European Delegates Meeting

GUIDELINES



Updated Oct 2026

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INTRODUCTION

These guidelines aim to provide a clear and practical framework for the functioning of the European Delegates Meeting (EDM), ensuring that the principles of unity, transparency, and service are reflected in all its practices. Developed through collective experience, they are intended to facilitate cooperation among participating communities, support fellowship development across EDM Zone, and promote effective communication between delegates and various service bodies, to support the groups fulfilling their primary purpose. The document outlines structures, roles, responsibilities, procedures, and decision-making processes, in alignment with Consensus-Based Decision Making (CBDM) principles and the vision for NA service. It is intended to serve as a practical reference for all involved members, promoting consistency, continuity, and inclusiveness in EDM activities. Should be read in conjunction with the EDM Past Decisions document.

1. EDM – HOW IT CAME ABOUT

Starting in 1984 in Dublin (Ireland) as a merely service-oriented sharing session in which Delegates (not necessarily RSRs or ASRs) presented informal reports of their communities, the **European Conference and Convention (ECC)** then evolved to a recovery celebration with service workshops in its agenda.

On July 1990, at the ECC 7 in Lisbon, the following Motion was approved on the floor:

> *"To delegate to a small group the representation of the European fellowship to go on from here and develop ideas and options for continuing growth and possible service structure development in Europe, with no power to set policy".*

This **"European Study Group"**, later (at the ECC 8 in Rome in July 1991) renamed as **"European Resource Group"**, worked for two years and presented its findings to the European Delegates present at the ECC 9 in Antwerp in July 1992.

At their meeting in Brussels in January 1993, the Delegates recognized that they were in fact the *"Large Representative Body"* option that had been described by the "European Study Group":

> *"A Forum in which European fellowships can meet together on a regular basis, through Delegates elected by individual European N.A. communities".*

They then named it the **"European Delegates Meeting"**, and agreed that the intent for this body was:

> *1. To increase awareness and response to European needs through regular communication.*
>
> *2. To define the decision-making process and points on common European issues.*

2. EDM MISSION STATEMENT

"EDM is a European based forum of multi-lingual and multi-cultural NA communities inside and outside Europe, whose mission is to further their common welfare and unity, support their growth and help them fulfil their primary purpose of carrying the NA message to the still suffering addict."

3. EDM AND THE NA SERVICE STRUCTURE

At the WSC 92 in Dallas, the following motion was approved: - *"The World Service Conference affirms that zonal forums, as service-oriented sharing sessions that provide means by which NA communities can communicate, cooperate, and grow with one another, are valuable components of NA. We support the continued work of the zonal forums that exist today worldwide and encourage any further efforts NA communities may take to support one another"*.

This was the first time that "Zonal Forums", and consequently EDM, received any sort of formal recognition from the existing NA world service structure.

At this point in time, however, as a result of the world services inventory process, it is foreseeable that this scenario might be subject to substantial changes in the near future. In the Resolution Group report, namely in chapter 3 concerning *"Structural Resolutions for the NA Service Structure"*, a new structure is proposed based on ***"Geographic Divisions (who) will send representatives to make up the new World Service Conference".***

4. 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.

5. EDM SERVICE COMMITTEE (SC)

Objectives

The general objective of the EDM Service Committee is to assist the functioning of EDM and further its extended action throughout the whole year. To achieve this, the Service Committee has the following general responsibilities:

1. To prepare and chair all EDM conferences, which includes preparing the agenda, taking minutes, preparing the budget and keeping a good record of all contributions and expenditures, etc.
2. To prepare all financial, and general paperwork required in the general running of the legal association as stated within the byelaws and facilitate the yearly running of the legal association.

3. To ensure and facilitate EDM communications.
4. To ensure communications with and support ongoing EDM projects (e.g. workgroups).
5. To liaise with the ECCNA organizing committee and support the planning of the event.
6. To fulfil any tasks given by the delegates whenever EDM is not in session.
7. To take financial decisions in the interim period on EDM's behalf for funding requests and fellowship development trips based on the authorized budget taken by the body at the end of every meeting.
8. To organise 2 online Community Dialogue meetings per year, after each EDM. These meetings will be recorded.

6. COMPOSITION OF EDM'S SERVICE COMMITTEE (SC)

Service Committee (SC) members are:

- Chair and Vice Chair
- Treasurer and Vice Treasurer
- Secretary and Vice Secretary
- Public Relations Chair and Vice Chair
- Fellowship Development Chair and Vice Chair
- Zonal Delegate and Alternate
- Media Coordinator and Vice MC



Steering Committee (STC) members are:

- Chair and Vice Chair
- Treasurer
- Secretary

General Criteria

The suggested criteria for Service Committee positions are:

- Five years minimum clean time.
- Time and ability to fulfil the tasks that fall within the Service Committee responsibilities.
- A working knowledge of the 12 traditions, and 12 concepts of NA service.
- Commitment to serve the full term.
- Be available to attend both EDM meetings for five days, every year.
- Be available to attend EDM SC meetings online in the interim periods.

Rotation

Rotation of Service Committee members, like that of other service positions within the fellowship, is the process by which a trusted servant, when their commitment has come to an end, 'rotates' off (steps down, resigns) to allow another member to take on that commitment.

It means that a person does not automatically take on another term in that position or any other, without an election process. For example, a vice-chair of a committee will need to be elected to the position of chairperson, even though they were elected to the position of vice-chair on the understanding that they would be prepared to take on the position of chairperson when their commitment finished.

A trusted servant can put themselves forward for a position and be elected for a maximum of 2 consecutive terms.

In order to have continuity and good transfer of knowledge, a trusted servant can be requested to extend their service commitment for an additional period (maximum of 1 year) after their term, if the EDM body deems this appropriate.

Clean Time, Term and Attending for EDM Steering & Service Committees			
Position	**Clean Time**	**Term**	**Attending**
Chair	5 Years	2 years	4 EDM Meeting
Vice Chair	5 Years	2 years	4 EDM Meeting
Treasurer	5 Years	2 years	4 EDM Meeting
Vice Treasurer	5 Years	2 years	4 EDM Meeting
Secretary	5 Years	2 years	4 EDM Meeting
Vice Secretary	5 Years	2 years	4 EDM Meeting
Zonal Delegate	5 Years	3 years	6 EDM Meeting
Alternate Zonal delegate	5 Years	3 years	6 EDM Meeting
Media Coordinator	5 Years	2 years	4 EDM Meeting
Vice Media Coordinator	5 Years	2 years	1 EDM Meeting
Public Relation Chair	5 Years	2 years	4 EDM Meeting
Public Relation Vice Chair	5 Years	2 years	4 EDM Meeting
Fellowship Development Chair	5 Years	2 years	4 EDM Meeting
Fellowship Development Vice Chair	5 Years	2 years	4 EDM Meeting

Updated according to Malta winter EDM 2025

(Table 1)

The role of EDM delegates

Delegates are the voice of their NA communities. They share what works for them and ask for help when they need it. This can also take place between each EDM.

Delegates carry the experience of their communities to EDM, sharing challenges and solutions with other delegates. In turn, they carry the experience of other communities back to their own. They also report on events such as conventions, developments, and the growth of fellowships within their zone.

They can maximize the benefits of their relationship by communicating frequently and responding promptly to each other, much as they would in their local fellowship.

The time between EDM's is a good opportunity for communities who share a common language to speak with each other, share any concerns and formulate questions to the rest of EDM.

EDM also serves as an opportunity for personal contact with NA World Services, and through them the rest of the fellowship around the world, particularly for those Regions not seated at the World Service Conference. During our meetings we have the chance to ask questions, share experience with the NAWS members attending and give input to current NAWS projects. Many delegates have also found that bringing home news from around the world engages the interest and enthusiasm of our local members.

Since EDM began our zone has experienced significant growth, with new meetings in many new and established communities. If we continue to focus on the primary purpose of all our NA bodies, to carry our message to those who have yet to hear it, we can continue to be part of this growth. As delegates to EDM we bear a substantial responsibility to fully participate in the process.''

7. ROLES AND RESPONSIBILITIES OF EDM SC MEMBERS

Responsibilities that apply to EDM SC

- To be prepared to attend EDM from Wednesday evening to Sunday evening, to include preparatory and follow-up meetings with Service Committee members. The Service Committee will meet before the conference to prepare all information for the weekend and after to review all decisions made during the meeting, discuss the minutes, and set work to be done in the interim period. If an extra day is needed for preparation by the Service Committee, then a request will be made to EDM one meeting before.
- To take part regularly in the Service Committee meetings (online and at EDM) held in the interim period to take decisions and prepare the business of EDM. Online meetings will be set by the chairperson and sub-committee members will be asked to participate when needed.
- All members who receive or have access to EDM funds outside of the scope of the Funding Request process, are required to complete the Misappropriation of EDM Funds form, appended.

Responsibilities that apply to EDM´s Steering Committee

- To take financial decisions on EDM's behalf, by consensus with the other Steering Committee members in the interim period. As trusted servants of EDM, the body has enabled the Steering Committee to take financial decisions on EDM's behalf, in the interim period, on requests for funding and development trips, based on the budget approved at each meeting by the body.
- The Steering Committee can also take other necessary decisions that need to be approved before the next meeting. Any necessary decisions taken by the Service Committee in the interim period are to be reported to the body at the next meeting in their report.

