

Asia Pacific Forum Strategic Plan 2019

APF Statement of Purpose:

The Asia Pacific Forum is made up of the NA Communities from the Asia Pacific Zone. The following is the stated purpose of the Asia Pacific Forum, which this plan honors:

1. We, the NA Regions and communities of Asia Pacific, have joined to discuss issues of mutual concern, address our common needs, exchange ideas and share experiences to further our primary purpose.
2. This forum is intended to complement the existing service structure of APF.

Our Vision is that one day:

- a) 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;
- b) NA communities worldwide, NA World Services and the APF work together in a spirit of unity and cooperation to carry our message of recovery;
- c) Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

Asia Pacific Forum Goals

Goals define the outcome we would like to see: where we would like APF to be in 5 years time. The nature of APF is that we are a spiritual program, comprised of volunteers from many countries, meeting only once a year. It is too difficult for us to quantify the outcomes we would like to see with any certainty beyond the next year or two. These goals are therefore necessarily qualitative (broad and general) in their nature.

Fellowship Development:

To encourage and support Fellowship Development efforts within the Asia Pacific zone.

Communications:

To encourage, maintain and support communication among NA members, Communities and Regions within this part of the world.

Financial:

To be financially secure, with sufficient funds to sustain APF's ongoing service efforts, and with a prudent reserve.

Translations:

To encourage and support translations of NA literature into our languages.

External:

- a) To continue working with NA World Services in our service efforts.
- b) To establish and maintain relationships with other Zonal Forums around the world.
- c) To establish and maintain an increasing number of relationships with other institutions and agencies within the APF communities.

Planning:

To have strategic planning, including monitoring and ongoing reviews of those plans, integrated into the APF agenda.

Strategic Planning Decision made during the 2019 Conference in Bali, Indonesia

For the first three years, strategies were created by the delegates in the APF meeting. Those strategies have been pursued by the respective workgroups. In the year 2019, the strategic planning sessions changed from that approach, and focused on specific issues/challenges arising from the Strategic Planning process. We realised that a good number of strategies have been executed but are ongoing in nature. At the 2019 conference, we did not adopt new strategies, or prioritize the existing strategies.

The following solutions/consensus/suggestions have been included in this Strategic Plan. In addition the ongoing and carried forward strategies from the previous three years are also included in this document. Each Workgroup will prioritize and pursue their ongoing and carried forward strategies.

Work Group	<i>Fellowship Development Strategies (including Women's FD):</i>
Long Term Goal	To encourage and support Fellowship Development efforts within the Asia Pacific zone
Point Persons	<i>FD Coordinator (Joydeep, India) Women's FD Coordinator (Sharon, Aotearoa New Zealand)</i>

The following strategies have been carried forward from 2016-2018. In each conference, delegates have prioritized strategies on need basis. The FD Workgroup will prioritize the following strategies for the year 2019-2020.

Strategies Carried Forward - 2016 to 2019
<ul style="list-style-type: none"> ● Prioritized list of countries for FD ● Women's participation in FD trips ● FD resource pool ● Allocated portion of FD Budget for Women's FD ● Refine the existing guidelines and incorporate FD process flow within the guidelines. ● Create guidelines for FD follow-up trips. ● Ensure FD Trips are offered to communities that have never been offered FD Trips ● Support Guidelines in taking the fellowship to communities with different cultural or language backgrounds (for example: Japan-Korea, Hong Kong- Expat to Chinese) or Utilize culturally compatible travelers from neighboring communities for FD trips. [Multiple countries participation]. ● Request support from NAWS to address communities needs where APF cannot reach ● Make a list of people for FD, based on the ability to participate by a standard template ● Online Workshop with NAWS Session Profile ● Establish an Outreach position to reach out to the communities who are not with APF ● Create a needs assessment tool to determine the requirement of FD trips of the communities ● Follow up / review of completed FD trips

Translations Strategies

According to the APF 2018 meeting decision, Translations becomes a part of FD with the following directions:

- Make translations as a part of our Fellowship Development trip if the community requires this support
- Areas addressed for implementing this high priority strategy:
 - Skills and Experiences need to be included in FD travel teams:
 1. Experience with LTC processes at Area or Regional Level
 2. At least one member of the FD team is knowledgeable with the local language.
 3. Awareness of the local meeting needs and local resources.
 4. Knowledge of translation process start to end.
 5. Motivational experiences and catch phrases for LTC members.
 6. Ability to communicate, share knowledge, and build rapport with local language speakers.
 - Specific topics could be addressed in the trip, planning to energize the local community:
 1. Audio material that includes Translation Basics and part of the Basic Text.
 2. Cultural sensitivity to both language and processes.
 3. Create awareness of the importance of LTC work to the local community.
 - Sections of Translations Basics could be improved: Broken down into separate documents:
 1. How to start an LTC
 2. Translation of IPs and glossary
 3. How to translate books.
 - Types of tutorials: videos, worksheets, web meetings which would be helpful: Please Focus on:
 1. Share success stories – biggest challenges and how to overcome them.
 2. Videos of LTC members sharing their experience.
 3. Workshop successes and biggest challenges to share ideas on how LTCs overcome obstacles.
 4. Single page summary sheet.
 5. Online LTC Workgroups.

