

# Asia Pacific Forum Strategic Plan 2018

## APF Statement of Purpose

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

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

## Our Vision is that one day:

- a) Every addict in the world has the chance to experience our message in his or her own language and culture and find the opportunity for a new way of life;
- b) NA communities worldwide, NA World Services and the APF work together in a spirit of unity and cooperation to carry our message of recovery;
- c) Narcotics Anonymous has universal recognition and respect as a viable program of recovery.

## Asia Pacific Forum Goals

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

### **Fellowship Development:**

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

### **Communications:**

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

### **Financial:**

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

### **Translations:**

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

### **External:**

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

### **Planning:**

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

## Strategies for 2018

Here, we specify and prioritize the specific ways in which we will work towards our long term goals in the next 12 months - our strategies. We can specify or outline some workgroups, and prioritize some strategies, which in turn may suggest Task Teams that can work on each strategy. Given the necessity for the 5 year Strategic Plan to be qualitative (broad/general), the best we can do is create some short term workgroups with these strategies, then refine/review each year. The strategies have been categorized into priorities, based on the rankings of delegates at the 2018 APF meeting.

### Fellowship Development Strategies (including Women's FD)

#### High Priority:

1. Creation of guidelines for FD Participants [Criteria: APF Member, 5 years experiences, local cost, effective, careful consideration]
2. Create APF Women Specific literature

#### Secondary Priority:

3. Support Guidelines in taking the fellowship to communities with different cultural, language background (for example: Japan-Korea, Hong Kong- Expat to Chinese)

#### Low Priority:

4. Make a list of people for FD, based on the ability to participate by a standard template
5. Online Workshop with NAWS Session Profile
6. Create a need assessment tool to determine the requirement of FD trip of the communities
7. Request supports from NAWS to address communities needs where APF cannot reach
8. Establish an Outreach position to reach out to the communities who are not with APF

## Communications Strategies

### General

#### High Priority:

1. Discourage unnecessary small words (e.g. Thanks for the report, well noted, Thanks for your service, will see u soon, etc.)
2. Continuation of Inter Zonal online meeting

#### Secondary Priority:

3. Feasibility analysis of having a virtual meeting in a year

#### Low Priority:

4. All reports to be converted into PDF format
5. Create an information/instruction pamphlet for Google G-Suite
6. Use other messenger (Facebook messenger/ Whatsapp, etc.) for easy communication and follow-up
7. Provide hard copies of general communication (minutes, reminder, etc.) to the member communities, who have restriction over internet

## Web & Technology

### High Priority:

1. Periodical update of all events happening in APF communities
2. Create mobile app for better communication/information

### Secondary Priority:

3. Change the word "Donate" with "Contribution/fund-flow" in the PayPal link of our APF website
4. Create a public Facebook page for professionals
5. Include password protected video on training/workshop in Google Drive

### Low Priority:

6. Periodical update of APF contacts
7. Explore/open alternate way of contribution other than PayPal
8. Remove the statement "for marketing purpose" in the PayPal link of our APF Website

## Newsletter

### High Priority:

1. Use other languages on the Newsletter for personal stories on rotation basis
2. Create a page on the APF Newsletter on recovery related fun (joke, humour, etc.)

### Secondary Priority:

3. Encourage communities to add a link to the APF newsletter on their website
4. Redesign the newsletter with inclusion of creative and attractive contexts (pictures, graphics, symbol, etc.)

### Low Priority:

5. Make a list of topics for inviting articles in the newsletter
6. Providing hard copies to member communities, those who have restriction over use of internet
7. Develop a tool for better communication with the Newsletter Editor as well as communities

## Financial Strategies

### Financial:

### High Priority:

1. Empower communities to generate more funds, include these in FD trips
2. Hold a fundraising event such as an entertainment night to raise funds during the APF Meeting

### Secondary Priority:

3. Budget planning for FD expenditure
4. Encourage communities to hold APF fundraising events such as a 'Gratitude Week'
5. Financial aspects to be considered each time an APF service body makes decisions

### Low Priority:

6. Venue should include 'daily package' as to not be an extra cost to delegates
7. 7th Tradition workshops on contributions to APF
8. Encourage those communities to bid who have not hosted an APF before and are cost effective

## Convention:

### High Priority:

1. Ensure there are FD activities in every APF convention

### Secondary Priority:

2. Once in every 5 years, allocate the entire yearly FD Budget to support an APF convention to be held in smaller NA communities that are unlikely to host APF in any other way
3. Provide a financial report of the APF Convention within 60 days of the Convention to ensure accountability
4. Create a process to find the metrics of newcomers who continue attending NA meetings after the convention
5. Create different packages (Accommodation, Food, Transport, Registration etc.) which considers a range of options for the participants

