



# Literature Review and Development Handbook

- Locally Approved -

## 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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## INTRODUCTION

This handbook has been created by the Carolina Region Literature Review and Development Subcommittee and is intended to provide a general guide for the purposes and functions of NA literature review and development committees and to inform NA members about how to participate in the development of NA literature. This material is not conference approved literature and is developed for local resource only. Our experience has shown that involvement in an area or Carolina regional literature review and development committee or workgroup is one of the best ways to support our literature review and development efforts. This guide is used as a resource on how an NA member can get involved in a literature review and development committee or workgroup, some of the purposes and functions of literature review and development committees, and the fellowship literature development and review process.

The clear communication of the NA message of recovery is a very important function of our NA approved literature. Over many years a process has been developing that makes our literature unique. Through the open involvement of our entire fellowship in all facets of material input, review and approval of NA literature, we are preserving the idea upon which NA was founded: one addict can best understand and help another addict.

Much of this document is geared towards the Carolina Regional Literature Review and Development Subcommittee; however, these guidelines are applicable to Area Literature Review and Development Subcommittees and should be adapted accordingly. Our Area, Regional, and World Service project groups all function to work with NA members and exchange ideas, information and suggestions. We encourage you to follow the service structure of NA and to keep in touch with the literature review and development committee at any level of service. We believe you will find service in a literature review and development process stimulating, rewarding and exciting.

## NA MEMBER PARTICIPATION IN LITERATURE REVIEW AND DEVELOPMENT

All NA members are welcome to share their experience, strength and hope in written form. There is no clean time requirement to participate in the process because all addicts have something to contribute to our literature. Creative writing is an important aspect of working on input and review-form literature. Critical analysis and creative input are equally valued. NA literature is written by addicts, for addicts, and is based on individual members' experience with recovery. The unique quality of our literature is a result of the spiritual experience that occurs when as many members as possible participate in the process.

To become an active participant in the literature review and development process, an NA member can get involved in a variety of methods. Issue Discussion Topics, Zonal workshops, and other workshop forums at various levels of the NA service structure

provide a method to contribute to fellowship input. It is through these types of processes that NA project groups are able to develop new literature and gather fellowship input on new material, review drafts and approval-form drafts.

By actively participating in these ways, the opportunity is provided for NA members to develop new NA literature or critique and improve literature that is available to the fellowship for input and review. Through participation in literature review and development committees, forums and workshops, all members are encouraged to make suggestions for changes and to write original material that they feel will improve the draft. The responsibility for providing input and reviewing literature rests with the member.

Once a final draft has been generated through the development, review and input stages, NA Literature is in the final phase of our process, called approval-form literature. Revising the material at this stage is no longer an option. An approval-form piece of NA literature is approved or disapproved by the fellowship as a whole or by the World Service Conference through service related communications. Another important privilege and responsibility of the NA member is the opportunity at this stage to approve or disapprove proposed NA literature by participating in the decision-making process.

## **LITERATURE REVIEW AND DEVELOPMENT COMMITTEES**

### **Purpose and services**

The purpose of a literature review and development committee is to collect fellowship input on literature projects and to provide communication among the various levels of NA Service.

An understanding of the basic purpose of a literature review and development committee is necessary for a literature review and development committee to function effectively. Once the literature review and development committee understands the services it is to provide, the chairperson will be able to create agenda and schedule committee meetings to tend to these needs.

### **Communication Role**

An important function of an area or regional literature review and development committee is facilitating communication between the local NA membership and NA as a whole. A literature chairperson serves as a communication link between the groups they serve and the WSC Project Groups. This communication link should exist in matters of NA literature between the homegroup and project groups on all levels - Area, Region, and World. All of the literature-related information should be made available to the whole fellowship. In this way, our members will be kept abreast of literature that is available for development and review, literature that is up for approval, requests for input on special issues, and any other information necessary for the member interested in getting involved with the literature review and development process.