Chairperson

The chairperson is the single point of responsibility to EDM. The chairperson is the main point of contact for the Service Committee. The chair is accountable and responsible to see that all other Service Committee members have prepared all documents for the timelines set for each person. Duties and responsibilities are:

- To be the main point of contact for members and with other service bodies: World Services and other service bodies outside EDM.
- To chair EDM meetings in such a way that the agenda is met and by using consensus-based decision making.

- To organize Service Committee online meetings, between meetings and chair these in such a way that the agenda is met and by using consensus-based decision making.
- To ensure that experience on Service Committee positions is shared to all new Service Committee members.
- To direct the secretary to circulate any relevant information received to all EDM participants.
- To produce a draft agenda to be sent out in mailing # 2.
- To produce the Steering Committee report with the vice-chair one month before EDM.
- To oversee ECCNA matters with the vice-chair as stated on the ECCNA guidelines.

Vice-chair

The primary role of the vice-chair is to support the chair and take the role of chairperson if the chair is unavailable. Duties and responsibilities are:

- To take an active role in 'shadowing' the chairperson (i.e. taking the chairperson's role once a day at EDM sessions).
- To assist the chair in drafting an agenda to be sent out in mailing # 2.
- To work with the chair to produce the Steering Committee report one month before each EDM.
- To oversee ECCNA matters with the chair as stated on the ECCNA guidelines.
- To be the liaison between the SC and the organizing committee for the winter EDM and facilitate hospitality at EDM (equipment, space etc).
- To be the liaison between the SC and EDM Media Coordinator.
- To be the liaison between the SC and any workgroup appointed by EDM.

Treasurer

The primary role of the treasurer is to deal with all finances at EDM. To deal with the bank account and give clear and precise reports on income and expenses of EDM. Duties and responsibilities are:

- To produce a clear treasury report showing all income and expenses to be sent in mailing # 3 before EDM for the body to review.
- To produce a clear treasury report showing all income and expenses to include a clear final budget breakdown during the meeting for the delegates to approve.
- After 1 week from last day of EDM, Treasurer will send the funding request form to all delegates for the next EDM.
- To provide a travel receipt form to members who have applied for funding.
- To send a confirmation mail to (Region, Group, Area and members) who has donated to EDM, if requested.
- To send a quarterly expenses report to FD, PR and ZD to show the expenses for not exceeding the approved budget.
- To prepare transfers of approved budgets for funded delegates and other approved expenses for EDM meetings and ECCNA.

- To attend the ECCNA in person and online meetings with the vice chair of EDM as stated on the ECCNA guidelines.
- To submit a monthly report regarding income and expenses to Service Committee meeting
- To mentor the Vice treasurer in all treasury related duties.
- To provide a closing report for all income and expenses of the ESLD.
- To make sure that the budget is used in accordance with the priorities set by EDM body.
- To make all bank statements available upon SC request.
- To be the main signatory for the bank account, as the treasurer of the legal association, if possible.
- To submit the fees of the EDM Accounting office "Special worker "at the yearly budget and have them approved at the EDM.
- To submit and update the balance sheet and financial documentation during the fiscal year to the accounting office/special worker to finalize the accounting statement for submission to the relevant authorities in Belgium, up until June (in person if needed).
- EDM Treasury is responsible for issuing and archiving the misappropriation of EDM funds form, appended, and travel receipts form. All members who receive or have access to EDM funds outside of the scope of the Funding Request process are required to complete these forms.

Treasurer particular requirements:

- Professional experience or NA service experience in managing finances as treasurer for Area, Regional or Zonal services and having completed the term.
- Experience in managing finances for a legal entity (NA or non-NA).
- Knowledge of operations such as posting bank and cash transactions into revenue and expense accounts.
- Knowledge of processing a trial balance for revenue and expense accounts and establishing income statements.
- Advanced use of spreadsheet programmes (use of formulas, creation of complex forms and spreadsheets, linking of multiple tabs, data's import and export).
- Attending 2 EDM meetings (Winter and Summer) per year.
- Attending the ESLD every 2 years.

Vice treasurer

- Will be elected at the same time as the treasurer,
- Will attend all 4 EDM meetings as vice-treasurer,
- Will be in touch with the treasurer by e-mail or other convenient means of communication,

Assets:

- Professional experience or NA service experience in managing finances as treasurer for Area, Regional or Zonal services and having completed the term.
- Knowledge of operations such as posting bank and cash transactions into revenue and expense accounts.
- Knowledge of processing a trial balance for revenue and expense accounts and establishing an income statement.
- Advanced use of spreadsheet programmes (use of formulas, creation of complex forms and spreadsheets, linking of multiple tabs, data's import and export).
- To help the treasurer in his duties.

Secretary

The role of the secretary is to keep an accurate record of the proceedings at both EDM sessions and the Service Committee meetings. This involves noting the key points of the discussion and outcomes, but also where relevant, the process by which decisions were made, and what action is to be taken.

Vice secretary

- Will be elected for 2 years into the secretary's commitment.
- Will attend all EDM meetings as vice secretary,
- Will be in touch with the secretary by e-mail or other convenient means of communication.

Duties and responsibilities are:

Before EDM:

- To manage EDM e-mail account contact@edmna.org and keep delegates contacts updated,
- To reply to e-mails with questions and issues or, when appropriate, forward these to relevant parties in EDM.
- Send communications on behalf of SC members with EDM body and receive communications from EDM body to SC members,
- Point of communication for all reports and materials of sub committees and EDM body,
- Prepare Agenda for EDM meeting in cooperation with STC members, at the approval of the Chairperson.
- Arrange and send link for SC monthly online meeting to SC members, take minutes inside these meetings with the help of vice secretary.
- Prepare community report files.
- Send Mailing 1, 2 and 3 to delegates.
- Send visa letters when needed by delegates.

- Relay communications via the EDM e-mail account contact@edmna.org with other zonal forums, WB and NAWS when needed.

After EDM:

- To produce a draft set of minutes and the mailing list and send them out sixty days after the meeting. Documents are to be sent out by e-mail to all delegates, except for delegates who request them to be posted.
- To update the EDM guidelines with decisions made at EDM. (The update process on the EDM guidelines should include all decisions from the winter and summer meetings).
- To keep an archive of the minutes and any correspondence at EDM. They are to be passed on to the incoming secretary.
- To send all items to the chairperson before being sent out or produced for proof reading.

During EDM:

- To print name tags with delegate names region/communities.
- To print name tags with the Service Committee members name and service position.
- To prepare regions/communities report files.
- To prepare a community dialogue file with all inquiries from regions/communities to the body.
- To handle the election process during EDM (read duties and 4th concept, read EDM Guidelines. prepare voting papers, distribute resumes the day before and collect them before elections and destroy them).
- To handle all materials and communications during each session in the agenda among all attendees.
- To send reports and presentations for each session to the delegates during EDM.

Zonal Delegate

Responsibilities

- Will lead EDM into CAR/CAT discussions, gathering the group conscience.
- Will be ready and able to actively participate and interact at the WSC.
- Will give a voice and take part in all discussions and work.
- Will represent EDM in the decision-making process.
- Will report back to EDM.

Requirements

- Very good English Language skills.
- Previous participation at the WSC.
- A good knowledge of CAR/CAT and EDM.

Alternate Zonal Delegate

Responsibilities

- Will lead EDM into CAR/CAT discussions, gathering the group conscience.
- Will be ready and able to actively participate and interact at the WSC.
- Will give a voice and take part in all discussions and work.
- Will represent EDM in the decision-making process.
- Will report back to EDM.

Requirements

- Very good English Language skills.
- A good knowledge of CAR/CAT and EDM.

MEDIA TEAM

Media Coordinator

As we have grown as an official service body and developed our services, we have recognized the increasing need for public awareness to reach our goals and vision for the European Delegates Meeting in the future.

The role of the Media Coordinator is to support this goal and vision by providing and maintaining visual tools that allows us to efficiently inform the public of our existence and purpose, and to support all EDM service bodies if needed.

- The Media Coordinator is elected for two years and is formally part of EDM Service Committee.
- The minimum clean time requirement is five (5) years.
- Will keep regular contact with the EDM steering committee by e-mail.
- Will cooperate with the Steering Committee and EDM Committees in overlapping projects.
- Should be prepared to participate in SC online meetings if necessary.
- Will involve Delegates for input when necessary: suggestions, feedback, and participation of delegates are needed and valued.
- The MC is funded to attend EDM conferences.

EDM Website

The Media Coordinator is responsible for the input of content to our website www.edmna.org, and for gathering necessary information and keeping all information up to date. Contents for the website can be suggested by all EDM members.

- Therefore, a good knowledge of the content management system WordPress is required.
- As well as a laptop at hand and necessary computer skills are required.
- Collaboration with the Steering Committee about all necessary steps concerning registration of the domain and webspace.

- Will communicate with the treasurer for timely payments regarding domains/hosting.
- For bigger changes/new info, the MC will submit plans to EDM body/SC for comment/approval.

Online Accounts

- Duties and responsibilities will include administrative tasks, such as maintenance of online accounts and streaming platforms.
- The MC manages EDM Social Media accounts in cooperation with EDM FD and PR committees and links the EDM Instagram account to the EDM website.

