paperwork required as a result of the new practice of using meal and incidental rates, most forms for conference travel should be able to be submitted at the end of the WSC.
3. You will only be reimbursed for travel expenses on the days you were scheduled to travel to and from an event or to attend the event. International travelers will frequently need an extra day prior to an event. This is anticipated. All other extensions must receive prior approval on a case-by-case basis, or they will not be reimbursed.
4. Requests should include a receipt, when possible, for non-meal-related reimbursable items if the total expense exceeds the per diem for the event.
5. Send all original documents (including receipts if necessary) to the WSO.
6. Travel expenses are typically reimbursable for portal-to-portal expenses.
7. Phone calls and other incidental expenses should normally be covered by the per diem.

MEALS AND INCIDENTALS

Maximum meal and incidental expenses will be provided at a rate of $75 US per day (including travel days). You may spend more than $75 on some days and less on other days, but the per diem seems to cover most reasonable meals and incidental expenses for the span of your travel.

This amount is based on, but below, the Meals and Incidental Expenses (M&IE) rate provided by the US government. Using this rate as the basis provides for a per diem for meal and incidental expenses without receipts or detailed accounting being required. Given the length of the conference cycle, in order to ensure the per diem will adequately cover travelers' needs, the World Board is able to change the rate during the cycle with notification to conference participants. This will only occur if it seems necessary.

If you are traveling outside the US, you will be notified prior to departure of the approved daily Meals and Incidentals per diem for the particular location to which you are traveling. This is the maximum you will be advanced/reimbursed for meals and incidental expenses. It is not necessary to save or turn in your receipts unless you have travel expenses that you need covered or you exceed this amount.

TRAVEL

You must turn in receipts for all travel expenses if they exceed the per diem. Airfare, ride share, cab fare, shuttle service, mileage, and other ground transportation, as well as parking and tolls, are reimbursable. If normal receipts are unavailable, a handwritten, signed receipt must be included. It is generally expected that the most economical means of transportation safely available will be used. Occasionally, travelers may wish to pool their resources and rent a car. This can frequently save money;

however, in most cases this must receive prior approval. Please note that when using your own car, you must include your odometer reading from the point of origin to the point of destination and the purpose of the trip on the reimbursement request. This reimbursement request will serve as the necessary receipt for mileage reimbursement. The reimbursable mileage rate for 2026 is $0.725 per mile. These rates change each year and are established by the IRS.

For meetings held at the WSO-Chatsworth and the WSC, an economy ride share—Uber (UberX, UberXL for more than one traveler at a time, or WAV) or Lyft (Lyft or shared Lyft)—to the Warner Center Marriott can be reimbursed with receipts. Travelers will receive vouchers for Uber to and from the airport prior to travel. We will not reimburse the extra cost of UberBlack or Uber or Lyft Lux rides. If you choose to use something other than a basic Uber or Lyft, ground transportation that exceeds the amount of an economy Uber or Lyft requires prior approval.

Travel Reservations Procedure

Air transportation will be reserved through the WSO or its agent whenever possible. Travelers making reservations through their own travel agents must email a copy of their itinerary to the WSO at the time the ticket is booked. All travelers are required to make their travel arrangements at least 21 days prior to the scheduled travel. In cases where this is not possible, travelers must request special consideration for their travel by notifying the WSO prior to the 21-day deadline. Separate deadlines are established for the WSC due to the number of travelers.

SAMPLE EXPENSE REPORT

The following scenario is provided as an example: Sam (could be Samantha) Delegate is funded to attend the World Service Conference in Woodland Hills, CA, for ten days. Sam purchases airline tickets (after checking with the WSO travel agent for a quoted rate) from a local travel agent. (*Note:* In most cases, the WSO travel agent will be the least expensive. A local agent or personal purchase should only be utilized as a means to secure a lower fare.) Sam then drives to the airport (27 miles from home) and parks at the economy parking lot. Usually, the hotel room is booked by NAWS. The ride share to the hotel costs $14.00, and Sam tips the driver $2.00. Sam attends the WSC, sharing a lot of recovery and service experience; returns to the airport by ride share ($16 with tip); and flies home. The parking bill is $21. Sam saves all receipts. An advance of $750 was requested and granted. The meals and incidentals allowance is $75/day. What is reimbursable, and how does Sam fill out a request?

Refer to the sample request attached.

- Airfare—yes, with receipt and itinerary emailed to the WSO.
- Drive to airport—yes; the beginning and ending odometer readings and the purpose of the trip must be provided. Compute mileage at $0.725 per mile (27 x $0.725 = $19.58) each way.
- Uber (with tip)—yes, with receipt if exceeding the daily per diem.
- Meals—maximum meals and incidentals allowance is $75 per day (includes travel days); no receipts needed.
- Hotel—yes, with receipt. *Note*: WSC rooms for funded travelers are organized by World Services. Only room rate and tax are reimbursable; anything else charged to your room (movies, phone calls, etc.) is your responsibility. Single accommodations may be planned to accommodate travelers from different time zones and/or those with individual personal issues such as snoring. This must be approved by World Services and may not be done by the individual traveler.
- Parking—yes, with receipt.

Fill out the Expense Report as shown and submit to the WSO.

After approval, the balance of Sam's request (after deducting the $750 advance) is handled while onsite at the WSC or will be mailed in the form of a check on the next weekly run. Because Sam filled out the request correctly and included the proper documentation (receipts), within a week (two at the most) Sam has been reimbursed for the above expenses. Other arrangements will be made for travelers outside the US.

PER DIEM ADVANCES

If you receive an advance, you MUST submit a signed expense form, even if no money is due you. This is done to account for the funds. Include any unused funds.

A WORD TO THE WISE

If, after reading the World Service Travel Guidelines and this document, you are uncertain about a particular item and whether or not it is or would be reimbursable, please contact the WSO for clarification. A good rule of thumb to use is this: If something is not addressed clearly in the World Service Travel Guidelines, it most likely will require prior approval if you plan to request reimbursement. As with all policies, there are times when travelers may need to seek an exception. The World Board Executive Committee has the ability to consider these requests on a case-by-case basis.

We hope this has been helpful. Again, please submit your requests as soon as possible; this will help you be reimbursed more quickly and greatly aid in the administration of our travel budget.

Reimbursement for Non-Travel Trusted Servant Expenses

Most expenses incurred in order to fulfill your service commitment are reimbursable. All require receipts and must be submitted within 90 days of purchase (in the case of supplies) or date of bill (phone/fax).

Communications Policy

The IRS does not allow personal phone calls as a reimbursable expense. Only telephone calls that are directly related to a specific business purpose are a reimbursable expense. Telephone, internet, and fax expenses incurred by World Service trusted servants in the course of authorized or necessary World Service business are reimbursable using the following procedure.