Work Group	<i>Public Relation Work Group</i>
Long Term Goal	<p><i>(a) To continue working with NA World Services in our service efforts.</i></p> <p><i>(b) To establish and maintain relationships with other Zonal Forums around the world.</i></p> <p><i>(c) To establish and maintain an increasing number of relationships with other institutions and agencies within the APF communities.</i></p>
Point Person	<i>PR Coordinator (Amitabh, India)</i>

At the 2019 APF Conference, we decided that all the external strategies of the FD work group and responsibilities of the Communication work group will be performed by the PR work group. There will no longer be a Communications work group.

We decided to continue our virtual meetings, details of which have been included below.

The PR Workgroup will prioritize the following strategies for the year 2019-2020.

Strategies Carried Forward - 2016 to 2019

- APF Membership survey
- Inter Zonal Meeting with EDM, Africana, Russian Speaking Zones
- APF and NAWS collaboration on PR presentations to high level professional or government organizations.
- Invite government officials and health professionals to attend a PR presentation as part of one day of the APF meeting.
- Develop and adopt a survey tool to determine the demographics of our communities.
- Create a template that can be used by APF communities to assist them becoming officially recognized by their government.
- Explore the challenges of women in recovery.
- Place literature racks in professional organization's buildings.
- Make local website details information available to governments and NGOs.
- More efforts and focus on rehabs, H&I, with continued follow up.
- PR specifically for attracting women to meetings.
- APF submits World Board nominations.
- Create an APF service pamphlet for medical and other agencies about APF.
- APF delegate attending other zonal forum meetings.
- Membership survey template created and made available in all languages of APF.
- Collaboration with other zonal forums to send delegates (e.g. PR) to attend conventions, and send merchandise.
- APF members are participants on NAWS workgroups.
- Hold CAR and CAT workshops at APF.
- Send newsletters and a summary of annual reports to other zonal forums.

Continuation of Virtual Meeting with following delegate's consensus.

- Consensus to continue moving toward trialling virtual meetings
- Duration of the virtual meeting: Between 1 to 2 hours
- Agendas
 - Workgroup and Trusted Servant updates/reports (high priority)
 - CAT/CAR discussion and workshops (high priority)
 - Community updates, highlights, challenges (high priority)
 - Issue Discussion Topic workshops
 - APF Orientation Session
 - Having more than 1 session to accommodate different time zones
 - Break out rooms for small group discussion

Work Group	<i>Money Matter Work Group</i>
Long Term Goal	To be financially secure, with sufficient funds to sustain APF's ongoing service efforts, and with a prudent reserve.
Point Person	<i>APF Treasurer (Sushil, Nepal)</i>

At the 2019 APF Conference, we decided that all the existing strategies of the Money Matters Work Group will be continued.

The Money Matters Workgroup will prioritize the following strategies for the year 2019-2020.

Strategies Carried Forward - 2016 to 2019

Financial:

- Workshop for communities on financial matters.
- Cost effective APF locations.
- Financial reporting to communities.
- Encourage self-funding to APF.
- Encourage contributions to APF.
- Budget reviews.
- Empower communities to generate more funds, include these in FD trips.
- Budget planning for FD expenditure.
- Encourage communities to hold APF fundraising events such as a 'Gratitude Week'.
- Financial aspects to be considered each time an APF service body makes decisions.
- Venue should include 'daily package' as to not be an extra cost to delegates.
- 7th Tradition workshops on contributions to APF.
- Encourage those communities to bid who have not hosted an APF before and are cost effective.

Convention:

- Convention guidelines review - working document.
- Partnership between APF and local committees.
- Open convention attendance to professionals and public.
- Ensure there are FD activities in every APF convention.
- Once in every 5 years, allocate the entire yearly FD Budget to support an APF convention to be held in smaller NA communities that are unlikely to host APF in any other way.
- Provide a financial report of the APF Convention within 60 days of the Convention to ensure accountability.
- Create a process to find the metrics of newcomers who continue attending NA meetings after the convention.
- Create different packages (Accommodation, Food, Transport, Registration etc.) which considers a range of options for the participants.
- Create an assessment process for APF conventions, how could it affect and benefit local communities.
- Ensure APF FD for various communities by holding convention in different places.

Output from 2019 Conference

The following section provides an outline of delegate's ideas regarding some aspects of the APF Convention. As there has been no consensus on any single idea, all the ideas will be passed on to the Money Matters workgroup for further refinement.

- **Ratios for start-up fund, surplus sharing, or loss coverage between APF and the hosting Community:**
 - *Sharing of Start up Fund:* 100% start up fund will come from APF.
 - *Ratio of surplus/deficit share:* 50% APF / 50% Host Community as standard policy for surplus/deficit reflecting APF flexibility to maximise community participation ability.

- **Convention Meeting Structure**

High Priority

 - Continue having an Admin Point Person.
 - Clarify accountability
 - Minimum of 2 Regional Delegates on planning committee
 - Have planning meetings open to attendance from local members and APF delegates/trusted servants
 - Share communications with APF Delegates to provide updates on APFCNA planning.