ECCNA Website

- The MC passes over the necessary hosting information to the upcoming ECCNA Organizing committee.

Other tasks

- Besides website management, this service position includes providing or coordinating visual presentation material based on need (e.g. PowerPoint, videos, flyers, posters, graphics).

Vice Media Coordinator

The Vice MC should be able to support the MC in all tasks. This service is seen as teamwork and the corresponding tasks and responsibilities are agreed upon among each other, ideally based on skills and preferences.

- The Vice Media Coordinator is elected for two years and is formally part of EDM Service Committee.
- The minimum clean time requirement is five (5) years.
- Will be in touch with the Media Coordinator by e-mail.
- Will be nominated, or nominate themselves, for the Media Coordinator position, whether they are elected or not.
- The Vice MC should have the opportunity to be funded at one EDM. Ideally at the last EDM before MC elections.

The Human Resources Pool (HRP) can be used to invite EDM and regional service members to join the MC's within the framework of MC service in a sense of support and cooperation if needed.

Public Relations (PR)

PR Chair

- To coordinate and facilitate the PR Committee, with the first meeting taking place within 60 days of the date of election.
- To facilitate monthly online meetings of the PR Committee.

- To prepare reports for EDM as per current processes and guidelines.
- To respond to all emails in a timely fashion.
- To maintain a list / resource pool / spreadsheet of Members who can support PR initiatives throughout the Zone.
- To build working relationships with EDM STC & FD, PR, ZD, staff at NA World Services and EDM Communities.
- To work with the FD Committee to provide PR support on FD trips as and when requested by the host Community.
- Attends the bi-annual EDM meeting, all SC meetings, and plans PR efforts in coordination with the host Community.
- To create a library of PR resources (presentations etc.) for PR & Public Information the committee is the single point of accountability / contact for EDM communication with the public.
- To assist EDM Communities in registering with local Governments.
- To mentor the PR Vice-Chair into the PR Chair role.

PR Vice Chair

- Support the PR Chair with their responsibilities.
- Attend the bi-annual EDM meeting and all SC meetings.
- Attend monthly online meetings of the PR Committee.
- Respond to all emails in a timely fashion.
- Will, potentially, have a 4-year commitment, if elected for the main position after the vice office period.

Fellowship Development (FD)

FD Chair

- To Coordinate the Fellowship Development Team: Organizes and facilitates the first meeting within 60 days of election, then leads monthly online meetings.
- Communication: To Respond to all emails promptly and ensure effective communication.
- To Support to EDM Communities: Coordinates task teams, follows up on regional requests, and organizes online meetings, webinars, or workshops to share experiences and foster learning.
- Primary Liaison: To Serve as the single point of accountability and responsibility for the Regional Delegates (RDs).
- Resource Management: To Maintain a resource pool of members to support FD initiatives across the European Zone.
- FD Resource Library: To Manage an online library on FD/NA service material and guide members on where to access resources.
- WhatsApp Group Administration: To Facilitate and manage the FD regional WhatsApp group, focusing on sharing experiences, best practices, and fostering collaboration.

- European Service Learning Days (ESLD): To Coordinate and create workgroups, plan and supervise the biennial event in collaboration with the local hosting committee, ensuring compliance with ESLD guidelines.
- Relationship Building: To Foster collaboration and maintain positive working relationships with EDM Steering Committee, Public Relations, Zonal Delegates, NA World Services, and EDM Communities.
- To attend the Bi-annual EDM Meeting: Plans and coordinates FD efforts with the host community. Prepares reports to EDM as per current guidelines. Organizes and leads a Fellowship Development workshop for Regional Delegates (RDs) on a relevant or prioritized topic.
- To Attend the Monthly Steering Committee Meeting: Provides a report from the FD work and brings a Fellowship Development perspective to discussions.
- Budget management: To oversee and manage EDM FD budget responsibly, with support from EDM Treasurer.
- Mentorship: To Mentor the Alternate Fellowship Development Coordinator, preparing them for the role of FD Coordinator.

FD Vice Chair

- To work as a team with the FD Coordinator: Assists with all responsibilities of the FD Coordinator.
- Attendance at Meetings: To attend the bi-annual EDM meeting, all Steering Committee meetings, and monthly FD Team meetings.
- Communication: To respond to all emails promptly.
- Commitment: Potential 4-year commitment if elected as FD Coordinator after the alternate period.

8. EDM MEETINGS PARTICIPATION

All delegates and alternates elected by NA communities seated at EDM, regardless of the local service structure, take part in the consensus process and vote. Each community just has one vote.

EDM Service Committee members are non-voting participants who take part in discussions by providing information and experience.

EDM invites NAWS to attend the biennial EDM meetings to present a NAWS report and participate as non-voting participants in the same capacity as the service committee members, providing useful information and experience.

Other NA members can attend but only speak upon request.

All other people attending as visitors are not allowed to participate. This can be deviated from at the discretion of the chairperson and the delegates if a situation occurs that can give new information.

9. LOCATION AND FREQUENCY

EDM takes place twice a year as follows:
One *"Summer Meeting"* is held simultaneously with ECCNA, preferably at the same location.
One “Winter Meeting” is held at a location agreed upon by the body based on bids presented by communities.

10. COMMUNICATION AT EDM

Language

EDM is conducted in English. Communities should, when possible, select delegates who speak English. All participants are reminded that some members may be self-translating or using interpreters, so we should speak slowly and clearly, avoiding colloquial terms. Any delegate may ask for clarification at any time during EDM.

Written Reports

All community reports must be sent by email to EDM Secretary to pass onto all delegates no later than 2 weeks before EDM, or the time frame set by the Service Committee. All Service Committee functions reports and work group reports are to be sent to EDM Secretary for inclusion in Mailing #3, which will be circulated to all delegates along with the Service Committee reports. EDM Secretary will announce a deadline when the reports need to be mailed in.

All reports should only be sent to EDM Secretary email address for distribution to all delegates. Delegates should acknowledge the receipt of all emails sent to them.

11. DECISION MAKING PROCESS

When delegates from the different communities first attend EDM, they may be surprised by the way decisions are made. A consensus system is used in the majority of cases, with qualified majority decisions made only as a last resort. This means that the participants aspire to consensus decision making but, when a large majority of delegates have a clear conscience and small minority have a strong objection, for business to then go forward majority decision making takes place (this is described in a following section).
Qualified majority decision-making is not an option that has been with EDM since its inception. However, due to a growing number of delegates, and with an increasing workload, it has become necessary to modify this approach.
Consensus is still the primary method of decision-making and, with open mindedness and unity in mind, will remain so. This does mean that the length of discussions that take place may seem unusual to delegates coming from communities using majority voting as a norm, but this is the best method by which consensus can be reached.

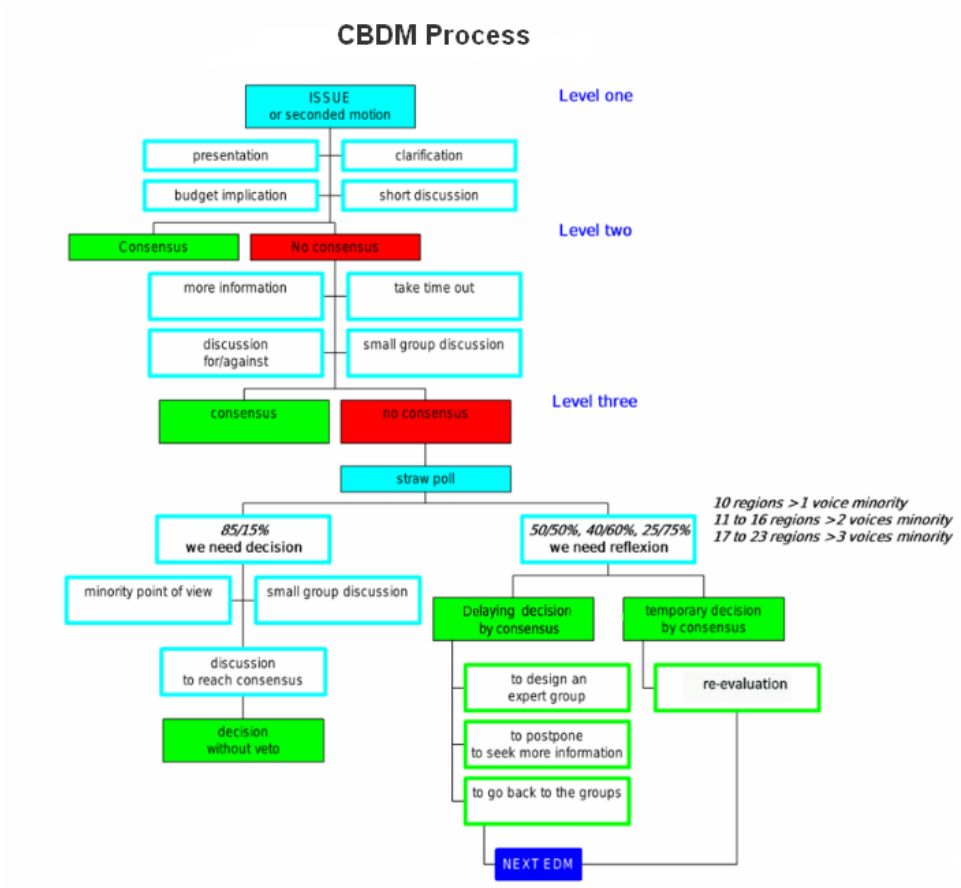
Consensus Based Decision Making (CBDM)

A Different Way of Making Decisions

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. (7th Concept).