- Allocations are determined by project, activity, or assignment. These allocations will be for monthly expenditures unless otherwise authorized.
- All phone and internet expenses must be substantiated.
- Individuals' expenses should be submitted to the WSO each month or as a bill is available.
- If you have been approved by World Services to install a dedicated line for internet, the installation and the monthly line charge are reimbursable (with receipts) or, in some cases, may be directly billed to NAWS. These connections are provided to ensure reliable communications with World Services.

Miscellaneous

Any other expenses incurred that you believe should be reimbursed should be submitted as "other" on an Expense Report with receipt(s) included.

Sample Expense Report

Name: Sam Service
Date of Request: 1 May 2029
Event/Purpose: World Service Conference
Dates of Travel: 20-29 April 2029
Location: Woodland Hills CA, USA

Maximum meals and incidentals allowance is $75 per day.

10 Days x $75.00 = Total advanced $750.00

Description	Notes	Amount
Total spent on meals and incidentals		$600.00
Other expenses	Parking and ride share	$86.00
Other expenses	Mileage	$39.16
Other expenses	Airfare (receipts included or sent to NAWS)	$292.00
Other expenses		
	Subtotal	$1,017.16
	Advance Provided	$750.00
	Funds returned to NAWS or Funds owed to traveler	$267.16

Make & Model of Vehicle	2006 Prius	License Number	123XXX
Odometer reading at beginning of trip	62300	Odometer reading at end of trip	62354

I hereby certify the above is true and correct.

Signed _____ Date _____

Approved _____ Date _____

NA WORLD SERVICES EXPENSE REPORT

(This form can be accessed on the conference participant portal cpportal.na.org.)

Name: _____ Date of Request: _____

Event/Purpose: _____ Dates of Travel: _____

Location: _____

Maximum meals and incidentals allowance is $75 per day.

# of Days x $75.00 = Total advanced ____

Description	Notes	Amount
Total spent on meals and incidentals		
Other expenses		
Other expenses		
Other expenses		
Other expenses		
	Subtotal	
	Advance Provided	
	Funds returned to NAWS or Funds owed to traveler	

Make & Model of Vehicle		License Number	
Odometer reading at beginning of trip		Odometer reading at end of trip	

I hereby certify the above is true and correct.

Signed _____ Date _____

Approved _____ Date _____

IDEAS FOR WORLD SERVICE PROJECTS SUBMISSION FORM

Narcotics Anonymous World Services
PO Box 9999
Van Nuys, CA 91409 or email to worldboard@na.org

For use by any member, group, board, or service committee

DATE: _____

SUBMITTED BY: _____

CONTACT NAME: _____

CONTACT INFO: _____

PHONE: _____

EMAIL: _____

ADDRESS: _____

_____

PROJECT OR IDEA IS (check one):

- ☐ **Printed Material**
- ☐ **Audio/Visual**
- ☐ **New**
- ☐ **Revision to existing material**

PROJECT IS FOR USE BY (check one):

- ☐ **Members**
- ☐ **Groups**
- ☐ **Service Committees**
- ☐ **Outside the Fellowship**

NAME OF PROJECT OR IDEA: _____

DESCRIPTION OF PROJECT OR IDEA: _____

_____

_____

_____

_____

WHY IS THIS PRODUCT NEEDED: _____

_____

WHAT IS THIS MEANT TO ACCOMPLISH: _____

_____

_____

Please attach any background information that would assist the World Board in their consideration of this idea

WORLD SERVICE PARTICIPATION REQUEST FORM
2026-2029 CONFERENCE CYCLE

To request NA World Services' participation, please complete this form and email it to wb@na.org or go to na.org/conference or na.org/naws-events to fill the form out online.

World Services is uncertain how much in-person travel we will be able to do in the 2026–2029 cycle, given financial limitations.

We participate virtually when we are able. If your request is for in-person travel only, please be aware that we may not be able to meet the request.

We typically prioritize requests from zones and multiregional events. To be successful this cycle, the World Board is asking for an unprecedented level of collaboration with zones. In addition to the meetings necessary to draft the collaborative plan, several of this cycle's projects require us to work together—most notably the revisions to *A Guide to Local Services* and *The Group Booklet*. These projects won't be successful unless the board and zones can collaborate on them. That means that participation at zonal forums is a top priority for the WB this cycle.

If NAWS is unable to attend your event, we have many tools available to help you facilitate your own workshops. Many events often get planned on the same days. The earlier you can make your request, the easier it is for us to plan.

Thank you!

EVENT INFORMATION

Name of event (full name and acronym):

_____

Is the event: ☐**Virtual Only** ☐ **In-Person Only** ☐ **Hybrid**

If the event is hybrid, is virtual participation by the board possible and acceptable?

☐**Yes** ☐ **No**

Type of event: (e.g., zonal forum, *Conference Agenda Report* workshop, PR workshop, regional assembly)

_____

Dates and times: _____

Location: _____ **Phone:** _____

Language of the event: _____

Estimated number of attendees: _____ **From where?** _____

Contact person name: (for communication in planning) _____

Email address: _____ **Phone:** _____

Secondary contact person name: _____

Email address: _____ **Phone:** _____

NA WORLD SERVICE SESSION INFORMATION

Because of the time and resource commitment, there needs to be a value to NAWS and a value to the local communities/zone/etc, to warrant in-person World Board participation. That looks different in different places. In some cases, NAWS conducts many workshops when we attend an event/service body. In other cases, we have fewer presentations or workshops, but by attending we are also able to have many conversations and meetings about literature distribution, translations, and how we can help mitigate local challenges. In short, there is no magic formula. Decisions about participation are made on a case by case basis, considering resources available. We would love to be able to say yes to all requests, but we have to consider where participation is most beneficial to everyone.

How much time is available in your agenda for NAWS? _____

How many sessions would you like NAWS to facilitate? _____

What other activities are planned for the same time frame?

_____

Please offer session topic ideas. Following are some ideas for workshop topics for this cycle.

- Public Relations was the top project priority at WSC 2026. We have two projects on PR this cycle:
  - One is focused on increasing Fellowship awareness and engagement with PR service
  - The other is about raising public awareness of NA
- The current Issue Discussion Topics are
  - Attracting Members to Service and Mentoring Them;
  - Welcoming Members;
  - a topic related to Group and/or Area Service to feed the revisions of *A Guide to Local Service* and *The Group Booklet*)
- Other topics related to this cycle's projects include
  - Gender-Neutral Language in NA Literature,
  - Disruptive and Predatory Behavior,
  - the Three-Year Conference Cycle, and
  - DRT/MAT—Helping Members Take Root.
- Some other workshops that are often of interest to local members are
  - Contributing to Our Common Welfare (Self-Support),
  - Building Strong Home Groups,
  - Social Media,
  - Planning,
  - Consensus-Based Decision Making,
  - Current NAWS Activities,

  - Fellowship Development, or
  - Facilitation Training.
- These are just a few ideas; feel free to forward any topics that serve your event and community or to contact us for ideas about what might be best tailored to the event and attendees.

