



Things to consider before facilitating a CAR Workshop:

- Review the topics in the CAR before the session.
- Become familiar with the content and flow of the various workshop sessions.
- If facilitating with a partner, talk about your roles and the session timeframe (when to end breaks, transitions, any personal challenges, etc.).
- Consider using your personal experience to communicate the purpose or objective of a session. A personal story WILL engage participants.
- Stay engaged through the entire session, even if you are not the lead facilitator. You may need to help refocus a discussion or answer a question.
- Sessions can be trimmed or expanded based on the energy and interest of participants.
- If facilitating with a partner, build on each other's points but be sure to keep the desired outcome of the session in mind.
- Be mindful of your body language; be engaged and engage others.
- Use your own facilitation style.
- Keep the same room and table set-up for the entire workshop. We suggest round tables that seat 8-10 people. Be sure to include resources at each table: Brainstorming Guidelines, Facilitator Guides, Twelve Traditions & Twelve Concepts Sheets, note sheets for participants, pens, and markers.
- Keep all Post-it sheets so you can tally prioritized results

Have Fun!

CAR Workshop Suggested Schedule

Opening & Regional Motions	60 minutes	9:00 – 10:00
Atmosphere of Recovery	70 minutes	10:15 – 11:25
Leadership	50 minutes	11:40 – 12:30
Lunch		
Our Public Image	50 minutes	2:00 – 2:50
Infrastructure	60 minutes	3:00 – 4:00
Tools & Literature	50 minutes	4:10 – 5:00

OPENING SESSION - WORLD SERVICES UPDATE 70 MIN

PURPOSE

- Introduce RDs; Begin to build communication with participants
- Introduction to CAR, including new format and focus
- Discuss regional motions

INTRODUCE CAR AND WORKSHOP FORMAT— 15 MINUTES

LEADER:

- Welcome and introductions
 - Introduce RD/AD; invite members to approach them with ideas, questions, etc.
- Explain the new format of the CAR this cycle
 - Less motions – More discussion
 - We see the CAR workshops as a second step in the Issues Discussion Topic process, with the WSC discussions as the next step.
 - Background material is available online
 - Give a brief explanation of the importance of the four topics
 - Stress the need for input, not consensus
- Let members know that there is a great deal of material to cover and we will need everyone's cooperation to get through it. We will start and stop on time.
 - Briefly review the schedule and make participants aware of the table materials—each table should have, at least, a **Summary Sheet** which lists the questions and motions, as well as the **Twelve Traditions and Twelve Concepts Sheets**. **The other material on the table will be introduced in the next session.**

REGIONAL MOTIONS DISCUSSION – 40 MINUTES

Motion 1: To direct the World Board to develop a project plan, timeline, and budget for WSC 2008, to create/develop a glossary of recovery terms typically used in Narcotics Anonymous

Intent: To provide a resource of common meanings for frequently used NA recovery terms.

Maker: Northern New York Region

Financial Impact: The financial impact would be whatever time it took the World Board to have the necessary discussions to frame this project plan for presentation to the conference and for the conference to consider the proposal. The cost of any potential project would depend on the details of the project plan.

Policy Affected: None.

Rationale by Region: It is the belief of this area that a need has arisen to create a glossary of recovery related terms. While many of these words can be found in a dictionary, some of these definitions may not reflect recovery, also the recovery terms used in the fellowship are not found in dictionaries. A sponsor is a tool for addicts to use to gain an understanding of recovery terms, but it is the belief of our group conscience that a glossary will be extremely beneficial to the sponsor/sponsee relationship. A glossary of terms may also help newcomers, who we, as experienced members, need to take “a special interest in a confused addict who wants to stop using.” When created, it will provide a resource for addicts and promote a common

understanding of recovery terms. This will further enhance unity in the fellowship, instead of allowing different meaning of words separate addicts.