“NA service is a team effort. Our Service representatives are responsible to the NA fellowship rather than any special constituency; so are all other trusted servants on the team. The full participation of each member is of great value as we seek to express the collective conscience of the whole”. (12 Concepts of NA Service, p 16).

NA groups have the final responsibility and authority of NA service structure. NA groups also delegate to the service structure the authority necessary to fulfil the commitments they have instructed to be carried out. Areas and Regions delegate to their representatives the responsibility and authority necessary to participate in the consensus based decision making process at EDM.



The process begins with a proposal, motion, or point of interest. It gains momentum and leads to a decision.

Level 1:

The issue is presented followed by a short discussion including points of clarification and budget implications. At this and many further points, the facilitator, be it the chairperson or vice-chairperson, is expected to gauge whether the body is able to reach consensus.

Level 2:

If consensus is not reached, more information can be sought e.g. from delegates, NAWS, etc. And/or we can have further small group discussions, take time out to deliberate on a one to one/ group level, or just have a break.

Level 3:

In the event of the body not reaching consensus, a straw poll of the voting members will then be taken to find out the proportion of delegates for or against the issue/proposal.

The path towards an outcome depends on the proportion of delegates for and against. If this is less than 85% 'for', one of two things can now take place. The chairperson could temporarily implement the proposal for it to be re-evaluated at the next EDM, or the issue could be passed on to a work group to deal with, postponed for more information or taken back to the communities, to be reassessed at the next EDM. If, though, the proportion 'for' is 85% or greater, the minority view will then be heard with the option for more small group discussions. Consensus will then be sought but if the proportion of delegates against the proposal is still less than 15%, the chairperson can take the decision to implement the proposal with any strong objections noted.

The procedure does not need to be followed slavishly; more time for reflection and/or discussion in open forum or small groups can be added at any time deemed appropriate. Conversely, as various topics and proposals are discussed over a whole weekend or even several EDMs, reaching a decision may, in the end, be a formality as all discussion may have been exhausted long before the formal decision-making process.

It is up to us, EDM, to try to achieve consensus even though it is not the only method of decision-making. We have the tools in the form of guidelines, Service Committee and a higher power to help us reach a satisfactory conclusion.

The only exception to consensus will be on elections to EDM Service Committee positions, bids for ECCNA and Winter EDM. A simple majority vote will decide these. Only elected delegates from EDM regions or communities can vote.

12. FUNDING OF EDM

EDM funds are composed of:

- Contributions from individual NA communities/groups and NA members.
- A percentage of the ECCNA benefit.

Expenses

EDM operates on limited funds; it is the responsibility of each person claiming expenses to try and keep costs down. It is of vital importance to book your travel as early as possible, to potentially take advantage of any discount fares. We remind all funded participants that we all bear responsibility to make prudent use of EDM funds by helping to reduce costs.

EDM Service Committee members may be funded from Wednesday to Monday (5 nights), so that face-to-face meetings can be attended both before and after EDM as committees, and with the host/ECCNA committees, if necessary.

Other members, when funded, can apply for funding for 4 nights. An extra day before or after because of difficulties in travel arrangements will be at the discretion of the Service Committee.

In case of cancellation of attendance of a funded member, the money should be immediately returned to EDMs bank account (but discretion by the treasurer can be used). For

Fellowship Development trips a separate process will determine the budgets and length of time for each activity.

Travel Costs

Travel cost to attend EDM includes the following: transfers to/from the airport/station (ground transport) and cost of main travel. Original receipts must be given to EDM Treasurer in order to be reimbursed. The same applies to other travel expenses related to any of EDM Service Committee members.

Per Diem

The per diem is a daily allowance for food, transport in the city and other incidental costs to do with being away from home. The current EDM per diem rate is described at the EDM Table of reference values (Table 2) which is 50 Euro / day. The per diem will be allocated for EDM Service Committee. If necessary, a per diem will also be provided to translators of developing communities who have been funded to attend EDM. EDM SC members will be funded per diem maximum 5 days according to his/her travel dates and funded members RD or Alt. RD of region will be funded with a maximum 4 days according to his/her travel dates Members who have been selected to be part of an EDM task team will be also provided with a *per diem*.

Accommodation

Unless there are special circumstances, EDM-funded delegates will have their accommodation funded from one night before the meeting till the last day of the meeting (a total of four nights). EDM-funded delegates should also expect to share a room.

You may room with whomever you choose, but EDM will not incur an additional expense because of such a choice. If your roommate is not funded by EDM, he or she will be responsible for the expenses exceeding the price of half a double room. If you are an EDM-funded participant and you prefer to room alone, you will be responsible for half of the room expense.

EDM Service Committee members are entitled to single rooms if they so prefer (a total of five nights).

All participants, EDM-funded or not, will be responsible for all room incidentals (telephone calls, room service, films, etc.).

How to apply for Funding & to submit your travel receipt:

Budgets related to EDM Service Committee members are prepared on EDM funding form, which needs to be sent to the Treasurer in advance of the coming EDM, before 60 days from the last day of last EDM. They need to show a clear breakdown of prices for flights costs, ground transport, accommodation, per diem, and visa cost according to Embassy Policy, also indicating your name, address, the full banking details as mentioned at the funding request form.

- If the funded member intends to apply for a visa, please note that the flight reservation must be a 100% refundable ticket in case the Embassy requests a flight ticket. Preferably buy the tickets after visa approval.

- The travel receipts form for all expenses (original or scanned) excluding per diem expenses need to be provided to the treasurer from any person who is claiming funds from EDM and to be submit the travel receipt with 14 days after your trip. (This is a requirement for the accountability of EDMNA Legal association).
- Also requests for administration from Service Committee members need to show a clear breakdown of who the request is from, and what they are claiming expenses for.
- All persons who have been authorized to an EDM task team are required to provide receipts for their expenses, and to be submit the travel receipt with 14 days after your trip, and to send the treasurer a full breakdown of their costs, and all receipts for accountability of the legal association.
- For funded members: If at any time after submitting the funding form, it becomes apparent or likely that travel expenses will exceed the original budget by more than 15%, the Treasurer should be consulted immediately. On submission of the travel expense form, a written explanation will be required from the member receiving funding. This will need to be approved by the STC. In some cases, the request for additional funding could be rejected or require further explanation.
- All recipients are required to sign a reimbursement form for the treasurer, which indicates how much money they received in advance and how much were their actual expenses. They can return any unused funds to the Treasurer at the end of the meeting.

Budget

EDM body will approve a financial budget at the end of each meeting for the following cycle until the next EDM. The budget will be made up of EDM Service Committee expenses, Legal Association costs, ESLD expenses or any other costs that may arise, and an amount set for EDM activities. EDM Service Committee members are to look at requests during the interim period and approve any financial decisions from the budget on the body's behalf.

EDM PR and FD subcommittees have the necessary autonomy and flexibility to make payments during a budget cycle, from available funds from their current budget cycle, for activities due to take place in the following budget cycle. In compliance with the concept of prudence and urgency.

EDM Table of reference values

Per Diem	50 €
FD Annual Budget	7,500 €
PR Annual Budget	7,500 €
ESLD Budget	12,500 €
ECCNA registration fee limit	35 €
ECCNA seed money	12,000 €
ECCNA seed money extra	3,000 €

(Table 2)

Funding Communities

Introduction

The purpose of this section is to provide guidelines to EDM communities who wish to apply for funding. It contains some of the general principles EDM Service Committee (SC) use when making decisions on funding requests. Each request is unique; therefore, the SC discuss each request individually taking into consideration our current guidelines. Where applicable, input is given by the Fellowship Development Committee (FD).

Eligibility

All EDM communities are eligible to request funding:

- To receive FD visits and/or,
- To attend EDM meetings and other events e.g., European Service-Learning Days (ESLD) the following general principles apply:
    - When appropriate**, priority is given to funding FD activities** over funding delegates to attend events.
    - Priority is given to requests that contain all relevant information and are received in good time (see 'Timing' section).

Funding to attend EDM.

- Ideally, all EDM communities will be able to attend EDM conferences in person at their own cost. If this is not possible due to limited resources, then communities can request funding from the EDM; either full or partial funding from the EDM Treasurer
- If a community is funded, it is assumed there will only be one Regional Delegate (RD) attending. However, alternate delegate (AD) may also be funded if it is the outgoing RD's last EDM before their service commitment is fulfilled and the Region does not have the resources to fund the AD.
- If EDM resources are low, funded communities may only receive funding to attend one EDM each year.
- In special situations, a translator can be funded if necessary.
- Preferably funded delegates should rotate every 2 years.
-

Approving funding requests to attend EDM – The Process

Note: New communities wishing to attend the biannual EDM conference for the **first time** are asked to submit a request through FD. The request will be discussed by FD and SC and will be put forward for general approval at the next EDM meeting.

