**SKYPE meetings Guidelines.**

1. Our meetings are open meetings of Narcotics Anonymous which means that anyone can attend, but we would ask that if you are a non-addict that you refrain from sharing during the meeting.  Sharing is reserved for addicts and those who believe they may have a problem with drugs.
2. We ask that you please confine your shares to those matters relating to and affecting your recovery and the 12 Step Program of Narcotics Anonymous.
3. We also ask that you refrain from abusive language and obscenities, personal attacks or expressing opinions on outside issues in line with our Traditions.
4. Our 1st tradition tells us that **‘Our common welfare should come first; personal recovery depends on NA unity’** and it is our collective responsibility to ensure that all our meetings retain an atmosphere of recovery, so we remind our members that disruptive or abusive behaviour that threatens that unity and the safety of the meeting place will be addressed in an as loving and caring a way as possible. [Disruptive Behaviour in Meetings](http://www.na.org/admin/include/spaw2/uploads/pdf/servicemat/Disruptive_and_violent_behavior_Sep07.pdf) (link opens in a new widow)
5. All and any text, shares or messages entered into the SKYPE text box during the meeting will be deleted immediately after the meeting to ensure the confidentiality and anonymity of our members.
6. Anonymity Statement:- Tradition 12; **Anonymity is the spiritual foundation of all our traditions, ever reminding us to place principles before personalities.** Tradition 12 tells us that anonymity is one of the core principles of our program and we would ask that when attending our meetings we all do our best to remember that gossip can be very damaging to our fellowship and individual members.