World Board: *Our recommendation is not to adopt.* We are concerned about the intent of this motion which seems to want to create an “official” definition for a variety of NA language. We fear that these sorts of “official” definitions and attempts to standardize understandings of our principles may encourage a dogmatic attitude or an inflexible understanding. Many of our words and phrases are open to interpretation by their very nature. We do not think an attempt to define, dictionary-style, “surrender” or “conscious contact,” for instance, would be either practical or helpful.

Even were we in favor of this idea, however, in our current system making a motion in the *Conference Agenda Report* is not the best way to get work considered. Talking with or writing to the board is one way to initiate a conversation with us about an idea. Attending a world services event or an event that world services is participating in also provides an opportunity to have a conversation both with NAWS and with other regions about the idea. The *Conference Reports* and the online bulletin boards also offer a forum for regions that have ideas they want to discuss with other regions. The board takes all of these interactions with the fellowship into consideration when planning for the upcoming cycle. We draft project plans for conference consideration according to the overall strategic approach that has been directing our efforts since the restructuring of world services. We would ask that the conference let us take the idea of a glossary under consideration when framing project plans for the next conference, but we do not recommend mandating the creation of a formal project plan.



Motion 2: To direct the World Board to create a project plan for the development of a fellowship-approved Identity Statement to be presented at WSC 2008.

Intent: To obtain literature that will recognize the distinguishing characteristics of the Narcotics Anonymous fellowship from other twelve-step fellowships.

Maker: Ohio Region

Financial Impact: The financial impact would be whatever time it took the World Board to have the necessary discussions to frame this project plan for presentation to the conference and for the conference to consider the proposal. The cost of any potential project would depend on the details of the project plan.

Policy Affected: None.

Rationale by Region: There are currently in existence several different versions of an Identity Statement that circulate throughout the Narcotics Anonymous Fellowship. Many home groups have chosen to make them part of their group readings. Additionally, they are read at several Area and Regional conventions, and even some service committees have chosen to include them as part of their reading materials.

Although they are unofficial in nature, these statements have gained wide support from the fellowship. They have been embraced for the simple reason that no such fellowship-approved literature is available. Therefore, addicts have been left to the vices of developing literature for themselves.

We believe that our fellowship would be better served if there were available a single fellowship-approved Identity Statement. This would provide a means of having a message that is consistent and would alleviate many of the problems associated with the many unofficial statements currently in circulation.

World Board: *Our recommendation is not to adopt.* While we do understand that some groups include an identity statement of some kind in their meeting format because they feel that such a statement helps to clarify the language and program of NA, we do not feel it is necessary to have such a statement become the focus of a world services project. Groups who choose to use a clarity or identity statement are, of course, free to do so; the principle of group autonomy ensures that. To develop such a statement on a world level, however, could imply that all groups should read such a statement, an implication we do not support.



Motion 3: To change the time frame for approval form recovery literature from the current minimum of 150 days to a minimum of one year.

Intent: To extend the time frame for approval form literature to allow sufficient time to communities who choose to make a rough translation.

Maker: German Speaking Region

Financial Impact: There is no direct financial impact as a result of this motion.

Policy Affected: This action would directly amend the following WSC policies:

A Guide to World Services In NA

(www.na.org/pdf/2004GWSNA_final.pdf)

Page 32, Approval Process for Recovery Literature

B. Approval-form Literature

1. Approval-form literature is prepared by the World Board and is distributed for a period of time, considering translations, determined by the World Board of not less than ~~one hundred fifty (150) days~~ one year. The length of this approval period is determined by the World Board based on the needs of the fellowship and the piece being considered for approval.

Rationale by Region: New literature is presented in English. Thus it is not accessible to large parts of our fellowship. To reach an informed group conscience, literature has to be available in our language as a rough draft translation. To do this, we need at least 6 month time ADDITIONAL to the usual approval period.

Timelines of 6–9 months for recent projects appear to be enough time for the whole process of reaching an informed group conscience—under the condition, that members are able to read the language in which it is written! Obviously, this procedure is not possible for us as a non-English-speaking fellowship—without having a rough translation draft available.

For any substantial piece of literature, 12 months would still be extremely short! But approving this motion would at least be a step towards giving us and any other non-English-speaking Region an equal chance to participate in the literature approval process.