Proposed session topics and reason for each session:

_____

_____

_____

_____

BACKGROUND AND ADDITIONAL COMMENTS

Is there anything else that we should know about your service body or event, including challenges or successes within the community? What are the reasons you believe NAWS participation will be helpful?

_____

_____

FUNDING INFORMATION

Will the hosting region/zonal forum/committee be making a contribution to NAWS for the traveler(s) expenses? Yes _____ No_____

If a trip is approved, NAWS will handle and pay for all travel related expenses. In the principle of self-support, we ask that your committee do its best to make a contribution.

GO TO NA.ORG/CONFERENCE OR NA.ORG/NAWS-EVENTS TO COMPLETE THIS FORM ONLINE

WSC DECISION-MAKING PROCESSES

The World Service Conference uses the following processes during the *CAR*- and *CAT*-related Discussion and Decisions sessions. Mutual trust and respect should be the basis for all decisions. In keeping with that spirit, the World Service Conference strives to base its decisions on consensus.

The guiding principles of NA, including the *Twelve Concepts for NA Service*, are foundational in all our service efforts.

Note: The interim WSC meeting in 2025 passed a motion: "To adopt for the 2025 Interim WSC and the 2026 WSC only: If a motion has consensus in an initial straw poll (that's 80% or more in support or not in support), the Cofacilitators will announce the results as a final decision." A motion was introduced at WSC 2026 to make this ongoing policy, but after some discussion, the World Board decided to pull the motion and revisit the issue at the Interim WSC.

WSC Processes

1. Each conference participant has only one vote. RD alternates and ZD alternates are considered to be the same "member" as their respective RD and ZD when acting as a participant.
2. No member may speak on a motion more than once until others who wish to speak have had a chance to do so.
3. Members may speak for a maximum of two minutes each time they are recognized by the facilitator. The facilitator may extend the time limit when they believe such action is warranted. Otherwise, the conference must make a decision to extend time limits in order to increase the amount of time for each participant.
4. When an item has consensus in an initial straw poll, initial debate is limited to no more than two speakers who are not part of the consensus. If consensus remains, the second straw poll will be considered a vote (a decision). Debate only occurs if necessary. The facilitator may extend that number if they believe such action is warranted.
5. When a motion has consensus in the initial straw poll, the body may decide not to consider any amendments to the motion.
6. Every main motion and amendment to a main motion must be submitted no less than sixty days in advance of the WSC opening day and forty-five days in advance of the interim WSC. Motions and their intents should be stated in a clear and concise manner. The names of the members proposing the motion must be included. Motions presented by the World Board do not require a second. When the motion has been introduced, it will be displayed so that it is visible to all members. At that point, the motion belongs to the conference and must be disposed of in some manner.
7. Once a motion belongs to the conference, discussion follows only if necessary. Amendments, as appropriate, may be applied to the main motion and must be disposed of in some manner before a decision is made on the main motion. If a motion has consensus in the initial straw poll, however, the body may decide not to entertain any amendments on that motion. Debate should focus on the merits of the motion or amendment and bring up points that have not already been made. Members should speak to a motion or amendment only after being recognized by the facilitator.
8. The conference may decide to replace or amend motions that have been presented based on prior discussions. When the motion is presented, the WSC Cofacilitator may

offer a replacement or amendment, or offer a suggestion to the conference during the discussion of a motion. If supported by two-thirds of the Conference, the replacement/amendment will be accepted. The WSC Cofacilitator may interrupt this simplified process at any time they believe such action is warranted.

9. The conference may also decide to commit a motion to the World Board. This allows for further study of a motion in lieu of a decision. The World Board will report back about any committed motions prior to the next WSC.
10. Decision-making Thresholds
    a. A two-thirds majority present and voting in the affirmative is required to pass a motion, excluding WSC elections. See page 33 for the details of election procedures.
    b. Regarding the addition of property to the Fellowship Intellectual Property Trust, deletion of property from the Trust, or the revision of the contents or nature of Trust Properties, only NA groups through their Regional and Zonal Delegates may vote. To adopt, affirmative votes are required of two-thirds of the Regional and Zonal Delegates recorded as present at the most recent roll call.
11. A quorum (the number of voting members who must be present in order to conduct business) for the WSC is a majority of all eligible voting members.
12. If, at any time during the proceedings, a participant is experiencing a personal emergency or issue that requires the attention of the Facilitator, the participant may be recognized. The Facilitator will determine how to address the issue.
13. A participant may request a decision to be reconsidered, during the same business session (*CAR*-related decisions, *CAT*-related decisions, etc.), provided that the participant was on the side reflected in the final decision and new information has been brought that was not available in the original discussion of the item for decision. The decision to reopen discussion on the item in question is at the discretion of the Cofacilitators.

Polling and Voting

Straw Poll: A straw poll is a measure of where the body stands on a particular issue. It is an informal pulse. Often motions or amendments are straw polled more than once during discussion.

Vote: A vote happens when the body makes a decision on an item.

Straw polls can give a sense of where the body is on a particular issue and can be used in a variety of ways in addition to the above-described. The following terms may be used by the WSC Cofacilitator when announcing the results of a vote or straw poll:

Unanimous support	
Consensus support	(meaning 80% or greater support)
Strong support	(meaning 2/3 majority support)
Lack of strong support	(meaning less than 2/3 support)
Consensus not in support	(meaning 20% or fewer support)
No support	

After discussion on a motion has ended, the conference decides the issue by a vote. The following rules apply to voting at the World Service Conference:

1. Voting occurs in one of the following three ways:

   a. Standard vote (using electronic voting) - The facilitator first asks if there are any objections to the motion. If none are voiced, the facilitator declares that the motion passes by unanimous consent. If there is any objection, the facilitator will open a vote."

   b. To accommodate the variety of time zones and to ensure an accurate record, decisions of the WSC can be made outside of the WSC meeting by epoll that is sent to all seated conference participants.

   After all responses are tabulated, the facilitator announces the number of votes in favor, the number of votes opposed, the number of abstentions, and the number of those present and not voting, and then if the motion was approved or rejected.

2. Participants may choose to be present but not participating in the vote. This means that they will not be counted in the total of the vote for that motion. This differs from an abstention. An abstention is effectively counted as not being in support of the motion.

3. An adopted motion takes effect at the conclusion of the conference, unless otherwise stated in the motion.

4. Motions included in the *Conference Agenda Report*, WSC processes motions that would affect the current WSC, and any amendments to those motions, are considered in the *CAR*-related Discussion and Decisions session. All other motions and amendments are considered in the *CAT*-related Discussion and Decisions session.