### **Collection of Fellowship Input**

A literature review and development subcommittee should provide the forum and atmosphere where members may contribute to the development and creation of NA literature. Providing this forum and an atmosphere where our members may contribute to the literature development process is extremely important. This responsibility can best be fulfilled by having regularly scheduled workshops and meetings for the purpose of preparing input material prior to draft release and reviewing draft material once it has been released. Members of the local fellowship should be regularly informed about the pieces of literature on which the committee is currently working. It is the literature review and development chairperson's responsibility to organize a work agenda for each piece of NA literature that is out for input or review.

All input or review material generated by members, area committees, or regional committees during workshops should be forwarded to Project Workgroups designated through the World Service Conference. The input and review gathered by these methods is considered the most important aspect of the literature development process and is obtained through direct member input, area and regional workshops, zonal and worldwide workshops, surveys and other forums developed on-line through the worldwide web. The Carolina Regional literature review and development committee can act as a point of responsibility in this forwarding process and can either compile the input or forward the input directly to the Project Workgroups.

### **Other Functions of a Literature Review and Development Committee**

In many ways, area and regional literature review and development committees are very similar in their responsibilities and functions. There are, however, a few responsibilities that are solely the responsibility of the Carolina Regional literature review and development committee. One is supporting and assisting area literature review and development committees, and another is coordinating literature projects throughout the region.

In serving the needs of its member areas, the Carolina Regional literature review and development committee can assist area literature review and development committees in a number of ways. The first is by offering experience, support, and encouragement to newly forming area literature review and development committees. When members of the Carolina Regional literature review and development committee attend the meetings of the area literature review and development committee, they can facilitate the sharing of information. It may also be helpful to have learning days or workshops at region-wide events to encourage the formation of literature review and development committees where they don't exist, or to strengthen existing literature review and development committees that may be experiencing some lack of stability and participation.

In order to have informed regional members on literature projects, Carolina Regional literature review and development committee should maintain considerable insight into NA fellowship literature projects. These projects fall into three general categories: (1)

literature projects that are distributed to the fellowship for input, (2) review material that has already been through the input process and is in final review for draft approval and (3) approval form literature that is out to the fellowship for final approval and release. In any case, the Carolina Regional literature review and development committee usually will participate in a plan of action that includes literature workshops in connection with area literature review and development committees. Carolina Regional literature review and development committee should always work in conjunction with an area's preference and its desire to be involved. These projects can go a long way in generating additional support and involvement in our literature review and development process. The benefits for area literature review and development committees are also considerable. We have found that by working together we not only develop the best literature possible for the fellowship of NA, we also strengthen the unity that binds us together.

## LITERATURE REVIEW AND DEVELOPMENT PROCESS

The literature development process begins when an idea for a new piece of literature or revision of an existing piece is requested. Through various channels such as Issue Discussion Topics and workshops, opinion is gathered to decide what we as a fellowship want to work on and what our priorities are. When we decide to pursue a new project, a Project Workgroup is created to accomplish the task. There are several stages of the literature review and development process and they vary depending on the type of literature project we are undertaking. Ultimately, it is voted on at the World Service Conference if we want to pursue a project and what form it should take.

### Types of NA Literature

The fellowship can be involved in three separate developmental processes of NA literature depending on the path that is formulated during the World Service Conference. The first and most important of these is defined as Fellowship Approved literature and covers all NA recovery material such as recovery books, recovery booklets, and recovery pamphlets as well as material that establishes or changes NA's philosophical position or principles.

The next category of NA Literature is defined as Conference Approved literature and covers literature such as NA Handbooks and service related booklets. This category of literature was adopted during the 2000 World Service Conference as a result of lengthy input from members and groups regarding the types of issues they were being asked to review in previous Conference Agenda Reports. Conference Approved literature is always included in the Conference Approval Track and is intended for use by NA committees and boards. This material is released a minimum of 90 days prior to the World Service Conference for Regional Delegate teams to workshop in a manner that is defined by their local NA community. The World Board may decide that some changes in Conference Approved material is significant enough that it should be included in the Conference Agenda Report, but the piece will still be considered Conference Approved.