Timing

Whenever possible, communities are strongly encouraged to submit funding requests in their community report and in any case to submit the funding request form with in maximum 60 days after last day of EDM This gives SC sufficient time to research each request and report back to FD.

- A mail will be sent within 1 week after last day of EDM from Treasurer or vice Treasurer with Funding request and Travel Receipt Sheets to help EDM Service Committee members or Delegates who wish to apply for funding.
- Priority is given to requests received in the community reports. In any case of funding requests will be submitted according to these guidelines.
- Lower priority is given to requests received during or after EDM.
- Any funding request received more than two months (60 days) after the last date of Winter or Summer EDM is unlikely to receive funding within that cycle and will be passed onto the next six-month cycle (Delegates will need to submit a new funding request for the next EDM event).
- New travel requests cannot be submitted before reconciliation of a previous funding request.

Approval Process:

1) Requests for funding are discussed and put forward for general approval during EDM meetings.

2) Once general approval has been received, communities formalize their requests by submitting their Funding Request Form to EDM Treasury. Please ensure all relevant information has been provided before submitting the form.

Note: The funding process is only complete after STC (Chair, Vice chair, Secretary and Treasurer of EDM) approves the completed Funding Request Form.
To avail of cheaper travel costs, possible delays in visa applications, etc., communities are encouraged to make travel arrangements and submit Funding Request Forms as soon as possible after receiving general approval from EDM body.

Conclusion

Each EDM cycle has an agreed budget for funding attendance, FD activities and PR activities. Unfortunately, not every request will be able to receive funding. We would like to remind communities that there are many other ways in which the SC, FD and PR Committee and other Communities can offer help between EDM meetings.

There is a wealth of experience available and many communities have benefited from sending questions to be asked to all EDM delegates via email, Community Dialogue meetings and even EDM WhatsApp Groups.

We are always glad to help communities' network with each other and we have a database of European contacts that may be able to help in a service effort.

13. THE ELECTION PROCESS

Nominations will be made by EDM delegates or by nominees themselves whenever a position is up for rotation, either at the summer or winter EDM. All candidates will send a service CV to the Service Committee by the first morning of EDM. Attendance is not essential for nominees.

- A full description of the service functions will be read out before nominees are announced.
- Each candidate has to be nominated by one delegate and seconded by another delegate.
- Questions can be asked to the candidates concerning their suitability for the position, only if all the nominees are present. If this is not the case, no questions will be asked.
- All candidates present in the room during the election process will be asked to leave so that delegates can discuss the nominations in an open forum.
- All visitors physically present or attending online must be asked to leave and live stream shut down.
- All elections will be conducted by a closed ballot.
- A simple majority of all votes is required to be elected (50 percent +1) In a case where more than two persons are nominated, the person with the least number of votes will be dropped from the procedure until one person receives a clear majority.
- The term of office for all EDM functions will be of two years (except Zonal Delegates). No more than two terms of office may be served consecutively.
- All new candidates for the Treasurer are asked, separately, if they are financially solvent in their own personal affairs.
- The term of the newly elected candidate starts at the end of the current EDM.
- If a delegate is elected, they should be outgoing and have relinquished their regional commitment by the next EDM.

14. THE REMOVAL OF MEMBERS FROM EDM SERVICE COMMITTEE

In the event of any member of EDM Service Committee not fulfilling their responsibilities or duties as trusted servants, certain procedures will be put in place for these person/s:

- A vote of no confidence can be called by another EDM Service Committee member or by a delegate during the meeting.
- When a vote of no confidence has been put forward it has to be seconded by another delegate or EDM Service Committee member
- The person who has put forward the vote of no confidence will be asked to state the reasons behind their proposal.
- The person that the vote of no confidence has been put forward about will be given the opportunity to reply to the proposal.
- Delegates will then be asked to vote on the no confidence proposal by secret ballot.
- A simple majority **(50 percent+1)** would be needed to remove any member from the EDM Service Committee.

15. EDM SEATING GUIDELINES

Any community that chooses to, may apply to join the European Delegates Meeting (EDM). These Guidelines are to help in that application.

These guidelines should always be followed, if possible, though any decision will be made by consensus of the EDM body.

Seating of new communities:

EDM Service Committee (EDM SC) and the Fellowship Development (FD) will work with the community, using the Traditions and Concepts, to assess whether joining EDM is in the best interests of the community, EDM and the Fellowship as a whole.

- The application should be received by the SC at least 6 months before it is discussed by the EDM body. This gives the SC the time to work with the community to prepare the application for presentation.
- The applying community should have functioned as a body for at least 1 year before applying.
- The seating request will be heard by EDM body during new business, and they will try to reach consensus.
- If consensus is reached the community will become a seated member of EDM at the end of EDM meeting.
- If there is no consensus, the community will be informed and supported by the SC and FD committee to help them in their growth, and a possible future re-application.

Seating of a Community that has split from an existing Region/community:

We recommend that the existing community propose the new community for seating, describing the reasons for the split.

- It is useful if the new community also describes the circumstances leading to their formation.
- The new community should be functioning as a separate body, for a minimum of 2 years, and in contact with the SC for a minimum of a year, before applying for separate seating.
- The seating request will be heard by EDM body during new business, and they will try to reach consensus.
- If consensus is reached the community will become a seated member of EDM at the end of EDM meeting.
- If there is no consensus, the community will be informed, and supported by the SC and FD committee to help them in their growth, and a possible future re-application.

16. FELLOWSHIP DEVELOPMENT GUIDELINES

The foundation

Our Vision

“Fellowship Development enables NA Communities to work towards being fully self-supporting and functional within NA as a whole.”

Our Goal

"FD should enable all the regions inside the Zone to reach common standards by offering the necessary tools."

Suggested General Service Criteria:

- Five years minimum clean time (FD Chair & Vice Chair);
- Time and ability to fulfil the tasks that fall within the FD responsibilities;
- A working knowledge of the 12 traditions, and 12 concepts for NA service;
- Commitment to serve the full term of two years;
- Be available to attend both EDM conferences for five days, every year;
- Be available to attend regular EDM SC online meetings in the interim periods.

Elections and Rotation (same as SC)

Roles and Responsibilities of FD

- FD is a stand-alone committee, has its own budget and it takes its decisions independently from the Service Committee (SC). It is accountable to EDM.
- In addition to its own workshops, FD collaborates with EDM and NAWS in the facilitation of workshops that are requested by communities.
- FD coordinates the Task Team (TT) work.
- FD is responsible for budgeting funded members to ESLD and will oversee program and facilitators in cooperation with the local Organizing committee of ESLD.
- FD compiles a report for each EDM and coordinates the reports of the Task Teams to be presented at EDM.
- FD prepares a monthly update about FD activities for the SC online meeting and share this information during the meeting.
- FD Chair and FD Vice-Chair communicate primarily through emails.

Human Resource Pool

Members of the EDM Human Resource Pool can be chosen to assist and support FD and other EDM workgroups.
The EDM Human Resource Pool (HRP) is made of current and former Regional Delegates and Trusted Servants (up to 2 years after they stepped down from EDM) who have declared themselves to be available to assist and support EDM, primarily FD (FD Task Teams, FD Learning Days and workshops), and also other EDM workgroups.

Budget:

- FD has a fixed budget which can be altered under extraordinary circumstances by approval of EDM body. In case of any unforeseeable matters which require more funds, it is at the FD and STC's discretion to take a responsible decision and use money from EDM account's accessible funds.
- Administration of FD budget (distribution of money, collecting the receipts etc.) is done by EDM Treasurer.
- All financial decisions are taken by FD and the final responsibility of these decisions' rests with FD, EDM Treasurer acts only as an accountant and book-keeper.

Task Team Guidelines

Planning of FD Task request

- Anyone can submit a request, however this must be channelled through the respective community's representative or regional delegate via the official FD email address.
- FD coordinates the Task Team's request with the local community, and where feasible, includes within the task team a representative from the said community.
- FD approves request after evaluation. (Dates, time frame and workshop topics);
- FD chooses suitable/qualified members for Task Teams (based on HRP).
- FD introduce Task Team to "Liaison Person" from local community and will hand over the task-to the Task Team;
- FD provides material if needed;
- The communication loop between the Task Team, FD and EDM Treasurer needs to be transparent and regular, always copying all involved in email communications.
- According to the task the FD may make suggestions that could improve the task.
- In case it is necessary, and under certain circumstances, FD can ask members with experience from the EDM zone and who are located close to the location of the place where the visit will be held to participate in these task teams. In this case, the other member of the task team needs to be a member of the EDM body and will be appointed as the point person.

Budgeting

- The Task team consists of 2 members (exception needs to be comprehensibly).
- Funding will be based on EDM funding guidelines.
- Low-cost accommodation and cheapest flights are recommended.
- After evaluation of the task both team members will send their budget to FD.
- FD will approve the budget.
- The task team is accountable to provide receipts for budgeted items to EDM Treasurer;
- Any additional cost occurred outside of the budget need to be communicated as soon as possible and agreed by FD.

Carrying out a FD Task

- TT arrives a day before (if possible) to get in touch with local fellowship/Liaison Person to prepare workshops and other needs.
- TT facilitates requested workshops/presentations and is available for Q&A.
- TT should be available to participate at local fellowshipping (if possible).
- TT members can be available for speaker inquiries (optional).