**How our meetings work.**

1. If not already done so, once you have downloaded and installed [SKYPE](http://www.skype.com/en/download-skype/skype-for-computer/) on your PC, Laptop or mobile device, to join the group simply send a SKYPE contact request to **higlandsandislands-na.group** and we will add you to our list of members.
2. About 30 minutes before the meetings start the member hosting the meeting on that day will send out an invitation to all the group members who are showing their SKYPE ‘Online Status’ as being ‘Online’, which we ask that you respond to if you would like to be added to the group on that day. We usually commence the meeting call about 5 minutes before the actual start time.
3. Due to problems with the available bandwidth restrictions for some members and to maintain member’s anonymity we conduct our meetings in audio only so you do not need a webcam in order to attend.
4. If you wish to join the meeting after the normal start time please do not call the group, as we will be unable to respond, but instead please do send us a private message via the SKYPE IM text box that you would like to attend and we can add you to the group call.
5. If you don’t have an internet connection you can also attend these meetings by telephone from anywhere in the world. The number is **0141 6288262** (International callers will need to dial  +**44** **141 6288262.**). Calls to this number are charged at the applicable rate set by your Telephone Service Provider. For more information about calling from outside the UK please go [HERE](http://www.howtocallabroad.com/uk/) *(opens a new page on an external website)*.
6. [If you are unable to cover the cost of calling for the length of the meeting, then you can ring the number above from a mobile phone or land line just prior to the meeting and ask to be called back when the meeting starts.
We are now able to call mobiles and landlines in these countries, the United Kingdom, France, Germany, Italy, Spain, Canada, China, Guam, Hong Kong SAR, Puerto Rico, Singapore, Thailand, & the United States.
We are also able to call landlines only in Andorra, Argentina, Australia, Austria, Belgium, Brazil, Brunei, Bulgaria, Chile, Colombia, Costa Rica, Croatia, Czech Republic, Denmark, Estonia, Finland, Greece, Guadeloupe, Hungary, Iceland, Indonesia (Jakarta), Republic of Ireland, Israel, Japan, Korea, Latvia, Lithuania, Luxembourg, Malaysia, Malta, Mexico, Morocco, Netherlands, New Zealand, Norway, Panama, Paraguay, Peru, Poland, Portugal, Romania, Russia, Slovakia, Slovenia, South Africa, Sweden, Switzerland, Taiwan, Turkey & Venezuela.](http://na.org.au/index.php?option=com_content&view=article&id=159&Itemid=229&lang=en)
7. Please try to call from a room with minimal background noise, or alternatively use a telephone with a mute button in order to avoid background noise while members are sharing.
8. If you are calling in on a landline or mobile phone you do not need to have a Skype account although in order to call you back and assist the meeting host we will need to put your number on our members list so please provide us with a 1st name or the identity tag of your choice when making your request to attend.
9. As with any Narcotics Anonymous meeting we have a Chair, who having been elected by the Group, is responsible for conducting the meeting according to our guidelines and whose aim is to ensure that the meeting remains focused on recovery and carrying the NA message within our Fellowships 12 Steps and 12 Traditions.
10. In order for us to add you to the group call for a meeting via SKYPE your account will need to be showing as online and please don’t try to call us we will call you.
11. In order to maintain an atmosphere of respect please refrain from interrupting or making verbal comments whilst another member is sharing, but please do welcome members and acknowledge shares, as you would in any normal Face 2 Face meeting.
12. If you wish to share then please wait until the person sharing has finished and the Chair indicates that the meeting is again open for sharing or send a private text to the chair asking to share next.
13. We would ask that you please remember to **mute your microphone** during the meeting unless or until you wish to share, thank those who have or indicate that you would like to share. This is to avoid any possible feedback and background noises.
14. In keeping with Tradition 7, Every NA group ought to be fully self-supporting, declining outside contributions. If you wish to make a donation from the UK you may make deposits in the account shown below:
**TSB, Highlands & Islands Group of NA,
Sort Code: 87‐34‐52 Account No: 82013560**
15. Alternatively or if you are outside the UK and wish to make a donation you can now do so via PayPal by pressing the Tradition 7 Donations button at the bottom of this or the [**About Us**](http://www.higna.org.uk/about-us/) page.
16. All deposits made to that account and not used to support the group are forwarded to our local Area Service Committee to help support local and national NA services.  Please note: we are unable to accept donations from non addicts in keeping with our tradition of self-support and declining outside contributions.
17. We are a fully self-supporting group by our own contributions & Tradition 7 donations, and are a recognised online UKNA based SKYPE meeting as ratified by the UKNA Regional Service Committee (RSC). We are not a part of the UKNA Regional Website Committee’s online meetings service and are listed as a part of the West Coast Scotland/Glasgow Area Service Committee (ASC) who receive our group reports, group donations and carry our group conscience to the UKNA RSC.
18. In order to protect our member’s anonymity, we ask that you please delete your IM history and the group call records from your SKYPE contacts at the end of the meeting.

NB. These guidelines are transitory and subject to change as and when group conscience dictates.

Group Service Positions:-

* Chair
* Greeter/Technical assistant
* Treasurer
* Group Service Representative

If you would be interested in doing service for this group then please contact us at info@higna.org.uk

NB. Clean time requirements and service roles and responsibilities to be defined by group conscience and in accordance with those as defined by the currently Fellowship Approved “Guide to Local Services” and “Group Booklet” which can be found here:

**The Group Booklet** <http://www.na.org/admin/include/spaw2/uploads/pdf/litfiles/us_english/Booklet/Group%20Booklet.pdf>
**Guide to Local Services**
<http://www.na.org/admin/include/spaw2/uploads/pdf/GLS.pdf>
**Group Treasurers Handbook**:
<http://www.na.org/admin/include/spaw2/uploads/pdf/handbooks/Group%20Treasurer%20Workbk_2003.pdf>

Please note that Narcotics Anonymous is fully self-supporting from our own contributions and is therefore unable to accept donations from Non Members.
Our 7th Tradition states that: ***“Every NA group ought to be fully self-supporting, declining outside contributions.”***We would ask that you might respect our Traditions and decline from making donations if you are not a member of Narcotics Anonymous many thanks.