World Board: *Our recommendation is to not adopt.* We continue to believe that we need to become more responsive yet efficient in literature development. Extending the approval period for literature projects could result in a longer development period

for the project as a whole, thus turning a one-cycle project into a two-cycle project, or it would collapse the amount of time available for other parts of the project such as review and input. And with a mandated minimum, the extended approval period would apply across the board—to IPs as well as books. Our experience with the Sponsorship Book, which was effectively out for nine months in approval form, did not indicate that extending the time period made the book become more of a priority for translation committees or more subject to fellowship-wide review. What's more, while many if not most translation committees know this, it bears repeating here nonetheless: Other language communities can choose whether or not to translate any given piece of English-language literature. That is, if a given piece of literature does not meet a community's needs, they do not have to translate it.

Determining whether to approve a piece of literature or not is one small part of the development process. The last literature project, the *Sponsorship* book, and the current project, the Basic Text revision, both depend on participation from members around the world for their success. Contributing material toward a literature project or giving input on it allows much more influence on NA recovery literature than a yes or no vote on a piece, and participation at this level has been accessible to any community for the past two projects.

CONCLUSION/WRAP-UP – 5 MINUTES

- Address any questions
- Remind members when the break will end.

SESSION 2 - ATMOSPHERE OF RECOVERY 70 MIN

PURPOSE

- Engage the group in a discussion focused on the Issue Discussion Topic. Make participants aware that you are modeling this session so they can replicate it in their regions, areas, or groups
- Gather input regarding discussion questions for use as a foundational component at the WSC discussions

START OF SESSION - 10 MINUTES

LEADER:

- Introduce yourself and other facilitator(s) participating in the session
- Remind members that this is the “next step” in a discussion that has been taking place throughout the fellowship this cycle. Results from these sessions will help frame WSC discussions.
- Consider some background / set-up information (from the CAR)
 - This was the issue discussion topic perhaps most widely embraced by the fellowship during this conference cycle. The importance of a warm, welcoming atmosphere within our NA groups is undisputed, regardless of how much time in recovery we have.
 - Sometimes our meetings are a poor reflection of the NA program; they can be disorganized or chaotic, with disruptive members and no message of recovery.
 - Often we lose members, old and new, when we cannot offer an atmosphere of recovery, or when someone comes seeking help and never connects enough to understand that he or she can find recovery there.
 - Sometimes, our members or potential members don't feel welcome. They feel different. We asked ourselves, “What can we do to better carry the message to those who are not typically found in the rooms of NA?”
 - We get better by using spiritual principles to meet those challenges.
 - We need to guard against exploitation of any member who feels threatened on a professional, religious, or financial level, for example.
 - Sometimes disruptive members can make people attending our meetings feel unsafe when there isn't even any one-to-one contact between them.
 - Together, we need to talk about how to best ensure that all members have equal access to recovery.

INTRODUCE SMALL GROUP DISCUSSION – 15 MINUTES

- Introduce small group discussion format and remind participants of available resources (brainstorming guidelines, ground rules, and facilitator instructions)
 - Briefly discuss guidelines, ground rules, instructions for the facilitator and recorded, and round robin process
 - Assign groups a trial run by asking them to introduce themselves and share a personal detail to participants at their table
 - Ask a few tables to share an interesting personal detail with the larger group
 - Let members know that they will be using this process throughout the day.

SMALL GROUP DISCUSSION – 20 MINUTES

Review small group discussion process and resources (note sheets for each session with the questions as well as summary sheets, traditions, and concepts). Challenge small groups to consider the two questions below. Assign half of the tables questions 1 and 2, and the other half questions 3 and 4; all tables will not discuss all questions.