Reporting to FD and EDM

- TT provides a written report for FD.
- TT will ask a member of the local fellowship to provide a report/feedback as well; (Liaison Person/or other member who participated).
  TT will present their report to the upcoming EDM in a brief (inspiring) outline.
- TT can suggest follow up activities to keep in touch with the local fellowship. (additional TT request, workshops, ...).

17. WORKGROUPS GUIDELINES

What is a Workgroup (WG)

A WG is a human resource-based tool that is arranged during EDM. The purpose is to support the delegates each time a subject requires to be developed more or, in specific areas of planning and implementation, by providing input, volunteers and assistance. In creating a WG, EDM should clearly specify what the purpose will be, what authority and resources it will be given, and how long it should take to complete the job.

The Point Person (PP)

The PP must be a current member of EDM body. The main responsibilities are to take a leadership role of the group, always within the spiritual principles of NA service. The PP coordinates the WG by outlining a strategic plan of action for meetings timeline, documenting everyone's point of view as well as the progress of the work, also to be supportive and inclusive to all members of the group. They continue to report to EDM body during the cycles and present the work in progress in person during EDM.
In the event that a PP steps down, the WG's responsibility is to select a new PP seated in EDM body or alternatively a Service Committee member.

The Workgroup member

The WG members are RDs, ADs, ZDs, members of the SC, any other EDM Committee Chair and Vice-chair and former RD's until two years after their term. Any RD with experience may join the WG at any stage by contacting the PP or joining during EDM. Other NA members with relevant experience~~,~~ in the WG topic~~,~~ can be invited to participate in the WG or in some of the WG meetings to share their experience.

Methodology and Timeline

Each WG decides for itself how often it will meet to achieve the set objective and to conclude the task in a timely manner, so that it can present the results to the body at the next EDM. The work group meetings should take place regularly and the members of the WG should try to attend the work group meetings regularly. It is advisable to take minutes of the said meetings (the WG could nominate a secretary to each meeting to take notes) and to choose a communication channel that is practical for all. (E.g. Email, WhatsApp, zoom, google drive or another application).

Decisions

The WG is not responsible for making a final decision - they gather information and possibly offer suggestions, but it is ultimately up to the body to make a final decision. If the EDM body needs more information to make a decision, they can ask the WG to continue to gather more experiences/inputs and return to the next EDM with further data.

Reporting

The report of the WG to EDM should be sent to the secretary and be presented by the PP and/or other members of the WG. The report should include: the composition of the WG, how often the WG has met and when and what the WG has done (past tasks and future activities). If the WG has a budget it should also report how the funds were spent.

Proposal

The WG could use the established proposal format: What, Intent, Financial Impact and Additional info: details, more in-depth description etc. if they wish to make a proposal.

18. ECCNA GUIDELINES

Introduction

The European Conference and Convention of Narcotics Anonymous (ECCNA) is an annual event to celebrate recovery amongst addicts. Meetings, service workshops and other activities is a tool to reach that goal and to promote our unity.
The European Delegates Meeting (EDM) delegates the responsibility for planning and hosting the ECCNA to one of the bidding NA Communities.
Therefore, the ECCNA must always follow NA principles and reflect our primary purpose – to carry the message of recovery.
This document is a guide to the ECCNA organizing committee when bidding and planning the event.
Please keep in mind that EDM bears the ultimate responsibility for the outcome, namely for any outstanding losses. Therefore, whilst most of the planning is left to the organizing committee, the supervision and responsibility for major decisions are kept within EDM.

Venue Requirements

(Ideally the European Convention and EDM events share the same venue)

Facilities Requirements:

European Convention (from Friday to Sunday)

- Main meeting hall with a minimum of 700 seats
- Minimum of 2 smaller rooms with 50-100 seats for 2-4 service workshops.
    - One of the smaller rooms shall be available for marathon meetings, different language meetings or other meetings.
    - Simultaneous translation booths or translation equipment for a minimum of 3 languages available to members.

- In the case that the translation solution requires network connection, include the possible cost of sufficient Wi-Fi in the budget scenarios.
- Catering available on site.
- Good accessibility from a main airport.

EDM (from Thursday to Sunday)

- Conference room with 70 to 80 seats in an around-the-room table;
- 2 smaller rooms for service workshops in an around-the-room table for 2-3 hours on Friday daytime and Saturday daytime.
- 2 table microphones and 2 portable radio microphones for the conference room;
- Flipchart, pens, paper and a video projector.
- Coffee, tea and biscuits available for a total of 7 meeting breaks (coffee break and conference room costs will be covered by EDM treasury).
- Two reliable and strong WIFI connections, one for use by the delegates and the other one for streaming and hybrid meeting purposes.

Bidding Process

Presentation

The bid should be presented and voted at the summer EDM meeting 2 years in advance regarding the following information:

- Venue – Meeting rooms availability, seating capacity, rental price, facilities available on site, etc. ~~A~~ provisional booking is required as part of the bid, in order to secure the venue. If EDM meetings are to be held in a different location, that location needs to be described in the bid along with all the required information.
- Date of the event.
- Accommodation – List different category hotels rates for members attending the convention. Also, info about EDM attendants Hotel which should preferentially be exclusive.
- VISA requirements and costs.
- Access to the host town (plane, trains, car).
- Local service structure, size of local NA Community, experience in events.
- Chair, Vice Chair and Treasurer Identification with a minimum of 5 years clean time.
- Reasons for the Area/Region hosting the ECCNA.
- Theme and logo suggestions.
- A budget:

  In Euros.

  Excel file.

  Projected income and expenses.

  Registration Fee.

  3 different scenarios:

Minimum attendance	700 participants.
Average attendance	1.000 participants (recommended).
High attendance	1.200 participants.

The hosting community/region shouldn't hold their regional convention in the same year as ECCNA to make sure there will be a higher number of participants.

Selection

EDM will select the suitable bid taking in consideration:

- Capacity and experience of local NA community;
- Benefits for the host NA community;
- Rotation of the event within EDM regions;
- Level of facilities available on site;
- Cost of venue rental and related costs as sound, media and translations.

Receiving 2 or more bids, regional delegates will vote by anonymous ballot to decide the successful bid community.

Planning

While planning the event, the organizing committee shall always keep in mind the event is serving a multi-lingual and multi-cultural fellowship that goes beyond the boundaries of Europe.

The organizing committee should consider

- Using English as the "official language", facilitating translation to other languages.
- Holding one planning meeting with an EDM Vice Chair to ensure the proper planning of the event. Note that this travel expenses (airfare, transport, hotel and per diem for meals) are paid by the host community and not included in the ECCNA budget.
- To send regular written progress reports, once every 3 month to the EDM Service Committee about planning and ongoing expenses. A organizing committee member should be seated at EDM presenting a report.
- Presenting a final report to EDM after the ECCNA.

Planning ECCNA (beginning 2 years before the ECCNA)

Create Organizing Committee (suggested list):

1. **Chairperson:**
    - **A. Requirements:**
        - Minimum of five (5) years clean time and two (2) years service experience on a convention committee or prior experience as a chairperson. Strongly recommended but not mandatory.
    - **B. Duties:**
        - Attends and facilitates all organizing committee meetings and votes in case of a tie.
        - Prepares and distributes an agenda.
        - Ensures that committee members are informed of any sudden changes in meeting times or places.
        - Gives updated report.

- Responsible for sending a detailed report every 3 months to the EDM Service Committee.
- Responsible to send a detailed report within a month (1) of all
- ECCNA expenses and revenues to the EDM steering committee.

2. Vice Chairperson:

A. Requirements:

- Minimum of four (4) years clean time and two (2) years' service experience on a convention committee or prior experience as a chairperson. Strongly recommended but not mandatory.

B. Duties:

- Assumes the responsibilities of the Chairperson in the event of their absence.
- Secures and maintains the organizing committee e-mail account.
- Attends all organizing committee meetings as a voting member.
- Assists the Chairperson in overall coordination.
- Contacts with the Subcommittee Chairs' "Region or Area", to ensure they have all support they need to do their job.

3. Secretary:

A. Requirements:

- Minimum of one (1) year clean time.

B. Duties:

- Prepares and distributes minutes of all Organizing committee meetings to the Organizing committee and EDM Service Committee vice chair.
- Maintains all files and correspondence.
- Maintains current committee archives.
- Turns over all archives to the Region, Area and EDM at the closing Organizing committee meeting.

4. Treasurer:

A. Requirements:

- Minimum of four (4) years clean time and prior experience as a Treasurer.

B. Duties:

- Maintains the Organizing committee bank account.
- Acts as co-signer on the Organizing committee bank account.
- Keeps records of all income and expenditures.
- Works with the Region or Area in preparation of Final budgets
- Is responsible for the disbursement of all Organizing committee expenses as outlined in the budget.

- At the convention, along with the chairperson, is responsible for the collection and deposit of convention funds received. Coordinates with the Entertainment, Merchandise and Registration Subcommittee Chairpersons for the collection of funds at the fundraisers and at the Organizing committee meetings.
- Prepares a financial statement.
- In the case of surplus funds, ensure the safe transfer to the hosting region, EDM and NAWS.