The final category was adopted at the 2006 World Service Conference and is defined in the Guide to World Services as Board Approved literature. Board Approved and Conference Approved literature is intended to show how to implement or put into practice the principles established by core NA philosophy and Fellowship Approved material. Board Approved literature are considered informational pieces and are used in support of service related efforts. They are tools associated with common practices and practical experiences gathered from the fellowship and define how to apply some of the principles contained in the other two categories of NA literature. All Board Approved literature is distributed to conference participants 90 days prior to the conference for review as defined by local communities. The advantage of World Board Approved literature is that these publications can be freely distributed to the fellowship and are more readily available than previous methods such as bulletins, service tools or Public Relations material.

### **Fellowship Approved Literature Development Process**

Fellowship Approved literature project initiatives of the World Service Conference are performed through a variety of methods. The WSC has developed a Strategic Plan that is outlined and updated during each conference cycle to reflect decisions and plans that are communicated through active participation of the fellowship in workshops conducted by Regional Delegates during regional and zonal events and world-wide workshops conducted by World Board members and NAWS staff. This input and discussion based communication provides source material that can be used as topics and content for project teams to start the initial stages of literature development. Active participation from the fellowship during these events is essential to assure that the therapeutic value of one addict helping another is utilized in developing fellowship literature.

As a result of fellowship direction through active communications and strategic planning efforts, the first step in our literature development process is the selection of new material to be developed. The Conference Approval Track (CAT) is a plan-oriented document outlining various projects, some of which include literature development based on worldwide fellowship input and resource planning.

The next step in the development process is the assignment of projects to an appropriate resource. Such resources include WSC Project Teams and NAWS staff which are assigned the tasks of developing draft material for review and input from the fellowship. This material is initially developed through the review of previously gathered resource material by NAWS staff under the direction of the project team. Additional input may be gathered through direct interactions of the project team and the fellowship to assure global resource material availability and current fellowship interactions. It is the responsibility of the WSC Project Teams to make certain that the material is in as complete a state of development as is possible before it is sent out to the fellowship as review-form literature. When the material reaches this state of completion, it is proofread, typeset, and prepared for distribution by thoroughly trained

NAWS staff and reviewed by world board members for accuracy.

The review-form draft is distributed to the fellowship for review and input. 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. Input from the fellowship is submitted to the WSC Project Teams assigned to the project for use in the creation of a new draft. This new draft may then be sent back out to the fellowship for review and input or, if acceptable, submitted to the fellowship as approval-form literature. Before any piece is sent out as approval-form literature, the draft receives final finishing by the WSC Project Team and NAWS staff and is reviewed by the World Board to assure project completion.

The approval-draft is distributed to the fellowship for not less than 150 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. The approval form of book length pieces will be available for one year prior to the conference where it is being considered. The fellowship reviews the draft and considers whether it is acceptable for approval as NA literature. This final review is not intended to produce input; instead, it is for the purpose of making certain that the piece reflects our understanding of the principles of NA.

Finally, at the World Service Conference, a motion is made to approve the piece of literature. If the motion to approve fails, the literature is evaluated by the World Service Conference for reentry into the literature development process. If the motion to approve passes, the piece becomes conference-approved NA literature. The World Service Office publishes approved literature.

## **PROCEDURE FOR LITERATURE WORKSHOPS**

### **Introduction**

The unique process that the fellowship has created for the development of NA literature places the responsibility on area and regional literature review and development committees to provide a forum where our members can prepare input and review for NA literature. One method of review and input for new material is a standard 90-day period in which groups, committees and project teams can form standard windows for execution of the process. As an example, the first 30 days can be used to plan and schedule workshops, the second 30 days can be utilized to execute the workshops and the final 30 days can be used to compile or organize the input for delivery to the project teams or workgroups who are tasked with final preparations for the piece of literature development.