Work Group	<i>Merchandise Work Group</i>
Point Person	<i>Merchandise Chair (Mohit, Bangladesh)</i>

At the 2019 APF Conference, we decided that we already have a long list of pending strategies carried forward from the last couple of years. We have also realized that, some strategies are ongoing in nature, and can be added to the Merchandise Guidelines.

The Merchandise Workgroup will prioritize the following strategies for the year 2019-2020.

Strategies Carried Forward - 2016 to 2019
<ul style="list-style-type: none"> ● Create a Vice Chair for Merchandise Committee. ● Authorization letter for delegation regarding who will carry the merchandise through customs. ● Merchandise sales available on APF website. Other communities can sell their merchandise through APF Website with 20% of those sales going to APF ● Create a list of existing APF Merchandise in APF Website. ● Create a folder of different designs from communities in the G-Suite. ● Ensure lowest production and lowest shipping cost use of internet. ● Develop a tool for better communication with the Newsletter Editor as well as communities. ● Ensure wide variety of Merchandise. ● Key Tags * Postcards * Small or exclusive items. ● Encourage communities to invest in merchandize to fundraise for APF. ● Review and priorities ongoing strategies. ● Utilize local resources for the cheapest production.

- Widest variety of merchandise.
- Target small or exclusive merchandise items.
- Encourage RDs to sell merchandise in their community.
- APF online sale of APF Merchandise.
- Communities locally produce and sell their own APF Merchandise.
- Include the cost of production in all merchandise reports.
- Explore cost-effective sources for merchandise.
- Keep an updated inventory of merchandise and share with the communities

Work Group	<i>Newsletter Work Group</i>
Point Person	<i>Newsletter Editor (Phyllis, Hawaii)</i>

At the 2019 APF Conference, we decided that we already have a long list of pending strategies carried forward from the last couple of years. We have also realized that, some strategies are ongoing in nature, and can be added to the Newsletter Guidelines.

The Newsletter Workgroup will prioritize the following strategies for the year 2019-2020.

Strategies Carried Forward - 2016 to 2019
<ul style="list-style-type: none"> ● Newsletter contact person in each community ● Sharing between communities and APF ● Inclusion of photos from Regions ● Request Regions submit yearly articles ● Seek personal stories for newsletter ● Wider distribution of newsletter ● Guidelines re use of personally <u>identifying photos</u> ● Encourage communities to add a link to the APF newsletter on their website ● Use other languages on the Newsletter for personal stories on rotation basis ● Make a list of topics for inviting articles in the newsletter ● Develop a tool for better communication with the Newsletter Editor as well as communities ● Use other languages on the Newsletter for personal stories on rotation basis ● Create a page on the APF Newsletter on recovery related fun (joke, humour, etc.). ● Encourage communities to add a link to the APF newsletter on their website. ● Redesign the newsletter with inclusion of creative and attractive contexts (pictures, graphics, symbol, etc.). ● Make a list of topics for inviting articles in the newsletter. ● Providing hard copies to member communities, those who have restriction over use of internet. ● Develop a tool for better communication with the Newsletter Editor as well as communities

Work Group	<i>Web & Technology Work Group</i>
Point Person	<i>Web Servant (Mark, Aotearoa New Zealand)</i>

At the 2019 APF Conference, we decided that we already have a long list of pending strategies carried forward from last couple of years. We have also realized that, some strategies are ongoing in nature, and can be added to the Web & Technology Guidelines.

The Web/Technology Workgroup will prioritize the following strategies for the year 2019-2020.

Strategies Carried Forward since 2016 to 2019
<ul style="list-style-type: none"> ● Periodical update of all events happening in APF communities. ● Create mobile app for better communication/information. ● Create a public Facebook page for professionals. ● Include password protected video on training/workshop in Google Drive. ● Periodical update of APF contacts. ● Explore/open alternate way of contribution other than PayPal. ● Language options on website ● Online forum ● Videos storage online ● Visitor count on website ● Create mobile app for better <u>communication/information</u> ● Create a page for professional on APF Website. ● For the benefit of future trusted servants writing down how we use online tools for our service work

Output from 2019 Conference

Data and Privacy

This has been rated as a very important issue by the delegates, with consensus that any personal identifiable information should be protected.

Moving Forward

Consensus that the Web Servant and admin should review, investigate and implement changes.

Work Group	<i>Strategic Planning Work Group</i>
Long Term Goal	<i>To have strategic planning, including monitoring and ongoing reviews of those plans, integrated into the APF agenda.</i>
Point Person	<i>Strategic Planning Point Person (Hasib, Bangladesh)</i>

Strategies Carried Forward since 2016 to 2019

- 2 yearly inventory and evaluation of planning/goals.
- Mentoring program for potential future trusted servants.
- Make a tool for community planning before strategic planning.
- Monitoring / Reviewing SP process.
- Environmental scan.
- Yearly inventory of what has worked.
- Monitoring & evaluation tools.
- Motions need to be submitted within 60 days for at least 30 days evaluation time