5. Regional and zonal delegates are eligible to vote on motions during the *CAR*-related Discussion and Decisions session.

6. Regional delegates, zonal delegates, and World Board members are eligible to vote on motions during the *CAT*-related Discussion and Decisions session.

The Discussion to Decision Process

Following is a bullet point list of the actions that are included in the discussion to decision process.

- A motion is introduced.
- The results of the initial straw poll are announced.
- If there are amendments to the motion, they must be dispensed with before the main motion is discussed and decided.
- The process to discuss amendments operates in the same way: the amendment is read, and results of the initial straw poll are announced.
- If there is consensus in the initial straw poll, discussion of the amendment or motion is limited to two participants in the minority. (The WSC defines consensus support as 80% or greater support and consensus not in support as 20% or fewer support.) After those two people speak, a second straw poll will be taken. If consensus support or not in support remains after those two participants speak, the second straw poll will be considered a vote, and the measure will be decided. Participants will be reminded before the second straw poll that this will be a decision if the Conference is still in consensus. If

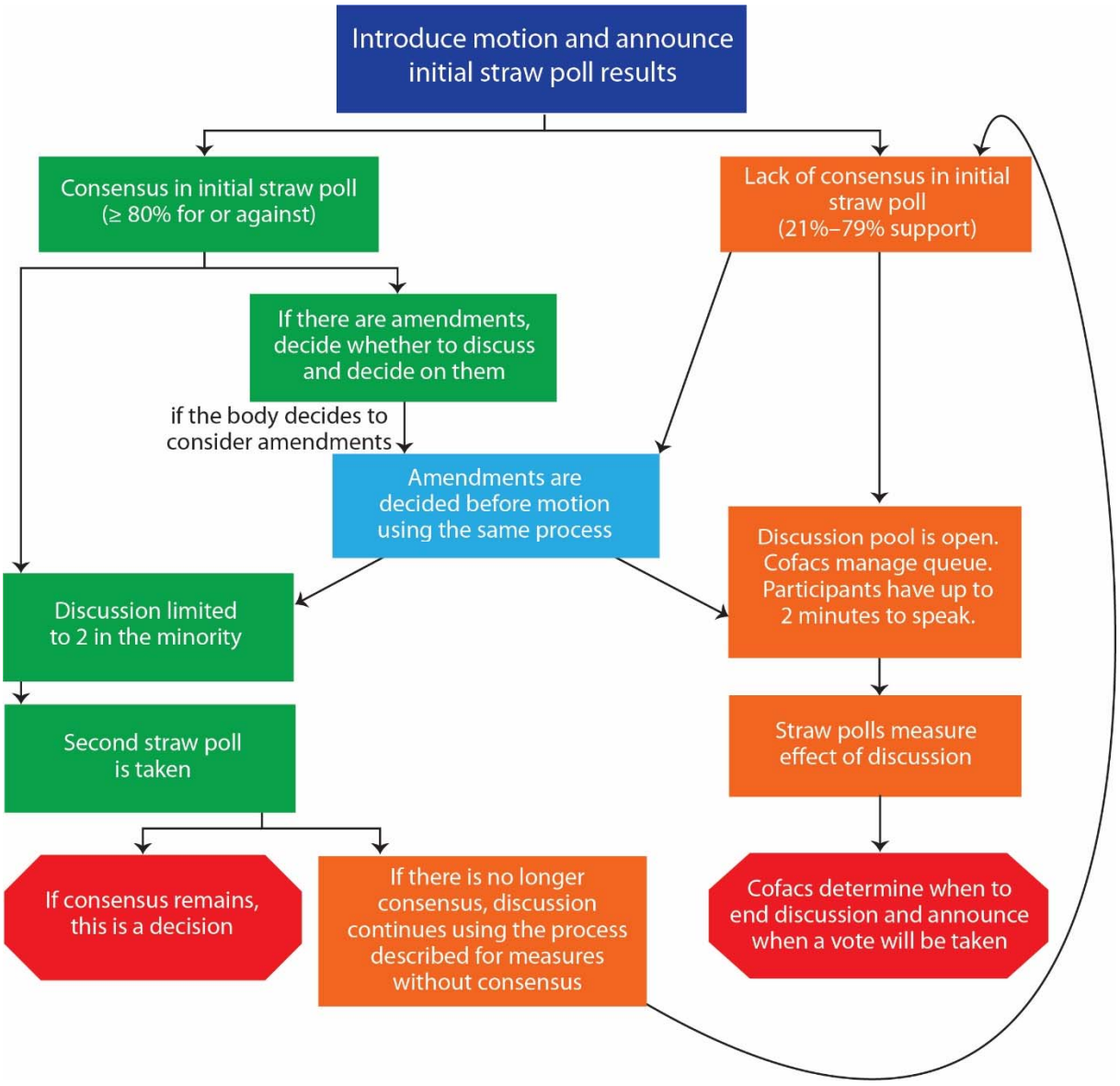
the second straw poll reveals that there is no longer consensus, discussion will proceed until a decision is reached.

- If a motion has consensus support or consensus not in support in the initial straw poll, the body may decide not to consider any amendments to the motion.
- If there is not consensus in the initial straw poll, those who wish to speak to the measure will raise their cards.
- Each member has up to two minutes to speak (those being translated will be given more time).
- In the course of discussion of a motion or amendment, straw polls will be taken to measure the body and see if discussion is having an effect.
- Before a vote on an item, everyone will be asked whether they are ready to make a decision. Participants requiring information to make a decision, or who are unclear about the process, have this opportunity to ask those urgent questions.
- At any point, the Cofacilitators can decide to end discussion and take a final vote on the item being considered.
- If any of the amendments pass, the main motion will be changed accordingly. After the amendments are decided on, the body will discuss and decide on the main motion using the same discussion process. It will still be possible to ask to commit a motion to the World Board or to use an amendment to divide a motion.

If a participant appeals a decision of the Cofacilitator, the participant making the appeal will explain why they are appealing the ruling, the Cofacilitator will explain why they ruled as they did, and then the body will vote. The voting threshold required to uphold a decision of the Cofacilitator under appeal will be 50% plus 1 in favor of the Cofacilitator.

Decision-Making Process Flow Diagram

Note: this has been revised to incorporate decisions made at the 2026 WSC.



Issue Discussion Topics—Selection and Discussion

Note: Issue Discussion Topics have been part of the *Conference Agenda Report* survey since 2016. Delegates have used survey results to help decide on topics for the cycle since that time. This policy has not been updated to reflect this process.

At WSC 2002, the following process was approved for use for two conferences. We continue to refine the IDT process each conference cycle.

INITIATION AND CHOOSING TOPICS: The WSC meeting is the best place to initiate Fellowship discussions. Without the efforts of all conference participants when they leave the conference, the Fellowship would not be aware of what these issues are or why they are important.