### Low Priority:

6. Create a Convention Coordinator at the APF level to create single point of accountability
7. Create an assessment process for APF conventions, how could it affect and benefit local communities
8. Ensure APF FD for various communities by holding convention in different places

## Merchandise

### High Priority:

1. Review and prioritise ongoing strategies

### Secondary Priority:

2. Create a Vice Chair for Merchandise Committee
3. Authorization letter for delegation regarding who will carry the merchandise through customs
4. Merchandise sales available on APF website. Other communities can sell their merchandise through APF Website with 20% of those sales going to APF
5. Create a list of existing APF Merchandise in APF Website

### Low Priority:

6. Create a folder of different designs from communities in the G-Suite
7. Ensure lowest production and lowest shipping cost

## Translations Strategies

### High Priority:

1. Make translations as a part of our Fellowship Development Trip if the community has requirement of that support

#### **Areas addressed for implementing this high priority strategy:**

#### **Skills and Experiences need to be included in FD travel teams:**

1. Experience with LTC at Area and Regional Level
2. At least one member of the FD team is Knowledgeable with the local language
3. Awareness of the local meeting needs and local resources
4. Knowledge of translation process start to end
5. Motivational experiences and catch phrases for LTC members
6. Ability to communicate, share knowledge, build rapport with local language speakers

### **Specific topics could be addressed in the trip planning to energize local community:**

1. Audio material that includes translation basics and part of the Basic Text
2. Cultural sensitivity to both language and processes
3. Create awareness of the importance of LTC work to the local community

### **Sections of Translations Basics could be improved:**

1. Broken down into separate documents – how to start an LTC / Translation of IPs and glossary / how to translate books

### **Types of tutorials, videos, worksheets, web meetings which would be helpful:**

1. Share success stories – biggest challenge and how to overcome them
2. Videos of LTC members sharing their experience
3. Workshop successes and biggest challenges to share ideas on how LTCs overcome obstacles
4. Single page summary sheet
5. Online LTC Workgroups

## **External Strategies**

### High Priority

1. **Create a PR Workgroup, initially under the banner of the FD workgroup, comprising new members interested in pursuing the External Strategies from the 2016 and 2017 Strategic Plan. In this first year, the workgroup will consider roles and responsibilities for a PR position that will be elected at the 2019 APF meeting.**

### Secondary Priority:

2. Review and prioritise the previous strategies from 2016 & 2017

## **Planning Strategies**

### High Priority:

1. Ensure FD Trips are being offered to communities that has never been offered FD Trips
2. Allocate a portion of FD Budget for Women FD

### Secondary Priority:

3. To focus on PR within the APF, create a permanent PR Sub Committee
4. Motions need to be submitted within 60 days for at least 30 days evaluation time

### Low Priority:

5. 2 yearly inventory and evaluation of planning/goals
6. Mentoring program for potential future trusted servants
7. Make a tool for community planning before strategic planning

## Sub-Committees, Workgroups & Task Teams

The following sub-committees and work groups will have the responsibility to achieve the strategies developed in this Strategic Plan. The sub-committees will be permanent in nature and the guidelines for each subcommittee will be developed by the subcommittee itself in the next year for inclusion in the APF Guidelines except those subcommittees which has already approved its guideline. Workgroups will exist for the next 5 years (up to 2021) to accomplish our long term goals by pursuing the agreed and prioritized short term strategies created each year, starting from 2016.

Any delegate, alt delegate, past APF trusted servant and other experienced trusted servants can join any sub-committee or any of the workgroups. The Web and Technology sub-committee will develop criteria for its membership as this requires some technical knowledge.

There will be a task team approach for any of the subcommittees or workgroups to accomplish any of these strategies as required.

### **Fellowship Development Sub-committee Responsibilities:**

1. Fellowship Development Strategies
2. Translations
3. External

Point Person: FD Coordinator

*Women Specific Strategies will be pursued by the Women's FD Workgroup*

### **Web and Technology Sub-committee Responsibilities:**

1. Web and Technology Strategies

Point Person: Web Servant

### **Communications Workgroup Responsibilities:**

1. General Communications

Point Person: APF Secretary

### **Money Matters Workgroup Responsibilities:**

1. Financial
2. APF Convention

Point Person: APF Treasurer

### **Newsletter Sub-Committee Responsibilities:**

1. Newsletter Strategies

Point Person: Newsletter Editor

### **Merchandise Sub-Committee Responsibilities:**

1. Merchandise Strategies

Point Person: Merchandise Chairperson

### **Strategic Planning Workgroup Responsibilities:**

1. Planning Strategies.
2. Ongoing Review and Monitoring.

Point Person: Strategic Planning Point Person

## **Review / Follow Up**

It is important for the strategic plan to be part of the ongoing conversations that APF has, both during the year, and at its annual meeting. Review and evaluation of the past year, refining the plans and where necessary taking corrective action or changing course as required.