- Set A
 - 1) What is working within your group? That is, in what ways is your group carrying the message, rather than the disease of addiction?
 - 2) Who, from your local community, is missing from your group, and why do you think they might be missing? (For example, if you live in a racially diverse community do the people attending your meeting reflect that diversity?)
- Set B
 - 3) What are some things that you can do as an individual to create and maintain the atmosphere of recovery in your home group? (For example, greet someone you don't recognize; make a commitment to listen while each person is sharing and not participate in side conversations; etc.) What can you do when you see things happening that take away from that atmosphere?
 - 4) What are some of the things the group can do? (For example, change the room set-up so that it's more conducive to an atmosphere of recovery; acknowledge newcomers phone lists or introductions; etc.)

LARGE GROUP EXERCISE – 25 MINUTES

LEADER:

Bring the group back together to share the pertinent points discussed at their tables.

- Address each question, one at a time, taking 5 minutes per question. Ask the tables who were assigned the question to offer their thoughts first, and then open the discussion up to the other tables.
- Capture the points on Post-It sheets (write large—no more than 8 lines per sheet)
 - You may need to refocus or redirect some of the input to get back to the focus of the session
 - Again, any personal stories here may be helpful in driving home the focus of the session
 - Watch the time and try to give every table equal opportunity to share their thoughts
- When time is expired, invite members to place a check mark next to the two bullet points under each question that they think are most pertinent
 - Members will check their choices during the break
 - This input will help focus WSC discussions
- Remind everyone of the start time of the next segment

SESSION 3 - LEADERSHIP IN NA 50 MIN

PURPOSE

- Engage the group in a discussion focused on the Issue Discussion Topic. Make participants aware that you are modeling this session so they can replicate it in their regions, areas, or groups
- Gather input regarding discussion questions for use as a foundational component for WSC discussions

START OF SESSION - 10 MINUTES

LEADER:

- Offer some background / set-up information (from the CAR)
 - While it was one of the two official issue discussion topics at the WSC, it has been the focus of our discussion for a few years now.
 - Throughout NA we struggle with apathy and are challenged to identify and cultivate leaders
 - Just as we need to maintain an atmosphere of recovery in our recovery meetings, we need to work to make service meetings attractive too.
 - It is a misunderstanding that willingness is the only critical ingredient when filling service positions, leading to “warm body” syndrome.
 - We need to try to match talents to tasks, and help people to succeed thorough such things as orientation and training, mentorship and stewardship.

There are note sheets for each session with the questions as well as the summary sheets, traditions, and concepts.

LARGE GROUP EXERCISE – 40 MINUTES

LEADER:

Challenge the group to consider each of the questions below

- Move through the questions, one at a time
- Capture the points on Post-It sheets (write large—no more than 8 lines per sheet)
 - You may need to refocus or redirect some of the input to get back to the focus of the session.
 - Again, any personal stories here may be helpful in driving home the focus of the session
 - Watch the time and try to give every table equal opportunity to share their thoughts

Questions:

- 5) How do we, as a fellowship, better match people with positions—identify talent and match it to task?
- 6) What steps can we take to help trusted servants be more successful through mentoring, training, and orientation? (For instance, an incoming trusted servant can work side-by-side with the outgoing member; we can

make it a point to give positive encouragement when our trusted servants do a good job, and so on.) How else can we help?

- 7) How can we instill a sense of personal responsibility, ownership, and stewardship for the roles we take on?
 - 8) What do we mean when we refer to “leadership” in NA? What is the difference between “leaders” and “leadership”?
- When time has expired, invite members to place a check mark next to the two bullet points under each question that they think are most pertinent
 - Members will check their choices during the break
 - This input will help focus WSC discussions
 - Remind everyone of the start time of the next segment

SESSION 4 - OUR PUBLIC IMAGE 50 MIN

PURPOSE

- Engage the group in a discussion focused on the Issue Discussion Topic. Make participants aware that you are modeling this session so they can replicate it in their regions, areas, or groups
- Gather input regarding discussion questions for use as a foundational component for WSC discussions

START OF SESSION - 10 MINUTES

LEADER:

- Consider some background / set-up information (from the CAR)
 - Our Public Image is one of the IDTs identified at WSC 2004.
 - Professionals are more likely to refer addicts to us, and addicts are more likely to find us, if our image reflects our richness and diversity.
 - Informing the public about who we are is not promotion in the sense against which our traditions caution us, but we often still don't seem to take initiative to inform the public
 - NA communities that do set out to build and maintain their public relations in a deliberate fashion often see explosive growth.
 - One thing that can help the success of these sorts of efforts is cooperation among service bodies. We are seeing increased coordination between PI and H&I committees; Form should follow function
 - Our image means much more than just PI; it includes the impression people hold (or don't hold) of NA

There are note sheets for each session with the questions as well as the summary sheets, traditions, and concepts.