The conference may select Issue Discussion Topics through any combinations of the following:

1. The World Board can come to WSC with a variety of topics, derived from many sources, for participants to either rank or choose from. The sources for topics would include reports from the worldwide workshops, WSO Fellowship Services' correspondence, topics submitted from regions or members, world convention workshops, etc.
2. The World Board can come to WSC with one or two topics already chosen for the next conference cycle. These topics would come from the same sources mentioned above.
3. Conference participants can generate topics throughout the week and choose one or two from a compiled list near the end of the week.

CONFERENCE PARTICIPANTS AND FELLOWSHIP INVOLVEMENT: The general steps below provide for wide participation of conference participants and members of the Fellowship.

Conference participants, in small groups, can generate points to help establish the type of information in IDT material published after the conference.

The WB will finalize the material on the IDTs after the WSC meeting and distribute it widely.

The WB will invite input from the Fellowship discussions. It will be important to actively encourage members and committees to share their experience, strength, and hope instead of asking for their opinion or "position" on the topic. Our recovery is built on this kind of sharing of experience rather than taking a position.

FINALIZATION: The World Board will provide feedback to the Fellowship in the form of a synopsis or report on the input received. This could be in *The NA Way*, *NAWS News*, a special report, on the website, etc. The input might or might not be usable as input for a service pamphlet or even for a new project plan.

The approach outlined above delivers what is hoped to be an inclusive process that has a definable outcome. It outlines the selection of Issue Discussion Topics, and the initiation and finalization of discussions. It allows for the Board to draw from staff, worldwide workshops, convention workshops, member ideas, regional and zonal submissions, and Board correspondence. The selection process is taken out of the *CAR*, and "position papers" are discouraged in favor of shared experience.

This approach also preserves the value of holding Fellowship discussions in many different settings while creating the sense of building community among the discussion participants

2026–2029 NA World Services Collaborative Plan

Pillar: PUBLIC RELATIONS

A Vision for NA Service looks forward to a time when "Narcotics Anonymous has universal recognition and respect as a viable program of recovery." This pillar is in service of that aspiration. According to the *NA Membership Survey*, almost 40% of NA members find their way to the program from a treatment program or counseling agency, and another 17% get here through the criminal justice system. The better our PR efforts are, the more chance addicts who need us will get referred to us.

Issue: Credibility of NA

Goal 1: Raise internal Fellowship awareness of the importance of effective Public Relations in carrying our message, achieving our Vision and furthering Fellowship development.

Solutions:

- Create an internal, NA service campaign focused on the importance of engagement in public relations activities.
- Develop more Fellowship-facing PR training and tools to support member engagement in public relations.

Goal 2: Create PR tools for four target external audiences, raising their awareness of NA as a viable program of recovery.

- General public (including families)
- Government (including criminal justice, policy)
- Addiction treatment
- Medical profession

Solutions:

- Create a PR campaign for each target audience.
- Update the pamphlet *NA: a Resource in Your Community*.
- Update presentations for professionals (clarifying NA's position on DRT/MAT and the spiritual nature of the program).

These goals are more than we can accomplish in one cycle and are a beginning rather than an exhaustive list of goals to meet NA's PR needs. Objective #1 is focused on PR service within NA. For Goal #2, while there are many other possible important target audiences, these four are the most common means by which addicts find NA. We hope local communities will identify their own targeted audiences and adopt any tools developed to address local needs. The term *tools* is used here to allow flexibility in determining what methods can effectively reach the identified audiences and easily be used by the Fellowship. Methods that were repeatedly mentioned were multimedia, videos, and materials created specifically for use in social media.

Pillar: SERVICE SYSTEM SUPPORT

Our vision describes a future when "NA service bodies worldwide work together in a spirit of unity and cooperation to support the groups in carrying our message of recovery" and "every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service." Service System Support is all about improving our connections and unity and attracting members to get involved and stay involved.

Issue: Impact of the Rise of Virtual NA

Goal 3: Improve the ability of virtual groups and service bodies to fully participate in the service system and for their voices to be heard as part of the NA Fellowship's conscience.

Solutions:

- Collect best practices for virtual groups and areas to participate in NA Services (e.g., global center service entity; existing geo-based system).

WSC 2023 made a decision by consensus that an NA meeting that meets regularly in person or virtually can choose to be an NA group if they meet the criteria described in *The Group Booklet*, including the six points for an NA group, and are consistent with NA philosophy as expressed in our Traditions. We now have to discover exactly what that will require, largely based on our collective experience. Our service system was initially developed based on geographical location, and enfranchising virtual groups and areas may require creativity and adaptability. Ultimately, collecting best practices may lead to new pieces and/or revisions to *Virtual Meeting Basics*, *The Group Booklet*, and/or *A Guide to Local Services*.

Issue: Lack of Cohesion in the Service System

Goal 4: Further the concept of coordination and collaboration within the service system and the understanding and appreciation of complementary roles and contributions to A Vision for NA Service.

Solutions:

- Create a contemporary guide to service in NA to replace *A Guide to Local Services*. Consider a modular-based approach similar in format to the *Basics* series. Include guidance on how to incorporate virtual groups in the service system and information on zones. As resources are created, consider possible future alternative format versions of content (e.g., videos).

Planning can definitely help these efforts, and we intend to continue improving collaboration with zones. This goal is about *furthering the concept of collaboration* rather than simply *increasing collaboration*, because while NA World Services can model and encourage collaboration through efforts like planning and development of new tools, much of the actual coordination and collaboration will be accomplished locally. (Development of new tools to replace *A Guide to Local Services* could help to capture our current successes.)

Issue: Development and Organization of Trusted Servants

Goal 5; Through mentorship, training, and tools, increase continuity of service and inspire members of all ages and stages of recovery to be of service.

Solutions:

- Create messaging and tools to help existing trusted servants create an environment that inspires members to be of service, and establish a pipeline for developing trusted servants on an ongoing basis.
- Create mentoring guidance and resources to encourage younger members (in age and recovery) to be of service.

Mentioned frequently by participants was the benefit of finding ways to attract past and current trusted servants to a mentorship role which includes encouraging newer members to get involved. We look forward to the day when the aspiration expressed in A Vision for NA Service is realized and "Every member, inspired by the gift of recovery, experiences spiritual growth and fulfillment through service." In our recent *NA Membership Survey*, members stating they held no service position increased by 22%. Here, as throughout the plan, we are aware that members would like to see more video resources. The specifics of *how* to accomplish the prioritized solutions will be included in project plans that are developed.

Issue: Disruption in the Flow of Funds

Goal 6: Create tools for groups and service bodies to offer convenient ways for members to contribute, and to facilitate and encourage the distribution of funds through all components of the service system.