### **Preliminary Planning**

1. Secure a meeting space large enough and accessible to the fellowship. Adequate working space and equipment is necessary. This may include tables, chairs, paper, pens, coffee, and possibly a computer.

2. Plan the date far enough in advance that others may attend.
3. Send out flyers announcing date, time, and location. Also forward flyers to those responsible for posting events on an area/regional website when available.
4. Copies of the input discussion notes and topics as well as review-form literature will need to be made available.
5. Attempt to schedule the workshop around other activities, in order to attract members' attendance.
6. Personal attention is often the best way to get people to attend the workshop. Invite your friends in the fellowship and home group members.
7. When making announcements, talk about the topics to be written on and the importance of getting members to share their experience and understanding on these topics. Stress our literature development process and the need for our members to be involved. Also inform members that these workshops can be fun and provide a great opportunity for growth and fellowship.

### **Workshop Structure**

The area or Carolina Regional literature review and development committee generally conducts scheduled workshops; however, home-groups can also request specific meetings to have a workshop. Creative methods for conducting workshops are always an ideal way to attract membership involvement. Weenie roasts, pancake suppers, coffee shop meetings, etc, are some basic ideas for this creative atmosphere. If the attendance is large enough, the facilitator may divide the group into smaller working groups of four or five people. A member is usually asked to facilitate each small workgroup, and another member performs the responsibilities of recorder and speaker for the small group when requested.

At the start of the workshop, the facilitator should open with a prayer to invite a loving Higher Power into the process. Allow all members to introduce themselves. After introductions, the workshop facilitator should encourage all members to feel free and uninhibited in expressing their thoughts, feelings, and experiences on the material that is before them.

The facilitator keeps the work flowing by reminding the group to focus on the main issues or ideas, and on one topic at a time. If debate drags on, the issue may be delayed until later. The recorder maintains discussion notes and organizes all changes and input. It is important to use WSC Project Session Material and input sheets. This material makes it easier for others to use and understand the input material.

### **Input-Form Workshops**

It seems that every cycle, new topics on recovery material are decided through input and communications generated by the efforts of Strategic Planning and fellowship communications between our Regional Delegates and trusted servants.

During the initial development stages of new literature projects, the WSC project workgroups have many sources for input at hand. One of these sources comes from previous cycles and current fellowship communications; workshops are conducted and feedback is generated on specific topics regarding fellowship experience, strength and hope in areas on Issue Discussion Topics. This source material is gathered and categorized at NAWS in archive form for future projects. It can be used as initial material to jumpstart session topics and as a starting point for members to provide input.

### **Review-Form Workshops**

It is recommended that groups be limited to four or five people and a recorder and/or facilitator. A workshop may contain several such small groups in order to provide adequate review of the material being presented. The purpose of these workshops is not a line-by-line grammatical editing of the material, but rather to evaluate the content and layout of the material. Special attention should be paid to the following: flow, content, redundancies, and material that may be missing on the topic.

Some questions to ask when evaluating literature are:

1. Are all the important ideas on this topic included in the piece?
2. What needs to be clarified, expanded, or condensed?
3. Are any areas of the piece in conflict with principles of our steps or traditions?
4. Does other NA literature cover this topic or does it duplicate another piece of conference-approved literature?

Be sure that the material includes an introduction, body, and summary. Sometimes, moving a sentence or paragraph to a more appropriate position can result in greater clarity of the material.

Flow reading has proven effective in reviewing literature. Each member holds a copy of the material. Someone reads the material with no interruptions, while other members note desired changes on their copies. Avoid getting bogged down with grammar and punctuation at this point. Someone reads through the material again slowly. Discuss the changes noted during the previous reading. Limit the discussion to actual notes made during the reading. This helps to improve the material without being overly analytical.