LARGE GROUP EXERCISE – 40 MINUTES

LEADER:

Challenge small groups to consider each of the questions below

- Move through the questions, one at a time
- Capture the points on Post-It sheets (write large—no more than 8 lines per sheet)
 - You may need to refocus or redirect some of the input to get back to the focus of the session.
 - Again, any personal stories here may be helpful in driving home the focus of the session
 - Watch the time and try to give every table equal opportunity to share their thoughts

Questions:

- 9) How do I take responsibility for NA's image/reputation? How do service bodies? How can a sense of personal responsibility and ownership develop in me, and how can I help others develop this?

- 10) How does a negative image/reputation affect our ability to carry the message?
- 11) What about our image/reputation makes some people feel NA is not appropriate for them? What about our image makes some people feel NA is not where they would refer a client?
- 12) How can better cooperation among services improve our public image?

- When time is expired, invite members to place a check mark next to the two bullet points under each question that they think are most pertinent
 - Members will check their choices during the break
 - This input will help focus WSC discussions
- Remind everyone of the start time of the next segment

SESSION 5 – INFRASTRUCTURE 60 MIN

PURPOSE

- Engage the group in a discussion focused on the Issue Discussion Topic. Make participants aware that you are modeling this session so they can replicate it in their regions, areas, or groups
- Gather input regarding discussion questions for use as a foundational component for WSC discussions

START OF SESSION - 15 MINUTES

LEADER:

- Offer some background / set-up information (from the CAR)
 - This CAR opens with the quote, “Everything that occurs in the course of NA service must be motivated by the desire to more successfully carry the message of recovery to the addict who still suffers.” This is the foundation upon which our service structure rests...
 - Our service structure was originally designed to meet the needs of a much different fellowship. NA was smaller, more homogenous, and less geographically far-flung. It seems time that we reexamine and see if what we have meets our needs. Form should follow function but often does not.
 - One thing that has come up repeatedly is the ways in which we can infuse our service meetings with an atmosphere of recovery.
 - The key level of service, our area committees, is the linchpin of our service structure. They are usually the principle vehicles for the delivery of NA services. What are we doing to support and help our groups?
 - Our vision statement provides a touchstone for the work we do at world services. Similarly, a shared sense of purpose can help to focus work on an area level.
 - We already share a primary purpose and a set of foundational principles. From that primary purpose, we can develop a set of goals, and then take a careful look at our infrastructure to see if it is best structured to fulfill those goals.
 - In the questions that follow, one of the crucial things to ask ourselves is: What would the most effective infrastructure look like?

There are note sheets for each session with the questions as well as the summary sheets, traditions, and concepts.

SMALL GROUP DISCUSSION – 20 MINUTES

Review small group discussion process and resources. Challenge small groups to consider the two questions below. Assign half of the tables questions 13 and 14, and the other half questions 15 and 16; all tables will not discuss all questions.

- Set A
 - 13) Is the current structure in your local NA community best suited to carrying the message? What about the current structure could be better suited to carrying the message?
 - 14) What are we trying to accomplish (what is most needed in your community) and how can we best meet those needs (how is the service structure meeting those needs)? What are the underlying principles involved, and what is the basic minimum structure required?
- Set B
 - 15) What are we doing for those we serve? If we are an area, what are we doing for our groups? A region, for our areas? A zone, for our regions?
 - 16) What can I do to make service more effective? Why should I be of service?

LARGE GROUP EXERCISE – 25 MINUTES

LEADER:

Bring the group back together to share the pertinent points discussed at their tables.