Solutions:

- Create a resource for groups to use to navigate electronic contributions.
- Create messaging and resources around why we give, why it matters, and where it goes (e.g., Unity Day, webinars, social media, reading cards, etc.).

This goal addresses both fund flow in general and the increased prevalence of electronic funds. Conference participants at WSC 2023 identified these challenges with financial resources as a Fellowship-wide issue.

Pillar: FELLOWSHIP SUPPORT

"Our vision is that one day: 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." This key result area is about doing the work to ensure that any addict who finds NA feels safe, respected, and valued enough to stay and welcome those who come in after them.

Issue: Safety and Belonging

Goal 7: Raise the level of consciousness regarding inclusiveness in our diverse Fellowship, and develop tools to support groups in ensuring that all members and potential members feel safe, welcomed, and included at in-person and virtual meetings.

Solutions:

- Investigate changes and/or additional wording to NA literature from gender specific language to gender neutral and inclusive language.
- Update the service pamphlet or develop a new pamphlet on safety in NA and dealing with predatory behavior.
- Update the *Group Booklet* to add guidance about safety and inclusion.
- Create a tool to deal with disruptive or inappropriate behavior in virtual meetings.
- See Solution under *Goal 8*

The scope of this goal is broad and includes predatory behavior, gender neutral language, and more. Most projects for service material or recovery literature begin with some sort of Fellowship-wide survey to determine what members would like to see included or considered in the project. That way, the Fellowship as a whole helps to focus the ideas listed in the solutions in the collaborative plan. The two topics referenced in the solutions above—dealing with disruptive and predatory behavior and gender-neutral and inclusive language in NA literature—were both selected as Issue Discussion Topics this cycle. The input on disruptive and predatory behavior pointed to much of what we need to address in new and/or revised material. The input on gender-neutral and inclusive language leads us to recommend a more focused discussion on the topic in the cycle ahead. The solutions proposed in this collaborative plan include just some of the next steps that could be taken in the cycle ahead if prioritized.

Issue: Medication-Assisted Treatment

Goal 8: In the spirit of our Third Tradition, achieve a common understanding across the Fellowship of what it means to be an NA member and how to create the space for addicts to choose membership, regardless of how they found NA.

Solution:

- Develop resources for groups and workshops on how to make members and potential members feel welcomed.

The increasing and widespread use of medication-assisted treatment means more and more addicts are reaching NA without an understanding of what "the desire to stop using" might mean for them. We have been discussing drug replacement therapy and medication-assisted treatment and NA for a number of years now, and the topic can be one of the most divisive in NA. While our members differ on a number of related issues, as a Fellowship we do seem to have consensus on the principle of the Third Tradition and the need to welcome addicts and give them the space to choose NA membership if they wish to. The input we have received contains numerous requests for a firm position to be taken and published with almost equally opposing perspectives. The World Board is happy to lead the discussion but our practice is to publish a reflection of our fellowships experience. This goal is not a public relations goal; it is about Fellowship support and the culture within NA.

Issue: Generational and Cultural Diversity

Goal 9: Continue to adapt communication methods and technology to meet a diverse membership's preferences for engagement.

***Solutions**:*

- Develop a strategic approach to communication that is intentionally designed to attract younger members and make communication easier to absorb and disseminate, using newer technology. Ideas include:
  - Gather input directly from younger members.
  - Implementing a messaging app, such as WhatsApp/Telegram as an official form of World Service communication.
  - Utilizing infographics and videos to convey pieces of information in reports.

Goal #9's solutions are not intended to address all cultural or generational differences. It is one step in adapting to a changing world. The collaborative plan is revised each conference cycle, and some issues and goals remain on the plan for more than one cycle. There are many ideas for reaching out to other populations and communities, such as older members, indigenous members, and veterans, to name just a few. Future collaborative plans can draw on these ideas, depending on the direction chosen by conference participants. The term *communication methods* includes not just the vehicle of communication but the type of content, language used, etc.

Pillar: WORLD SERVICE STRUCTURE AND OPERATIONS

NA World Services is a corporation with a spiritual mission and charitable purpose. This key result area is about balancing World Services' fiscal responsibility with NA's spiritual principles. The NAWS Sustainability issue is the responsibility of the World Board and the executive management of the World Service Office.

Issue: Three-Year Conference Cycle

Goal 10: Further refine and describe the three-year conference cycle, including major meetings, policies, planning process, deadlines, and guidelines, so that participants are able to make an educated decision about whether to adopt a three-year cycle on an ongoing basis.

***Solutions**:*

- Use the experience of the two-cycle experiment to draft proposed descriptions and guidelines for a three-year conference cycle and include in a draft of *GWSNA* for conference decision. Better define the interim WSC meeting and address how to best use the time during and in-between in-person conferences.
- Collect regional and zonal best practices adapting delegate terms to a three-year conference cycle.
- Evaluate and refine the collaborative planning process for ongoing implementation.

Goal #10 represents the World Board's commitment to offer a comprehensive picture of a three-year conference cycle for consideration at WSC 2029. A three-year conference cycle seems an effective way to plan our work together, be fiscally responsible, make decisions, and perhaps more importantly, do more between conferences that serves our Fellowship. Our current planning process is the most collaborative process in our history and has worked well because of the use of technology and a three-year conference cycle. It directly involved zonal forums as well as conference participants throughout the process. We plan to continue to build on this experience. WSC 2026 will be evaluating the efforts of this cycle and offering ideas for the future. We had initially created a separate goal addressed just to the planning process, but it is so connected to the three-year cycle, we folded the two goals together.

In 2029, conference participants will have to choose whether to continue a three-year cycle, and this goal is intended to help them be able to make that decision in an informed way. When the Fellowship made decisions to restructure World Services in 1998, they did so with the help of a draft of *A Guide to World Services* that detailed the changes the Fellowship was being asked to adopt. We anticipate a similar approach to the three-year cycle decisions. There is a lot of work to be done between now and 2029 to ensure the WSC can make an educated decision about the length of the conference cycle moving forward.

Issue: Future of the World Convention

Goal 11: Create a financially sustainable model for the World Convention (WCNA), in harmony with our Eleventh Concept, that meets the needs and expectations of the global Fellowship in a changing world.

Solutions:

- Hold WCNA every five years, with flexible rotation of locations, and possible attendance cap.
- Explore methods to require financial contributions by virtual attendees.

The World Convention is a global celebration of recovery that the World Board is responsible for planning and administering, given the scale and nature of the event. The World Board is offering a recommendation about WCNA in the 2026 *CAR* that includes the desire to plan a revenue-neutral event. Planning large events has become increasingly more challenging; being locked into a zone for the location and not being able to anticipate the number of attendees exacerbates the challenges. The solutions above are all in service of fiscal responsibility. We expect the recommendation in this *CAR* to only be a beginning as we all learn and adapt to what is both possible and serves the Fellowship.