When the need arises for original written material on a topic that is not covered, a volunteer from the group might be sought. The group should first share its thoughts and experiences on what should be included on the topic. It is important to take clear notes on this so that the volunteer recorder may accurately represent in writing what the group is saying. Then one or two volunteer members go somewhere alone to draft the material. We have found that it is very difficult to write as a committee and one or two members writing on their own is more productive.

This draft is returned to the group and flow read, and any additions or deletions are made. The process of flow reading and discussion continues until the group is satisfied

with the draft. The priority for editing should be grammar, punctuation, and finishing touches. If someone in the group has editing and grammar skills, great! Clean the piece up as best you can. If not, don't get too bogged down with the editing. When your material is submitted to the WSC Project Group, it will be evaluated and edited before final distribution.

In large workshops where many groups are involved, the completed drafts are taken to the full workshop group and the flow reading process is repeated until the larger group is satisfied with the draft. Experience has shown that a larger group can more accurately represent the needs and views of NA as a whole.

### **Approval-Form Workshops**

Approval-form literature is literature that has been developed through the literature input and review process to a completed form. Literature in the approval-form is either accepted or rejected as NA conference-approved literature by the WSC. Since this literature is distributed for final consideration, not for input, a workshop on this literature should reflect this difference. Normally, this type of workshop is for the purpose of offering members the opportunity to evaluate the piece, so that they may make a decision on whether to vote to approve the piece when their home group decides on decisions for the conference agenda report.

The following are some basic suggestions that help us in evaluating an approval-form piece:

1. Will this piece of literature be a helpful tool to aid our groups in fulfilling our primary purpose?
2. Is there material in this piece that is in conflict with our basic philosophy of NA, as expressed in our Twelve Steps and Twelve Traditions?
3. Overall, is the item acceptable or unacceptable?

### **Workshop Records**

It is a good idea to maintain copies of the originals of each draft from a workshop. The original, or a clean copy, should be forwarded to the next level of service. The next committee then becomes responsible for evaluating and forwarding the new material.

It is a good practice for the literature review and development committee to maintain its draft copies until a new draft is generated at the next level of service. In this way, no material will be lost, and complete records will be available if it should become necessary to reconstruct the piece because of lost records in another committee.

The WSC Project Group is responsible for the evaluation and distribution of all new material for our worldwide fellowship. Carolina Regional and area workshops generally focus on serving the members of their local fellowship, and this allows the WSC Project Group to coordinate the review of literature.

## Appendix A - Review and Input Sample Session Profile

The following is an example Session Profile to assist a Facilitator in presenting and conducting a workshop. Session Profiles will normally accompany World Service Conference projects, as available, to assist members in conducting workshops in an effective manner as to gain the necessary input to assist project groups in compiling material.

### PROJECT 1: THE PROJECT TITLE

90 MINUTES

#### GOALS OF SESSION:

- Raise awareness of the project and opportunities for involvement
- Gather input for development or review
- Work through the session profile with others who will do this in their home communities.

**On tables are Pens, Brainstorming Guidelines, Ground Rules, Facilitator's Guides and Draft material for input or review. Ideally there should be enough copies of the draft material so that each participant has one for the read through portion of the session. The times indicated are estimates and may vary depending upon the size of the group.**

#### LEADER WILL PROVIDE A SESSION SETUP

10 MINUTES

#### Background and Introduction to the Project

- [Background history of when the project began and particulars of the progress of the project.]
- [Give a summary explanation of what this project and idea is envisioned to provide for the fellowship and what specific items the material will cover.]
- [Provide a general understanding of how each member can provide input or review as well as examples of how and what each member can focus their thoughts and experience.]
- [Explain what the final outcome will be focused on providing.]
- As with any literature development process, the beginning of this process is the best time to offer input which might affect the overall scope of the book.