Suggested Organizing committee Composition

- Welcoming Subcommittee.
- Information Subcommittee.
- Translations Subcommittee.
- Venue Subcommittee.
- Entertainment Subcommittee.
- Graphic Arts Subcommittee.
- Merchandising Subcommittee.
- Agenda Subcommittee.
- IT (Information technology) Subcommittee.

Set working guidelines for organizing committee meetings including:

- Place and time for scheduled meetings;
- Minutes and agenda procedures;
- Decision making process;
- Tasks for each subcommittee;
- Budget and receipts.

Make it clear to all trusted servants that reimbursement of expenses can only be claimed delivering the original invoice to the treasurer. All invoices shall be attached to the final ECCNA report and delivered to EDM treasurer. These invoices final destination is EDMNA legal accountancy office.
Formalise rental agreement for the venue under the name EDMNA. The agreement must be signed by EDM Service Committee as required by EDMNA legal statutory.

- Open a bank account with 3 members. Payments must require 2 out of 3 signatures. For abroad registrations IBAN and SWIFT codes are necessary;
- Set up a website and e-mail addresses;
- Secure translation system for a minimum of 3 languages;
- Prepare merchandising proposals, such as items, quantities, selling prices;
- Discuss policies for newcomers and visitors;
- Discuss speakers and facilitators criteria;
- Discuss policies for third parties merchandising;
- Prepare parties / entertaining events and agree expenses and admission fees;
- Prepare a complete overall budget including the seed money provided by EDM;

- How to determine the registration fee. Please note it should never exceed the amount the established limit;

The overall costs to determine registration fees exclude merchandising and fundraising / entertaining events.
Registration Fee = (1.1 x Total Costs) / (Number Registrations + Number Pre-registrations x (% - 1)

Consider "%" the proportion of pre-registration fee against the registration fee;
Therefore, the Pre-Registration Fee = % x Registration fee.

- Approve ECCNA budget in Euros;
- Approve registration and pre-registration fees;

Prepare a flyer draft including:

- Topic and date;
- Address of venue;
- Access and transportation to the venue (airport, railway station);
- Accommodation (category, prices, location, and distance to site);
- Visa requirements and costs;
- Registration and pre-registration fees, deadlines, and forms of payment;
- Pre-registration guidance;
- Organizing committee contact details;
- Present flyer/poster to EDM Service Committee for approval;
- Make the flyer/poster available for all the Fellowship.

Digital flyers/poster with separate text to enable communities to translate and edit in their own language.

Hold a meeting with EDM Service Committee with the following agenda:

- Visit the venue;
- Report on ongoing progress;
- Approve the ECCNA agenda;
- Approve merchandising items, quantities, and prices;
- Approve entertaining events and its admission fees;
- Approve registration form;
- Approve registration procedures;
- Discuss valuable information for ECCNA statistics.

Planning ECCNA (Six months before the ECCNA)

- EDM should decide service workshops to be scheduled and choose servants responsible for such;
- The organizing committee should decide on all aspects regarding recovery meetings – topics, number of meetings, speakers, facilitators, translators. It's their responsibility whether to hold special meetings or not although it's strongly suggested;

- Define registration procedures;
- Develop all organizational issues – merchandising, events, facilities, translation equipment, accommodation, transportation, public information policies;
- Keep a careful record of the expenses.

Planning ECCNA (Three months before the ECCNA)

- Report to EDM Service Committee and check overall organization issues.
- Check Budget;
- Inviting press to ECCNA, delegate planning to the local PR committee to make a presentation together with EDM members.

ECCNA Speakers selection

- Regarding the selection of speakers, it is recommended to give priority to members coming from EDM regions, involving regional delegates in the process of identifying potential candidates.

Finances

- EDM will offer €12,000 as seed money to the organizing committee to face any costs before the event takes place;
- An extra €3,000 emergency fund will be available if needed;
- If, during the organization of an ECCNA, it becomes clear that the expense budget has increased by more than 30% from the budget defined in the original bid, it will require the approval of the EDM treasurers who will notify the body of their decision. Should the additional budget not be approved by the treasurers, the decision will be to notify to the body.
- EDM shall be reimbursed as soon as possible after the event so that can fund subsequent events;

After accounting closure procedures any surplus funds shall be allocated as follows:

- 20% to Organizing committee.
- 20% to NAWS.
- 60% to EDM.
- In case of loss further decision will take place in EDM.

Money Handling Rules

- Any money collected from ticketing and registration members will be turned over to the treasurer no later than the next Organizing committee meeting. The treasurer and the chairperson will deposit the funds into the bank account if it is available within 72 hours (3 business days) of receipt;
- All requests for reimbursements must be accompanied by a receipt, bill or purchase order and include the line item in the budget;
- Funds should always be kept in a bank account. If this is not possible all the money should be at least with 3 people;

- Funds should be properly stored inside an office or a safe place;
- Money should never be left in cars or any other place where it could be easily stolen;
- Whenever possible try to use credit cards and avoid cash payments;
- Committees should choose wisely their servants who handle NA funds (Chair, vice-chair, treasurer, vice-treasurer).

Responsibility

- If there any negligence by one or more trusted servants, responsibility should be divided between EDM and the local body in the same way profits are divided;
- If there is some negligence with the funds, the ECCNA organizing committee has responsibility. In case the local committee does not have the means of replacing the funds, EDM will discuss and decide on a case-by-case basis.

Final Report

The organizing committee shall present to EDM (next meeting immediately after ECCNA a final written report. This report should include:

- A financial report with a breakdown of all income and expenses to ECCNA, providing EDM treasurer with all the original invoices;

Statistics of the event, such as:

- Total number of registrations and pre-registrations;
- Number of fully paid registrations;
- Attendance per country;
- Total clean time;
- Attendance;
- Clean time breaktime;
- Attendance at parties / events;
- Number of merchandising items sold, costs and revenues;
- A report on the pros and cons felt by the organizing committee on planning ECCNA;
- All recommendations to pass onto future organizing committees are welcome.

19. EUROPEAN SERVICE LEARNING DAYS (ESLD) GUIDELINES

The ESLD - European Service Learning Days - of Narcotics Anonymous, is a biannual event with service-oriented workshops.
Every two years the EDM – European Delegates Meeting – delegates the responsibility for planning and hosting the ESLD to one of the chosen NA Communities.
These Guidelines have been developed taking into consideration the fact that the EDM bears ultimate responsibility for the supervision and outcome of the event, so responsibility for some major decisions is kept within the EDM.

ESLD PRINCIPLES

The European Service Learning Days (ESLD) is rather a funded event and not fund raiser oriented one.

Therefore, it's our primary principle to provide a budget friendly event in order to make possible that as many members as possible can participate.

The EDM in coordination with organizing committees of ESLD will be asked to rent a place.

In the best case the registration fees should cover the rent.

The current funding principles of ESLD, will be considered by the EDM body.

LANGUAGE

English is the "official language" for this event. Translation equipment is not part of the ESLD budget, as we want to keep costs low. Regions which send members to ESLD should consider sending at least one member to translate as well, when needed.

VENUE REQUIREMENTS:

- ESLD will be held from Friday to Sunday. In some special cases, the EDM could dispatch one of its members to evaluate the proposed venue before it is agreed.
- Main meeting hall, should seat a minimum of 200 persons, or more depending on size of local fellowship.
- A minimum of 1 smaller room seating 50-100 persons for service workshops
- A projector in each workshop room needs to be available. Two microphones (AT LEAST) for each workshop room, flipcharts and paper as well.
- Low cost catering available, if possible, on site or near the venue. Good accessibility from a main airport. Low-cost accommodation at the venue, or at least walking distance.

PROGRAM / Responsibility of EDM:

- FD will negotiate a venue for the upcoming Learning Days, based on what suits best the EDM FD mission (according to our guidelines).
- FD will present a venue at the upcoming EDM Conference in cooperation with the local Fellowship to form an ESLD committee.
- EDM/FD Committee is responsible for the final approval of the program in cooperation with PR committee regarding PR involvement.
- Few months ahead of the event, regular online meeting are needed to prepare for the event.
- Present in these meetings are RD of the hosting region, designated members by the hosting region, treasurer, vice treasurer, FD chair, vice FD chair.
- Nominations for workshop facilitators are primarily made by FD Committee.
- FD Committee will provide a time slot for one workshop for the local fellowship, based on their needs (facilitated by the local fellowship and/or FDC).
-

FINANCES / Responsibility of EDM:

- EDM offers a fixed budget of 12,500.00 Euros for the ESLD which will be supervised by the EDM treasurer. FD will choose funded members, according to the ESLD Guidelines.
- Income from ESLD will be added to the budget (Approve Budget + Income)
- FD Chair & Vice FD Chair & EDM Treasurer will be funded by EDM and needs to be present at the European Service-Learning Days 3 days before ESLD Start.
- One PR member will be funded for 3 nights by EDM and will facilitate PR workshops together with experienced attending members.
- The EDM Treasurer will be funded by EDM and needs to be present at the European Service Learning Days.
- One PR member will be funded and will facilitate a PR workshop together with an experienced attending member.
- The attendance of the ZD will be decided by the EDM body prior to the ESLD.