Issue: NAWS Sustainability

Goal 12: Building on Goal 6, raise understanding of the need for and importance of adequate financial resources in carrying the NA message of recovery.

***Solutions**:*

- Send quarterly 'thank you' messaging to financial contributors with links to social media content.
- Encourage showing of Fellowship development videos at events and conventions throughout the service system.

Goal 13: Continue to evaluate and adjust activities at NA World Services to best support its roles and functions in a changing world.

***Solutions**:*

- Continue to respond flexibly and responsibly to the realities of a changing world in operating the business of NAWS.
- Continue use of focus groups as a flexible means to be more inclusive and accountable in seeking member input and engagement.

Goal #12 is a continuation of our ongoing goal to raise Fellowship awareness of the importance and challenges of financial sustainability at NAWS under our current practices. An important piece of that is how Fellowship contributions help us carry the message, and the need for ongoing support.

Goal #13 is an acknowledgement that NA World Services has had the most dramatic resource changes in its history from the pandemic. We have evaluated and adjusted since 2020 and will continue to do so in order for our Fellowship's primary service center to be as effective and responsive as possible. This requires evaluating existing programs and practices and adjusting to a changing world both within and outside of NA.

NA INTELLECTUAL PROPERTY BULLETIN #1

2023

Internal Use of NA Intellectual Property

The NA Fellowship's policy on the reproduction and use of copyrighted NA Fellowship-approved recovery literature and the use of registered NA trademarks by NA groups, service boards, and committees.

The Fellowship Intellectual Property Trust (*FIPT*) describes in detail how NA's name, trademarks, and recovery literature are protected and administered by Narcotics Anonymous World Services, Inc. (NA World Services). At the request of the Fellowship, as given voice by its groups through their regional delegates at the 1993 World Service Conference, and for the benefit of the Fellowship as a whole (who is the Beneficiary of this Trust), the *FIPT* was created, and NA World Services was formally appointed the Trustee of the Fellowship's intellectual properties, and confirmed to be the sole publisher and distributor of all NA recovery literature. NA World Services is directly accountable to the World Service Conference and, as trustee, holds legal title to all NA trademarks and recovery literature. This bulletin and other Intellectual Property Bulletins are presented as an adjunct to the *FIPT* and contain the policies related to the accepted use of NA's intellectual properties within the Fellowship, without having to request specific permission from NA World Services. These policies are based partly on legal considerations and partly on the nature of NA. These policies help ensure that NA's name, trademarks, and recovery literature will always be available to fulfill our primary purpose. Any use of NA's name, trademarks, recovery literature, or other intellectual property that is not specifically covered here is reserved to Narcotics Anonymous World Services, Inc.

Our fiduciary duty

As trustee, NA World Service has been entrusted with the responsibility to obtain, maintain, and enforce copyright and trademark protection for NA's name, trademarks, and recovery literature on behalf of the Fellowship. Because no one person or group of people owns Fellowship-approved literature, copyright ownership is registered in the name of Narcotics Anonymous World Services, Inc. This ensures, among other things, that the Fellowship's message as presented in our recovery books and pamphlets is not changed, used, or sold by others, and the Fellowship's trademarks are not used in an inappropriate way. This is first and foremost about the integrity of the NA message and the need to protect NA's intellectual property so that NA can continue to own and control its own material. NA World Services has also been delegated the responsibility to ensure that Narcotics Anonymous literature being distributed contains the current text agreed upon by the Fellowship of Narcotics Anonymous. Protecting our copyrights and trademarks is an essential way to guarantee the conceptual fidelity of the NA message, NA literature, and to safeguard the property of the NA Fellowship.

In order to maintain copyright control, NA recovery material can only be reproduced with permission of NA World Services, the copyright holder. All recovery material has a Fellowship–approved logo described later in this document. This bulletin attempts to outline that permission within Narcotics Anonymous. You can find additional information about these efforts at www.na.org/fipt.

Making our Message Available

NA World Services goes to great lengths to ensure access to the NA message. Fellowship-approved recovery pamphlets, meeting readings, and booklets are posted on www.na.org in over fifty languages. Fellowship websites that wish to provide access to this material should include a link to these pieces, rather than copying or posting this material themselves. NA World Services does not currently post book-length pieces of NA literature online because of our previous experience with the widespread proliferation of PDF versions. The practical inability to control widespread distribution of electronically produced materials weakens the Fellowship's ability to protect its copyrighted material. We fulfill this need by NA World Services distributing thousands of printed books and other recovery literature to addicts in need each year.

Most of NA World Services' income comes from proceeds on the sales of printed literature, and it currently gives away or subsidizes more than a half million dollars' worth of literature each year. The money members do or don't spend on literature affects NA World Services' ability to respond to requests for literature from addicts across the globe. We are not a normal business; we are a spiritual Fellowship that has to manage a business, and that is NA World Services. However, in order to fulfill our mission—to work toward a future where "every addict in the world has a chance to experience the message in their own language and culture"—NA World Services needs to remain financially stable and able to reproduce, register, and protect the intellectual property of Narcotics Anonymous.

Policy for Use & Reproduction of NA Recovery Literature by Groups and Service Bodies

Use by individual NA members or others

Policies, in this or other Intellectual Property Bulletins, do not grant individual NA members or those outside NA permission to use NA copyrighted recovery literature, or other intellectual property. Individual NA members or others who wish to use any part of NA's copyrighted recovery literature should write directly to Narcotics Anonymous World Services, Inc.

Use by NA groups

As a general rule, no one has the authority to reproduce NA Fellowship-approved recovery literature without prior written permission from NA World Services. However, given the nature of our Fellowship, our experience indicates that NA groups *and only NA groups* should have the authority to reproduce current Fellowship-approved recovery literature pamphlets and booklets, so long as they consider the Fourth Tradition and the limitations described here. A description of the NA group—its nature, function, and role in the NA Fellowship—can be found in the *Group Booklet*. This permission does not apply to any Fellowship-approved book-length pieces. A book-length piece is defined as over 25,000 words in English.

When considering the need to reproduce NA Fellowship-approved recovery literature, NA groups should consider the spiritual principles of responsibility, unity, and autonomy as referenced in our Fourth Tradition, and follow all of these general policies:

1. An NA group can only reproduce current booklets and pamphlets of NA Fellowship-approved recovery literature when it has a clear *need* to do so.
2. NA Fellowship-approved recovery literature reproduced by an NA group can only be distributed within that group and never distributed online or in an electronic format. Such materials should always be given away free of charge; they cannot be sold to generate income.
3. The text of NA Fellowship-approved booklets and pamphlets reproduced by an NA group cannot be altered or modified in any way.