#### REVIEW AND INPUT:

- [Provide an explanation of the timelines associated with the project and periods that input and review will be requested.]
- The deadline for input on this review period is [ **dd Month yyyy**].
- The APPROVAL FORM of the book will be released in [Month yyyy] for [time period]. Approval requires a 2/3 vote of the Regional Delegates at the World Service Conference.

## REVIEW AND RESPOND TO THE QUESTIONS

60 MINUTES

Icebreaker

5 minutes

Have the members of the small groups introduce themselves to one another and offer an interesting detail about themselves that others don't know. Groups of not more than 10 people are best.

## SMALL GROUP

55 MINUTES

Post the questions where participants can see them, use a PowerPoint to display them, or have the questions printed and placed on each of the tables.

### Development Input

DISCUSSION NOTES: Allot 40 minutes for members to write about their experience strength and hope with focus on how the recovery program on NA helped them through the experience by applying spiritual principles attained through working the steps, traditions or concepts of NA. (See the Sample Input Form contained in Appendix B)

### Review and Input

It is our hope that this material will speak to all NA members and enhance the therapeutic value of one addict helping another. This will necessitate discussing all elements of our lives on topics that at first glance may appear to be outside issues, yet as NA members we navigate those issues on a daily basis by applying the spiritual principles that we have developed through work the program on NA.

It is worth keeping in mind that these drafts have not been fully copyedited and as a result may contain spelling errors or erroneous punctuation. The approval form of the material will have been fully edited to eliminate such occurrences so the focus of the review sessions can remain on the concepts being communicated rather than spelling or punctuation.

These questions will help to focus your review sessions.

OUTLINE: Allot 15 minutes for this process.

**This outline represents our best ideas right now about what will be covered in each chapter. It is a work in progress.**

1. What are your overall impressions of the outline?
2. Are there any ideas or concepts missing from the outline? If so, what specifically is missing?
3. Is there anything in the outline that should be removed or modified?

MATERIAL REVIEW: Allow 40 minutes for the chapter review.

**Review each chapter separately. It is helpful to read the material aloud as a part of the review process. Reading the entire chapter is recommended before responding to the questions. Use the same questions for both chapters. Members may find it helpful to note areas they want to return to after the read through is completed.**

1. What are your overall impressions of the chapter? Please rate this chapter on a scale of 1 to 10; with 1 representing “don’t like it at all” and 10 representing “loved it.” Try to be specific about what you particularly liked or disliked in the chapter.
2. Are any ideas or concepts missing from this chapter? If so, what specifically is missing?
3. Are there concepts or ideas that should be elaborated upon or expanded in some way, including ideas that are inadequately explained? Please be as specific as you can.
4. Is there anything in the drafts that should be removed or modified, including anything that is not consistent with our NA principles? If so, what specifically should be removed or modified, and why?

#### **REPORTS BACK FROM THE SMALL GROUPS**

**15 MINUTES**

**Once time has expired, facilitate a brief discussion about the groups’ work, addressing one set of questions at a time.**

- Allow the small groups to share their overall impressions and views regarding the material they reviewed. This is not a time to get into specific input.

#### **CONCLUSION AND WRAP UP**

**5 MINUTES**

Here are some other avenues to offer personal input for this project:

- Periodically a Project Discussion Area is created by a project group is a discussion board for members of the fellowship to offer their thoughts regarding the material to be in the book.
- Input from this session can be sent to email groups that are created to distribute input and review material to members of the project group and NAWS staff appointed to assembling material for review.
- As always we welcome the submission of material from our members via regular postal mail as well; send that material to:

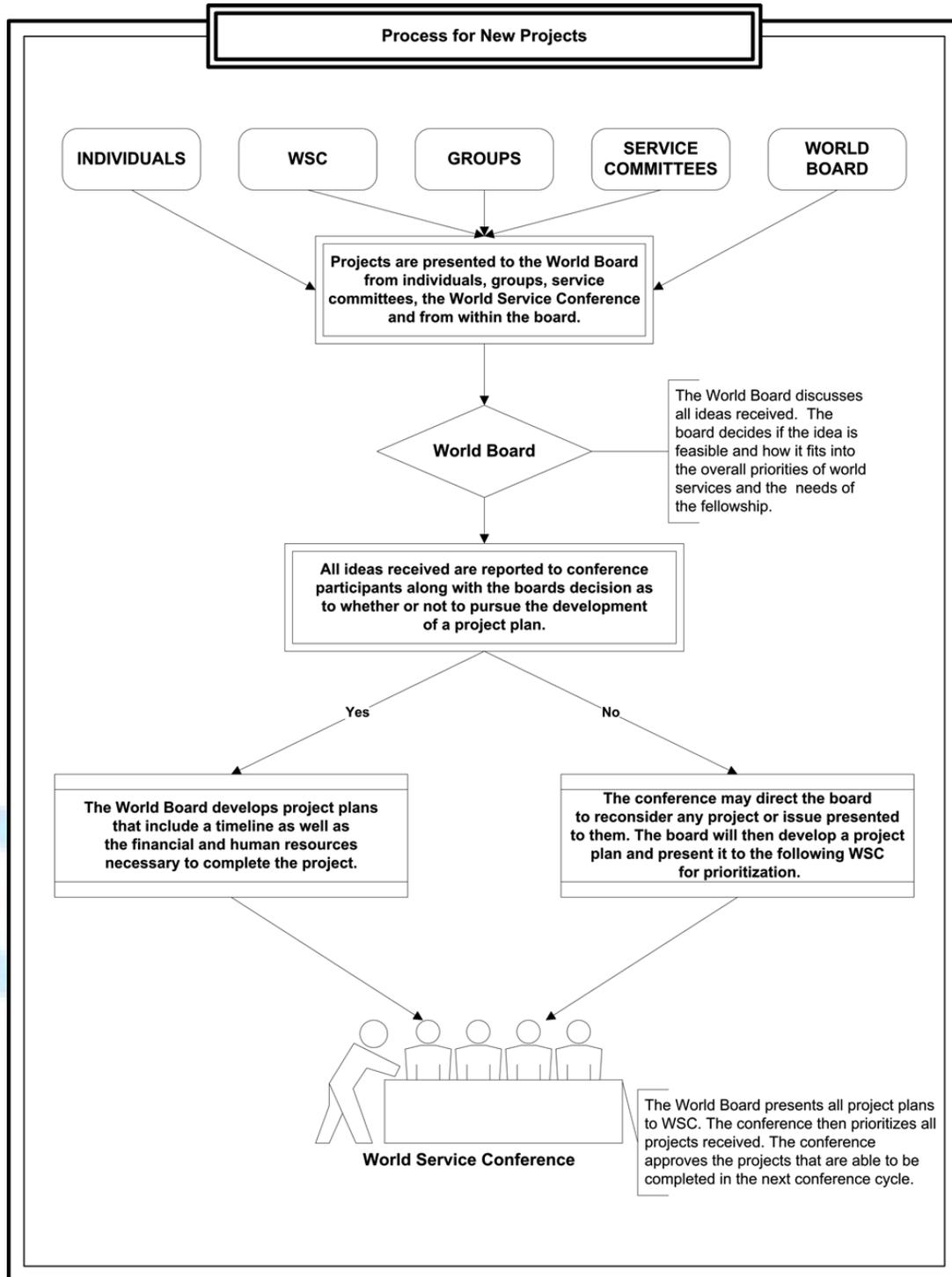
NA World Services  
ATTN: [Project Group]  
PO Box 9999  
Van Nuys, CA 91409





## Appendix C - WSC New Project Process

The following is flow chart from A Guide to World Service that provides information on how projects are formulated and reviewed for planning and discussion based decision process.



# 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.