PLANNING / Responsibilities:

The EDM should take into consideration that this event serves a multi- lingual/multi-cultural fellowship. Responsibility for the rental agreement for the venue is by the local fellowship.

Prepare proposal for merchandising items/quantities/selling prices based on small items for low budgets. This task will be carried out by EDM in coordination with organizing committee. As this is a funded event, third parties will not be authorized to sell their products at the ESLD. If there is a well ahead planned event, T-shirts and other merchandise can be sold at prior EDMs as a way to raise funds. During the last day, it would be ok for members who came with items from their fellowships to sell it on the last day.

- Open a bank account (whenever possible) or use local fellowship bank account. Therefore, local treasurer should be a part of the organizing committee.
- Note: If the organizing committee decides to go with pre-registration, international banking information (SWIFT and IBAN) is needed, so that members can pre-register from all EDM communities countries
- The Registration Fee shall not exceed €20 or its equivalent in any other currency.
- As all receipts for expenditure to do with the ESLD including funding form and travel receipts for travel of each funded participant) are to be given or sent to the EDM treasurer for the closing report, as they have to be shown in the EDMNA legal association’s accounts.
- Facebook: The organizing committee can decide to go on Facebook. But to consider Social Media guidelines, at least have a secret group, as it will help us to make communication less complicated regards to communication among participants and facilitators, esp. regards to accommodation booking.
- The treasurer will deliver a final written financial report and the FD will present a final event report to the EDM.

EDM FUNDING PRINCIPLES OF ESLD

- Initial approved funding request should not exceed more than 5% of the final funding for funded ESLD participants.
- Budget covers transport and/or accommodation costs. Expenses for Food and Beverages will not be funded by EDM.
- Deadline for funding requests (set by FDC).
- In case the RD of the hosting region cannot be funded by his region, EDM will cover his travel and accommodation expenses.
- Funding form needs to be filled out and sent to FDC.
- In case of visa expenses, funded members will be asked to get support from their region/area.
- Venue and accommodation will be chosen by local fellowship in collaboration with the EDM treasurer and FDC.
- No funding of single rooms (differences are private expenses).
- Fixed accommodation dates (Thursday to Sunday/extra days are private expenses).
- FDC will check the prices of transportation online before confirming the funding.
- Deadline for booking the transportation tickets if approved 3-4 days after online check.

Travel Receipt Reconciliation:

EDM (Winter & Summer), ESLD & Any TASK team from PR & FD - Funding member need to submit Travel receipt after last day of EDM EVENT within 14 days by mail to Treasurer and CC Vice treasurer attached the following:

1. Travel receipt form signed by funded member PDF not screen shot
2. Invoice of flight
3. Ground invoices “Taxi, Public transportation, if you use your car Fuel receipt “
4. Invoice of Hotel Accommodation “Treasurer will be approving the communicated cost price/day according to hosting Committee”
5. Others as Visa, Etc…..

Treasurer will approve the travel receipt expenses if they didn’t exceed by 15% from the funding request, If Its exceed the 15% funding member need to submit and explanation and SC will vote to approve or reject.

20. WINTER EDM GUIDELINES

The Winter EDM bidding process is open to proposals from communities presenting a bid to host the ECCNA, and all other communities who attend EDM who would like to hold the winter EDM.

- Bids are to be presented within the deadline set by the body.

Presentation

Within your presentation to EDM to host the winter meeting, your community will need to include information on:

- Dates available to hold the meeting from the end of January to the middle of March. (From Thursday Morning to Sunday afternoon).
- A hotel in the city that can house the delegates attending the event, and what amenities and services are available within the hotel and included in the rates;
- Prices for single & double occupancy of rooms available at the hotel, and how delegates will need to make their bookings (with agreement for bookings to be open from Monday to Monday at the same rate) and if possible extended stays.
- The cost of the meeting room space that is either in the hotel proposed or walking distance from the hotel. (The meeting space requirements are to seat up to 60 delegates in a board room style set up, without any obstructions).
- Information on what equipment is included in the room (e.g. Leads, Flip chart & Paper, projectors, internet access), and whether the body could provide its own refreshments during the weekend, or a price list of refreshments supplied by the venue.
- How far the nearest international airport is to the venue, how delegates would travel from the airport to the hotel, and how much it would cost to travel by Taxi, Bus, or Train.
- Whether delegates will need to apply for visas to travel to your country
- Why your community would like to be considered to host the meeting.
- Two reliable and strong Wi-Fi connections one for use of delegates and another one to streaming and hybrid meeting purposes.

EDM Motion Making Guidelines

Please refer to the Guide to World Service NA (**GWSNA**) for information on the process and timeline for the inclusion Motions in the CAR.

EDM Process for Presenting New Motions to WSC

- These guidelines are for the purpose of creating new motions as a zonal forum, they are not intended to impact in any way on `seated' regions being able to discuss their own regional motions at the twice annual EDM meetings. Seated regions often choose to discuss their own regional motions at EDM to gain input and support.
- Regions who are not seated at WSC can offer new Ideas for motion's by emailing them to EDM secretary and zonal delegates using contact@edmna.org and zd@edmna.org.
- The ZD's will support the region to explore and develop the idea further if necessary.
- If the proposing region decides to proceed they must include in their community report and present to EDM body at the next bi-annual EDM meeting with support from the ZD's.
- It is recommended a new Motion be presented at the summer EDM following a WSC, which is at the beginning of a new conference cycle, this will allow as much time as possible for discussion and input.
- All EDM delegates will participate in discussion of new motion ideas at the bi-annual EDM meeting.

- All decision making is done by not seated regions only, whether this be to take the motion idea back to the regions for further discussion or to present to NAWS to be considered for inclusion in the CAR. If not seated delegates reach consensus, the motion idea can then be sent directly to NAWS.
- If the not seated regions decide to take a motion back to their regions for further discussion, it will then need to be re-presented at the next bi-annual EDM meeting for further discussion and decision making prior to being sent to NAWS.
- Any EDM Motion will be presented to NAWS by EDM ZD's, on the understanding that this represents the voice of EDM not seated regions.
- The proposing regions delegates and EDM ZD's will work with NAWS on making the Motion CAR ready.
- Motions would then be presented to the WSC by the ZD's representing the not seated regions.

21. NOMINATIONS TO WORLD SERVICE POSITIONS

The summer EDM preceding the World Service Conference, we have the possibility of nominating members to positions at NA World Services (World Board member, Human Resource Panel member or Co-facilitator).

The following describes the requirements and procedures of the nominations:
Submission of nominations will be made by EDM delegates or by nominees themselves at the summer EDM preceding the World Service Conference. All candidates will send a service CV to the Steering Committee by the first morning of the summer EDM. Attendance is not essential for nominees. A full description of the service functions will be read out before nominees are announced. Each candidate has to be nominated by one delegate and seconded by one other delegate.

All candidates are required to have been a serving member of the EDM, in any capacity at any point of time in the past.

Questions can be asked of the candidates concerning their suitability for the position only if all of the nominees are present (face to face or on-line). If this is not the case, no questions will be asked.

- All candidates present in the room during nomination process will be asked to leave so that delegates can discuss the nominations in open forum.
- All voting for supporting nominations will be conducted by ballot.
- A simple majority of all votes is required to be nominated for any of the World Service positions. We can nominate as many members we wish to.

Description Of The Three Different Positions At World Service Level:

World Board member

"The World Board manages all activities of world services including oversight of the operations of the fellowship's primary service centre, the World Service Office." The position is held for three conference cycles (six years) and the member is an active participant at the World Service Conference. The qualifications outlined in A Guide to World Services are as follows:

For World Board members:

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 fulfil the additional commitments of board membership.
- A working knowledge of the Twelve Steps, Traditions, and Concepts.
- *Clean Time Requirement: All board members must have a minimum of ten (10) years clean.*

Human Resource Panel members

"Facilitates an election/selection process that will allow 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". The position is held for two conference cycles (four years) and the member is a passive participant at the World Service Conference. The qualifications outlined in A Guide to World Services are as follows:

For HRP members:

As well as holding no other world-level service commitments by the time they assume their duties on the Human Resource Panel, all prospective Human Resource Panel members should demonstrate the following:

- Trustworthiness—integrity and the ability to provide leadership (as discussed in our Fourth Concept).
- Discretion—the ability to fulfil their responsibilities with the conference's confidence that confidential information will be protected.
- Experience—members should possess previous world service experience and should demonstrate some personnel/human resources experience.
- Ability to read English.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
- *Clean Time: Human Resource Panel members must have a minimum of eight (8) years clean.*

Cofacilitator

"The purpose of the WSC Cofacilitator is to preside over the business meeting of the World Service Conference". The position is held for two conference cycles (four years) and is a passive participant at the World Service Conference. The qualifications outlined in A Guide to World Services are as follows:

For WSC Cofacilitator:

- A demonstrated ability to preside over business meetings.
- A working knowledge of WSC conference policies and procedures.
- A working knowledge of Robert's Rules of Order and general parliamentary procedure;
- Demonstrated organizational skills.
- Holding no other world service positions or responsibilities at the time of assuming the Cofacilitator's duties.
- A working knowledge of the Twelve Steps, Traditions, and Concepts of Narcotics Anonymous.
- *WSC Cofacilitators must have a minimum of eight (8) years clean time.*