4. The copyright for the item being reproduced should be shown prominently as follows: "Copyright © *[year of first publication],* Narcotics Anonymous World Services, Inc. Reprinted by permission. All rights reserved."

Use by registered NA service bodies
NA service bodies that are registered with Narcotics Anonymous World Services, Inc. may quote or reproduce portions of NA Fellowship-approved recovery literature, up to 25% of the original piece. In the case of NA book-length literature, registered NA service bodies may reproduce or quote up to 25% of a single chapter; daily meditation entries are considered a chapter. If you have questions or want approval to exceed these limits, please contact Narcotics Anonymous World Services, Inc.

For locally developed resources, we ask that the piece clearly state what it is and what service body approved it. In order to avoid confusion, the formatting should not resemble NA recovery literature. Translations of NA recovery literature often involve local reproduction during the local approval process. Approvals for this purpose can be obtained by contacting Narcotics Anonymous World Services, Inc.

NA service bodies that are registered with Narcotics Anonymous World Services, Inc. that wish to quote or reproduce portions of NA Fellowship-approved recovery literature should always include the proper notation or credit identifying the origin of the quote or portion.

POLICY FOR USE OF NA TRADEMARKS BY GROUPS AND SERVICE BODIES

Use by individual NA members or others
Policies in this or other Intellectual Property Bulletins, do not grant individual NA members or those outside NA permission to reproduce or use NA trademarks or other intellectual property. Individual NA members or others who wish to use NA's trademarks should write directly to Narcotics Anonymous World Services, Inc.

Use by NA groups and service bodies
The policies below outline how all NA groups and also service bodies that are registered with Narcotics Anonymous World Services, Inc. may use NA's trademarks.

Some of the NA Fellowship's registered trademarks are: the name "Narcotics Anonymous," the stylized NA initials, the diamond in a circle, and the original NA group logo, all shown below. NA World Services also has additional registered trademarks that are reserved for use by NA World Services.

Narcotics Anonymous®







Policies for Use
Use of Narcotics Anonymous trademarks should always reflect the seriousness of our primary purpose and our spiritual foundation of anonymity. The Narcotics Anonymous name or trademarks should not be used by an NA group or service body in any way that would imply affiliation, legal liability, or financial responsibility by or to another part of the Fellowship, service structure, or outside enterprise. That means that we should not use the Fellowship's trademarks, name, or logos:

- in any way that would serve to endorse, finance, promote, or affiliate the NA Fellowship with any outside enterprise;
- in conjunction with any law enforcement, political, medical, or religious slogans, themes, or other related materials;

- in a manner as to possibly offend or disrespect the sensibilities of other organizations, groups, or NA as a whole; or
- in any manner that could draw us into public controversy.

"NA Fellowship Approved" trademark

The "NA Fellowship Approved" trademark is used to indicate that a piece of recovery literature has been approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their delegates at the World Service Conference. Literature with this trademark is typically the only type of literature read in NA meetings. The "NA Fellowship Approved" trademark is only used by Narcotics Anonymous World Services, Inc. and may not be used by any NA group, service body, or any others, on any other materials.



Marking trademarks

The symbol ® should be placed to the right of all registered NA trademarks every time any of them are reproduced or used, whenever possible. By doing so, we are showing that these trademarks are legally owned or registered. This is one way in which we help preserve the Fellowship's legal right to ownership of its trademarks.

Protecting artwork

Whenever an NA group or service body has an artist create original artwork, drawings, designs, or screens using any NA trademark, the NA body should always be sure the artist signs a document releasing to the NA body his or her rights to the artwork, including the original rendering. By doing so, we ensure that neither the NA logos nor any artwork that has been created for the benefit of the Fellowship can later be used to benefit a private individual or an outside business enterprise.

NA Intellectual Property Bulletin #1 was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference on 27 April 1993, applicable as of 1 May 1993. It was amended at the World Service Conference in 1997, 1998, and 2023. This bulletin supersedes all previous Bulletins and policies pertaining to the use of copyrighted literature and registered trademarks by NA groups, service boards, and committees.

This is the document identified by name in the Fellowship Intellectual Property Trust *Operating Rules, Article V, Section 1. It was approved by the Fellowship of Narcotics Anonymous as given voice by its groups through their regional service representatives at the World Service Conference as Trustor of the* Fellowship Intellectual Property Trust *on 27 April 1993, and revised by the regional delegates at the World Service Conference on 30 April 1997, 27 April 1998, and 1 May 2023. It may be changed only by the Trustor.*

To register, or for more information, contact NA World Services,
19737 Nordhoff Place, Chatsworth, CA 91311 USA, Tel: +1/818 773-9999, Website: www.na.org.



Twelve Traditions of Narcotics Anonymous

1. Our common welfare should come first; personal recovery depends on NA unity.
2. For our group purpose there is but one ultimate authority—a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for membership is a desire to stop using.
4. Each group should be autonomous except in matters affecting other groups or NA as a whole.
5. Each group has but one primary purpose—to carry the message to the addict who still suffers.
6. An NA group ought never endorse, finance, or lend the NA name to any related facility or outside enterprise, lest problems of money, property, or prestige divert us from our primary purpose.
7. Every NA group ought to be fully self-supporting, declining outside contributions.
8. Narcotics Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. NA, as such, ought never be organized, but we may create service boards or committees directly responsible to those they serve.
10. Narcotics Anonymous has no opinion on outside issues; hence the NA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, and films.
12. Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.

Twelve Traditions reprinted for adaptation by permission of AA World Services, Inc.



Twelve Concepts for NA Service

1. To fulfill our fellowship's primary purpose, the NA groups have joined together to create a structure which develops, coordinates, and maintains services on behalf of NA as a whole.
2. The final responsibility and authority for NA services rests with the NA groups.
3. The NA groups delegate to the service structure the authority necessary to fulfill the responsibilities assigned to it.
4. Effective leadership is highly valued in Narcotics Anonymous. Leadership qualities should be carefully considered when selecting trusted servants.
5. For each responsibility assigned to the service structure, a single point of decision and accountability should be clearly defined.
6. Group conscience is the spiritual means by which we invite a loving God to influence our decisions.
7. All members of a service body bear substantial responsibility for that body's decisions and should be allowed to fully participate in its decision-making processes.
8. Our service structure depends on the integrity and effectiveness of our communications.
9. All elements of our service structure have the responsibility to carefully consider all viewpoints in their decision-making processes.
10. Any member of a service body can petition that body for the redress of a personal grievance, without fear of reprisal.
11. NA funds are to be used to further our primary purpose, and must be managed responsibly.
12. In keeping with the spiritual nature of Narcotics Anonymous, our structure should always be one of service, never of government.

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The Twelve Concepts for NA Service were modeled on AA's Twelve Concepts for World Service,
published by Alcoholics Anonymous World Services, Inc. and have evolved specific to the needs of Narcotics Anonymous.