- Address each question, one at a time, taking 5 minutes per question. Ask those tables who were assigned the question to offer their thoughts first, and then open the discussion up to the other tables.
- Capture the points on Post-It sheets (Write large—no more than 8 lines per sheet)
 - You may need to refocus or redirect some of the input to get back to the focus of the session.
 - Again, any personal stories here may be helpful in driving home the focus if the session
 - Watch the time and try to give every table equal opportunity to share their thoughts
- When time is expired, invite members to place a check mark next to the two bullet points under each question that they think are most pertinent
 - Members will check their choices during the break
 - This input will help focus WSC discussions
- Remind everyone of the start time of the next segment

SESSION 6 – TOOLS & TARGETED LITERATURE 50 MIN

PURPOSE

- Engage the group in a discussion focused on two topics, group and service tools, and targeted literature. Make participants aware that you are modeling this session so they can replicate it in their regions, areas or groups
- Give members an opportunity to offer any new thoughts on the above topics.
- Offer participants a final opportunity to ask questions or offer thoughts on anything they have heard throughout the day.

START OF SESSION / LARGE GROUP DISCUSSION - 15 MINUTES LEADER:

Recap the day's discussions; use the Post-its to remind everyone of what was talked about

Ask the group to consider providing ideas and input about needed tools for groups, areas, and regions. This should fit right into the previous discussions.

From the CAR:

- We have needed new and revised tools for our groups and service bodies for a long time. We have heard ideas from you, and we've had discussions about what work to prioritize to make progress here.
- To break it down a little, some of the things we think new tools could address include
 - Improved planning
 - More effective meeting leadership (e.g., discussion facilitation, handling difficult behavior, etc.)
 - Increased awareness of spiritual principles
 - Better understanding of the service structure and its components.
- We know two of the things on our plate for the next cycle—implementing the PR Handbook, and introducing an area planning tool to the fellowship—will both go a long way toward meeting some of those needs.
- Other tools we've talked about creating or revising include:
 - Updateable materials that cover group trusted servant roles and responsibilities and how to carry them out
 - Discussion tools for running certain types of meetings
 - Simple, interactive tools (with more contemporary packaging) for leaders to use to increase member understanding and practice of the principles, including the "why"s and concepts (in both a generic, and a capital "C," sense) of service
 - Puzzle of the components of the service structure

Show the group a list of the items on a Post-it sheet (prepared at the prior break)

Engage the group in a brief discussion regarding the above list. Ask if the short list looks like their short list. Record any variations.

LARGE GROUP DISCUSSION - 15 MINUTES

One more topic: Targeted Literature - Engage the group in a discussion regarding the prioritized lists below. Write lists on Post-it sheet (prepared at the prior break).

- Offer as background:
 - Three literature surveys are foundations for the list
 - These categories have already been affirmed by the WSC. We are only confirming that we have not missed something significant.
- We are interested in your support for these ideas, and want any new ideas too

The first short list, for targeted literature priorities, comes from the project plan passed but not prioritized at the last conference:

Priority (not necessarily in order)

- youth and recovery
- medication and recovery

Second ranking (not necessarily in order)

- the benefit of service to personal recovery
- the spiritual development of members with longer clean time, and how to continue to engage them in the fellowship of Narcotics Anonymous

Third ranking (not necessarily in order)

- older members and recovery
- issues regarding gender

Ask the group for their thoughts on the lists; record any thoughts or ideas on Post-it sheets.

FINAL WRAP-UP —10 MINUTES

LEADER:

Congratulate everyone for getting through a very busy day

Lead the group in identifying how they might replicate these discussion sessions

- Atmosphere of Recovery
- Leadership
- Infrastructure
- Our Public Image
- This can be an important opportunity for members to hear what others are planning to do
 - Capture any thoughts on Post-its
- Remind members that this is a new format for CAR Workshops; we hope to learn and improve as we move along.
 - We welcome any thoughts or ideas

CONCLUSION/WRAP-UP – 10 MINUTES

Final thoughts by any in attendance

- Include any Q&A